AAPPL 2.0 Testing & Proctoring Guide

Before Testing

2-3 weeks before testing

❑ **School Test Coordinator and IT Staff**

- ❑ Review the Technical Requirements for delivering the AAPPL.
- ❑ Conduct a System Check on computers being used to administer the AAPPL.
- ❑ Set up and test the headsets and microphones that will be used on test day(s).
- ❑ Ensure that language-specific keyboards have been successfully set up on the computers that will be used on test day(s). The System Check provides Operating System-specific instructions.
  - ❑ Schools must verify their keyboard of choice works with the AAPPL 2.0 Presentational Writing (PW) demo tests: https://www.languagetesting.com/aappl2-demo). This will ensure keyboard compatibility with AAPPL 2.0's security features. **Note: Transliteration keyboards of any kind are not acceptable forms of input on ACTFL assessments.**
  - ❑ AAPPL will use any language keyboard input your school uses for instruction, except pop-up, on-screen keyboards.
  - ❑ For French, German, Italian, and Spanish, on-screen special character support is provided wherever students will be entering text. No additional set-up is required. Students taking the PW component on a Windows-based computer may also use ALT codes, if that's preferable.
  - ❑ For Arabic, Chinese, Japanese, and Korean, language-specific keyboard layouts must be set up. (Similarly, they may be used, as well, for French, German, Italian, and Spanish.) Select the operating system for the device being used and follow the directions provided to complete the set-up: Windows 10, Windows 8, Chromebook, MacOS, iOS.

❑ **Teachers and Students**

- ❑ Have teachers and students review the Test Taking Tips videos and work through the available Demos to familiarize themselves with the AAPPL.
  - ❑ Note: It is recommended that students practice taking the AAPPL demos in the room that will be used to administer the test to ensure that there are no bandwidth issues due to the large number of students simultaneously accessing media files over your network.
- ❑ Teachers should review the Tasks & Topics page to be familiar with the tasks and topics that will are on the AAPPL.
- ❑ Teachers should decide the order in which they will administer the four AAPPL test components (Interpretive Listening, Interpretive Reading, Presentational Writing, and Interpersonal Speaking and Listening) to students. The order in which the four test components are administered is determined by the teacher. Note: while the components are not timed, each component will take approximately 30-40 minutes to complete.

3-2 days before testing

❑ **School Test Coordinator and IT Staff**

- ❑ Run the System Check again to ensure all devices are compatible with the AAPPL.
- ❑ Set up and test the headsets and microphones that will be used on test day(s).
- ❑ Print the Student Testing Tickets (called "Labels" in the Client Site) with students' log-in credentials and cut into individual tickets, one for each student.

For general DoDEA AAPPL Customer Support queries, please call LTI during regular business hours (Monday-Friday, 8am-7pm Eastern Time) at (914) 963-7100 ext. 708. Live Technical Support is available 24 hours a day, 7 days a week during DoDEA testing at (425) 278-4800 or via email at AAPPLHelp.DoDEA@languagetesting.com.

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Test Administrators

- ▪ Familiarize yourself with these AAPPL Test Security features.

        AAPPL Testing Security Features

In order to ensure test security and that each student's responses are genuine, ACTFL and LTI have put in place several test security features. Many such 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 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.

While Testing

To begin testing

- ❑ Ensure a secure testing environment. No papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices in the testing room.
- ❑ Distribute Student Test Taking Tickets (Labels) and direct students to the URL printed on the tickets to log in. (Note: these will need to be collected again at the end of the testing period and used on subsequent testing days for the other components.)
- ❑ Direct students to the URL provided on their testing tickets to log into the test: http://aappl2.actfltesting.org.

During testing

- ❑ Actively monitor the room during testing to ensure students are not talking to one another or looking at others' computer screens.
- ❑ Quietly help individual students needing help navigating through the test instructions or needing technical assistance with their computers. **Do not help them answer any questions.**
- ❑ Seek local IT assistance if any technical assistance is required with a students' computer. Contact LTI if local IT support cannot resolve an issue.
  - ❑ Live LTI Technical Support is available 24 hours a day, 7 days a week during DoDEA testing times at (425) 278-4800 or via email at AAPPLHelp.DoDEA@languagetesting.com.
- ❑ Should a computer freeze-up or the program close, simply sign the student back into the test and restart it. The test will automatically resume from the point at which the student was disconnected.
- ❑ At the conclusion of the day's testing period, be certain to collect students' testing tickets to ensure that students are not able to access the test outside of the proctored environment. They will be needed on subsequent testing days.

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- ❑ **When administering the Interpersonal Listening and Speaking (ILS) component**
  - ❑ The AAPPL (ILS) component records students' speech and the recordings are scored by human raters. If the noise level becomes too loud, it could interfere with the raters' ability to score the tests, rendering them "Unratable" (UR). Ensure a quiet testing environment is maintained throughout the testing period.
  - ❑ Prior to administering the ILS component, 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 "Unratable" (UR).
- ❑ **When administering the Presentational Writing (PW) component**
  - ❑ 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. It is suggested that the proctor provide time checks to students to ensure they manage their time effectively.

After Testing Each Component

- ❑ Ensure that all Student Testing Tickets are collected and that students do not leave the testing location with them.
- ❑ Student Testing Tickets must be stored in a secure location between test administrations. They will be distributed to students again on subsequent testing days.
- ❑ If an AAPPL test is issued an "Unratable" (UR) rating, an auto-email notice is sent to the school test coordinator and test administrator, informing them of the UR rating and that a new test will be re-ordered for the student within 24 business hours. New login credentials for the new test (for only the component for which the student received a UR rating) can be retrieved in the Client Site, by following the steps required for accessing and printing Student Testing Tickets (Labels).

After All Components have been Administered

- ❑ After administering the last component, collect all Student Testing Tickets and destroy them so that they cannot be used by another individual.
- ❑ Scores can be accessed by visiting the Client Site: www.languagetesting.com/client
  - ❑ After testing, the **Interpretive Reading and Listening** (IR and IL) components are machine scored. New scores are released daily at 3pm ET.
  - ❑ The **Interpersonal Listening & Speaking** (ILS) and **Presentational Writing** (PW) components are human rated by ACTFL-Certified AAPPL raters. These results for these components will be made available within 10 business days of those components' test administration.
  - ❑ After all the components have been rated, individual test taker Score Reports can be printed by the teacher. Access to student data is limited to only the students for whom you are responsible and should have access.
  - ❑ Remember that Students' Score Reports are confidential and should be handled accordingly.

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