

USBE DLI AAPPL TESTING:

Switching Testing Mode from **In School** to **At Home** Testing or vice versa

The default mode when tests are ordered for fall USBE DLI Testing will be for “**in school**” testing. Below are the processes for changing the testing mode from **in school** to **at home** testing. The process will vary depending upon whether changes are needed for a district, school, classroom (teacher) or individual students.

Here is an overview of the differences between the two scenarios:

AAPPL In School vs. At Home Testing

In School Testing	At Home Testing with Parent/Guardian Proctoring
<ul style="list-style-type: none"> Teachers/Staff provide test login information to students. Teachers/Staff oversee testing and secure the process. 	<ul style="list-style-type: none"> Teachers/Staff provide the test login information to parents/guardians. Parents/guardians provide login information to students for each testing session and later destroy it. Parents/guardians oversee testing and secure the process. A Proctoring Agreement may be used optionally to set expectations for trusted adult proctors, and At-Home Proctoring Guides are available in all USBE testing languages.
What stays the same?	
<ul style="list-style-type: none"> No additional cost for either option Same supported devices and technical requirements Same rating turnaround Trusted adults monitor and secure the testing process. 	

Scenario 1: An entire **DISTRICT, SCHOOL** or **CLASSROOM/TEACHER** will be changing from **In School** to **At Home** testing.

Process: If an entire district, school or classroom/teacher will be moving from **in school** to **at home** testing, please send an email to aapplhelp@languagetesting.com. Please provide the following information:

1. **EMAIL SUBJECT LINE:** USBE DLI Testing Mode Change Request

Please let SUPPORT know that the district/school/classroom is part of the USBE DLI Testing, and please provide the name of the district/School/Teacher (CACTUS ID)/Language/Number of Students, In School/At Home and the Testing Date. Please note that we will need 2 full business days to make the changes needed.

DISTRICT	SCHOOL	TEACHER/CACTUS ID	LANGUAGE	Number of Students	In School/At Home	Testing Date

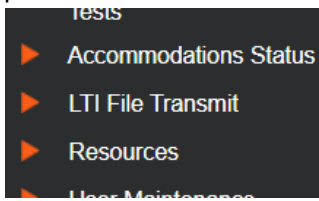
Scenario 2: Individual Students within a classroom will be changing from In School to At Home Testing, or vice versa

Process: The default Testing Mode for all tests ordered for USBE will be for **In School testing**.

1. If individual students within a classroom will be testing **at home**, the LEA's will submit the request to change the testing mode within the LEA client site. To do this LEA's will download a template where they will enter the following information: School Name (as listed in the client site), Student ID, Student First Name, Language, In School or At Home.

DISTRICT NAME	SCHOOL NAME	TEACHER/CACTUS ID	LANGUAGE	Student ID	Student First Name	In School/At Home	Testing Date

2. Once the template is filled out, log into the district client site and using the **LTI FILE TRANSMIT** module, upload the template and submit:



Submit File to LTI

Select File: No file chosen

The time to update the test mode for students will be approximately 2 business days. The status can be checked via the **AAPPL TEST STATUS** module in the client site. There is a column called **Proctoring Mode** that will show either "At School" or "At Home" for the individual student. For questions regarding the status of a request, please contact aapplhelp@languagetesting.com.

