ACTFL Internet Test Proctoring Agreement

Your school has been approved to administer and proctor ACTFL Proficiency Assessments. This document outlines the required proctoring procedures for the following ACTFL Assessments:

Internet Delivered Tests

- *ACTFL Listening Tests for Professionals (LTP©)*
- *ACTFL Oral Proficiency Interview - computer (OPIc©)*
- *ACTFL Reading Tests for Professionals (RTP©)*
- *ACTFL Writing Proficiency Test (WPT©)*

Proctor is required to do the following:

1. For each applicant, the proctor will receive a login and password. This should remain confidential and is not to be shared with anyone not directly involved in proctoring the assessment for this candidate.
2. The proctor must identify a computer that is NOT accessible to the candidate any time prior to the test administration. This will be the designated test computer. If no such computer can be identified, please contact LTI.
3. Proctor must ensure that the technical specifications for administering the test have been met prior to administering the test. See attached document.
4. The proctor will check a photo ID of the candidate before the test administration to verify the candidate's identification.
5. The proctor will ensure that the candidate does not bring any papers, pens, notes, dictionaries, iPods, Blackberries, laptops, cell phones, cameras, pagers, or other recording devices of any kind into the test room.
6. The proctor or any other party shall not make a copy – by hand or machine – of any test materials.
7. When ready to begin, the proctor is to log the candidate on to the assessment via the ACTFL Assessment website, using the assigned password and login for that candidate.
8. Once the test directions appear on the screen, the candidate is to be seated at the computer. The candidate should be allowed 10 minutes to read the test directions before clicking on the start button to begin the actual test. The total time is automatically tracked by the computer.
9. The proctor must remain in the room with the candidate for the duration of the test, in its entirety, to ensure that the candidate does not use any resources (dictionaries, grammar texts, notes) or call upon the assistance of others to assist them with answering the test prompts.
10. Should the computer freeze-up or the program close simply sign the candidate back into the ACTFL Assessment Website and restart the test. The test will automatically resume from the point at which the candidate was disconnected. If this fails the proctor should call LTI for assistance at 914-963-7110 extension 310.

By signing this document you are agreeing to accept the responsibility to strictly and faithfully abide by the stipulations and procedures outlined above. Please send this completed form to LTI by fax at 914-963-7113 or by e-mail to processing@languagetesting.com.

Signature:_____ Full Name (print):_____

School: _____Position/Title: _____ Work Phone: _____

Work E-mail: _____ Date: _____