

# AAPPL 2.0 Testing & Proctoring Guide



## Before the Assessment Begins

- In advance of testing, print student login labels and bring them to class or the testing lab on testing day.
- Direct students to <http://aappl2.actfltesting.org> to take their tests.

### Teacher and Student Familiarization:

- » Watch the video on the **ABOUT** page.
- » Review the Tasks & Topics page so you know what tasks and topics will be on the test.
- » Set goals/strategies using the Score Descriptions and Sample Score Report on the **Scores** page.
- » Check out the tips videos on the **Tips** page.
- » Take the Practice Test on the **Demo** page.
- » Learn everything you ever wanted to know about AAPPL, and more on the **FAQs** page!

### Technology:

- » Ask your Technology Coordinator to review the **Technology FAQs**.
- » Request that an IT staff-person help you with headset/microphone setup and settings.
- » Run the **System Check** in advance, and again just prior to testing to ensure proper settings.
- » Request that an IT staff-member be on hand to assist you with local issues during testing.

### To Begin Testing

- » The test proctor should provide test takers with the information below.
- » The address for the test is: <http://aappl2.actfltesting.org>.

## During the Assessment

### Proctors Agree to Comply with the Following Stipulations and Procedures:

1. For each applicant, the proctor will receive logins and passwords, either by logging on to their **Client Site** and clicking on **AAPPL Test Status**, or from an administrator. These should remain confidential and are not to be shared with anyone not directly involved in proctoring the assessment for these candidates.
2. The proctor must ensure that the technical specifications for administering the test have been met prior to administering the test. (See the [AAPPL Technology FAQs](#).)

3. The proctor will ensure that the candidate does not bring any papers, pens, pencils, notes, paper, dictionaries, iPods, laptops, cell phones, cameras, pagers, or any other electronic devices of any kind into the test room.
4. Neither the proctor, candidates, nor any other party shall make a copy—by hand, camera, phone printer, or any machine—of any test materials.
5. AAPPL records speech. The recordings must be listened to in order to be scored. Therefore, the proctor is responsible for ensuring a QUIET environment for testing. If the noise level in the room becomes too loud, it will create background noise on the recordings and interfere with or prevent the ability of ACTFL raters (who must listen to candidate recordings) to score the speaking tests. If this requirement is NOT adhered to, your tests may be rendered "Unratable" (UR). This is your responsibility. LTI/ACTFL accepts no responsibility for unratable tests due to a proctor's failure to comply with this requirement.
6. Immediately before administering the speaking test (**Interpretive Listening and Speaking – ILS**), warn students that if they record profanity or other inappropriate language, including talking with other students during testing, it will be reported to their teachers, and their test will receive a score of **UR (Unratable)**.
7. In the **Writing** section, some students have a tendency to spend too much time writing one answer, and as a result they run out of time to complete the test. In advance of testing, direct students to the **TIPS** videos at [www.aappl.org](http://www.aappl.org), and remind them that they need to provide enough language to be rated, but not so much that they can't complete the writing section with the rest of the class.
8. Actively monitor the room during testing. QUIETLY help individual students needing help to navigate through the test or needing technical assistance with their computer. **DO NOT HELP THEM ANSWER THE TEST QUESTIONS!** Seek local IT assistance or contact LTI if local IT support cannot help.
9. Be certain that students are NOT talking to each other or looking at others' computers screens.
10. The proctor may hand out the logins and passwords to each student on a slip of paper, but **the proctor is responsible for collecting each login and password slip from each student before the end of the testing session.** Not doing so risks students logging in from home and cheating on the test and exposing AAPPL to other students before they test.
11. 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.
12. 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 (800) 486-8444 or 914-963-7110 or [aaapplhelp@languagetesting.com](mailto:aapplhelp@languagetesting.com).

## Test-Security Features

In order to ensure test security and that each candidate's responses are genuine, ACTFL and LTI have put in place several test-security features. Many test-security features are "invisible" to the users but the following may be noticeable to test takers and proctors and should not be considered as a malfunction of your device's operation or of the AAPPL assessment: The following features are automatically disabled once you log into an ACTFL assessment:

The following features are automatically disabled once you log into an ACTFL assessment:

- The right-click feature of your mouse;
- The back button;
- The Google Translate browser extension, if installed.

Additionally, if a test taker leaves the browser window on which the assessment is being delivered by opening another window or trying to access another program, she/he will be logged out of the test and will need to sign back in to continue with the assessment.

## After the Testing Session

- After testing is completed, the test proctor, teacher, or any account holder can log in to the client site to access test score reporting. This is accessed by visiting [www.languagetesting.com/client](http://www.languagetesting.com/client).
- The **Interpretive Reading and Listening** components are machine-scored and scores are available immediately after testing, by logging in to your **LTI Client Site**.
- The **Interpersonal Listening/Speaking** and **Presentational Writing** components are rated by ACTFL-certified AAPPL raters. Test results will be made available within two weeks after test administration. Check the **Test Results** screen periodically to determine the grading progress.
- After scoring is complete, individual test taker score reports can be printed, or an Excel file of test results may be downloaded. Do not allow the test takers to access the teacher report page or see other test taker scores.

**Note:** Please refer to the **User Manual** or videos to become familiar with the **Client Site**.

For live support, please contact us at (914) 963-7110 or (800) 486-8444 between 8:30 am and 6:30pm Eastern time, Monday through Friday, or by e-mail at [aapplhelp@languagetesting.com](mailto:aapplhelp@languagetesting.com).