

GENERAL OVERVIEW AND FAQs

INTRODUCTION TO ACTFL ASSESSMENTS

ACTFL Proficiency Assessments are developed in accordance with the published ACTFL Proficiency Guidelines, a national metric for measuring language competence based on the U.S. governments Interagency Language Roundtable (ILR) language descriptors, and adapted for applicability in an academic setting. ACTFL assessments are designed to elicit the level specific global functions and language tasks specified in the Guidelines. ACTFL is the Specialized Professional Association representing the foreign language specialty area of the National Council on the Accreditation of Teacher Education (NCATE). The ACTFL Oral Proficiency Interview has been favorably reviewed by the American Council on Education (ACE).

Every year, ACTFL and LTI successfully administer tens of thousands of tests, both in the U.S. and internationally, in over 56 languages and for a broad range of academic needs including entrance, placement and graduation requirements; program evaluation; hiring and promotion decisions; credentialing of teachers and language professionals; and other situations where language proficiency needs to be demonstrated. All assessments are rated by language professionals that have passed the rigorous ACTFL Tester Certification Process, one of the most selective and respected language proficiency tester trainings in the world.

THE ACTFL ORAL PROFICIENCY INTERVIEW

The ACTFL Oral Proficiency Interview or ACTFL OPI is:

- A standardized procedure for the global assessment of functional speaking ability
- A telephonic interview between a certified ACTFL tester and an examinee
- A criterion referenced test that compares an individual's performance of specific oral communication tasks with the criteria of each of ten proficiency levels described in the ACTFL Proficiency-Guidelines-Speaking (Revised 1999)

- **For More Detailed Information About the OPI Please Click On The Link Below:**

<http://www.languagetesting.com/oral-proficiency-interview-opi>

The ACTFL OPI takes the form of a carefully structured conversation between a trained and certified interviewer and the person whose speaking proficiency is being assessed. The interview is interactive and continuously adapts to the speaking ability of the individual being tested. There is no script or prescribed set of question; the topics discussed during the interview are based on the interests and experiences of the speaker.

Through a series of personalized questions, the interviewer elicits from the test candidate examples of his or her ability to handle the communication tasks specified for each level of proficiency in order to establish a clear "floor" and "ceiling" of consistent functional ability. Often candidates are asked to take part in a role-play to prove linguistic functions not easily elicited through the conversational format.

Since the ACTFL OPI is an assessment of functional speaking ability, independent of any specific curriculum, it is irrelevant when, where, why and under what conditions the candidate acquired his/her speaking ability in the language.

THE ACTFL WRITING PROFICIENCY TEST

The ACTFL Writing Proficiency Test or ACTFL WPT is:

- A standardized procedure for the global assessment of functional writing ability
- A test that requires the examinee to read prompts in English and compose written responses in the target language without the aid of dictionaries or grammar references
- A criterion referenced test that compares an individual's performance of specific communication tasks with the criteria for each of ten proficiency levels described in the *ACTFL Proficiency Guidelines-Writing* revised by ACTFL in 2001
- **For More Detailed Information About the WPT Please Click On The Link Below:**
<http://www.languagetesting.com/writing-proficiency-test>

The ACTFL WPT takes the form of a carefully constructed assessment with four requests for written responses dealing with practical, social and professional topics that are encountered in informal and formal contexts. The writer is presented with tasks and contexts that represent the range of proficiency levels from Novice to Superior on the ACTFL scale. The tasks and prompts are articulated in English with the expectation that the responses be written in the target language. The prompts ask for written constructed responses of paragraph length or longer demonstrating narrative writing, informative writing and persuasive writing.

Since the ACTFL WPT is an assessment of functional writing ability independent of any specific curriculum, it irrelevant when, where, why and under what conditions the candidate acquired his/her writing ability in the language.

THE ACTFL READING PROFICIENCY TEST

- The Reading Proficiency Test® (RPT) is a standardized, computer-delivered test for the global assessment of reading ability in a language.
- RPTs measure how well a person understands written discourse as described in the [ACTFL](#) rating scales.
- The reading texts and multiple choice questions and answers are presented in the target language.
- **For More Detailed Information About the RPT Please Click On The Link Below:**

<http://www.languagetesting.com/wp-content/uploads/2013/10/ACTFL-RPT-Familiarization-Manual-2013.pdf>

THE ACTFL LISTENING PROFICIENCY TEST

- The Listening Proficiency Test® (LPT) is a standardized, computer-delivered test for the global assessment of listening ability in a language.
- LPTs measure how well a person understands spoken discourse as described in the [ACTFL](#) rating scales.
- The listening passages & multiple choice questions & answers are presented in the target language.

THE ACTFL CERTIFIED TESTERS

ACTFL Exams are conducted and rated by Certified ACTFL Proficiency Testers. Testers are highly specialized language professionals who have completed a rigorous training process that concludes with each tester demonstrating the ability to consistently elicit ratable samples and to rate them with a high degree of reliability. ACTFL strictly monitors all testing.

ACTFL ASSESSMENTS IN 60+ LANGUAGES

ACTFL provides proficiency testing in 60+ languages, both commonly taught and less commonly taught. For a current list of languages, please visit www.languagetesting.com.

FEES FOR ACTFL ASSESSMENTS AND SERVICES

| <u>PRODUCTS AND SERVICES</u> | <u>PRICES</u> | <u>DESCRIPTION</u> |
|---|--|---------------------------|
| Certified ACTFL WPT | \$70 | [Written Exam] |
| Certified ACTFL OPI | \$139 | [Oral Exam] |
| Certified ACTFL OPIc | \$70 | [Oral Exam by Computer] |
| Certified ACTFL RPT | \$30 – ATA Candidate's only | [Reading Exam] |
| Certified ACTFL LPT | \$30 | [Listening Exam] |
| Missed OPI Appointment/No Show/Cancellations | \$55 | |
| Express Service (Results in 14 business days) | \$50(each) | Expediting of Results |
| ACE College Transfer Credits | \$75 (\$40 for next ACE request thereafter) | College Credits |
| Official Certificate to 3 rd Party | \$10 per request and Test Type | Official Copy |
| Diagnostic Comments | \$75 per Test Type | Feedback |

Payment may be made by credit card (Master Card, Visa, AMEX or Discover Card) or personal check.

CANCELED TESTS

For an OPI test that is canceled and not rescheduled, there is a \$55 cancellation fee that will be deducted from your refund.

How to Schedule an Exam**STEP 1: FIND A PROCTORED LOCATION**

What is a Proctor? - A Proctor is someone in an official capacity who works at an Educational Institution or an Official Testing Site that holds a Supervisory position. The purpose of the proctor is to verify your identity at the time of testing and to supervise you as you take your exam(s).

Any K-12 School or College, School District or Learning Center (With a Proctor) *Finding a Proctor Is The Candidate's Responsibility Not LTI*

You may choose to take the ANY ACTFL Assessment at any K-12 school or college of your choice or at an official testing center specified on the online application. If you will use your own proctor, then the test must be conducted at the proctor's school or office and not at the proctor's private residence. Please note that OPIs, OPIcs & WPTs in booklet form may be taken between **9:00am - 9:00pm** EST Monday through Friday. The Internet WPTs, RPTs, LPTs can be taken between **9:00am- 6:00pm** EST Monday through Friday. ***You and your proctor will coordinate three dates and 3 hour time range of availability between the time ranges listed above for each date.***

*******Please note that your 1st selected testing date must be 10 business days from the submission date of your completed application. The online application will provide you with the first available testing date.***

Holidays are not available for testing****

Please note that **you do not** have to be affiliated with any particular school, college or university in order for someone there to be a proctor for you. LTI does not pay the proctor you find; any fees and payment is discussed and agreed upon between yourself and your proctor. What you would have to do is call a school, college or university in your area, speak to the secretary or someone in the Language Dept. and ask if their institution provides proctoring services. If you cannot locate a proctor that way ***and you are seeking a teaching license*** you can always contact your State Dept. of Education for help. Or you can go to any Learning Center (Ex. Huntington Learning Center or Sylvan Learning Center) in your area as well.

Appropriate, Approved proctor as identified below***K12 Schools and School District Proctors:**

A proctor at a K-12 school or school district may only be a Principal, Assistant Principal, Dean, Administrative Assistant to the Principal or Dean, School District HR personnel, or Academic Chair.

No other administrators or staff may act as proctors.

University or College Proctors:

A proctor at a college may be any Professor, any Department Chair, any Dept. Administrative Assistant or any Department Coordinator. ***No other administrators or staff may act as proctors.***

In addition, the proctor must have a WORK email and the email address must contain the proctor's name and proctor's school name. We do not accept personal (aol, hotmail, comcast, verizon, etc) e-mail addresses for proctors.

Finally, all tests must be conducted at the school - not a proctor's or candidate's home.

****Please be aware that no times or dates are guaranteed until your test has been confirmed****

****Your Proctor will need to setup a proctor account (please see link below)***ALL ASSESSMENTS REQUIRE A PROCTOR <http://tms.languagetesting.com/ProctorSite/> (PROCTOR ONLY)***

*****All Languages have the capabilities of internet testing if the PC the candidate is going to be using is setup properly with either a Keyboard built to type in the respective language or the PC has a up-to-date Language Service Pak Software from Microsoft that is compatible with Windows 7 or higher*****

STEP 2: SETTING UP ACCOUNT

- <http://tms.languagetesting.com/IndividualSite/>

STEP 3: SCHEDULING A TEST:

After completing your initial sign up you will need to submit dates and times for testing.

- A. What is required for testing **with your own Proctor** –
 - A Minimum of 3 dates (**Monday through Fridays - NO HOLIDAYS**).
 - For each date at least a 3 hour window of availability for testing (**Between 9am – 9:00pm EST**).
 - An approved proctor.

It is important that you and your Proctor check your emails along with junk and spam folders to make sure that you both receive LTI's e-mails.

STEP 4: AWAITING CONFIRMATION

You will receive an email with your confirmed testing date & time usually 5-7 business days prior to your scheduled date and time of testing. If your first date is not available, we will utilize your alternate testing date options. Once your test is confirmed and scheduled both yourself and your proctor will be provided the information needed for that testing date in the confirmation emails.

If none of the dates you provided are available we will contact you via email/phone to supply new dates & times for testing.

Please note that you can always log into your Candidate Site to see the status of your exam(s)

STEP 5: TAKE EXAM(s)

STEP 6: AWAITING NOTIFICATION OF RESULTS

Final Ratings:

Rating notification, takes anywhere from 1-4 weeks***BUSINESS DAYS ONLY**;

(1-14 BUSINESS DAYS with (Express Service) if you applied prior to taking your exam).

If you completed a Hand-Written WPT the process does not start until the booklet has been returned to LTI.

Use <https://tms.languageesting.com/IndividualSite> TO VIEW YOUR RATING(S)

You will receive an email notification once the results have become available.

FREQUENTLY ASKED QUESTIONS (FAQs)

WHY CAN I NOT SELECT A LANGUAGE FROM THE MENU?

The reason you cannot select a language from the drop down menu is because LTI does not have a contractual agreement with your state to test in your desired language. Please contact your Dept. of Education in your state for further assistance.

If you are a Texas Teacher Candidate the reason you may not see the language you want to test in is because you may not have registered your **TEA ID # or the language you will be testing in** has not yet been approved by TEA (**Texas Education Agency**) with LTI and TEA will have to contact us. In order for you to continue with the application process you will need to Contact TEA and register **BOTH** your **test language** and **TEA ID #**. Once those steps have been completed you can return to our website and continue with the application process.

CAN I APPLY FOR MY TESTS BY PHONE?

No, the first step would be for you to sign up online and setup a User Name & Password at

<http://tms.languagetesting.com/IndividualSite/> .

If you are seeking Teaching Certification in the State of Texas the application is available on your Test Candidate Registration Site under Texas Teacher Candidates, **(PLEASE NOTE A TEA ID# IS NEEDED BEFORE APPLYING)**

If you are not seeking a certification in the State of Texas you will fill out a General Application where a TEA ID# is **NOT** needed.

For any questions on an Academic Testing please visit <http://www.languagetesting.com/academic-services>.

WHAT IS THE DIFFERENCE IN TAKING AN OPI OR WPT AT AN OFFICIAL TESTING SITE, A SCHOOL OR LEARNING CENTER?

If you are taking the OPI or WPT at a school or Learning Center you will need to provide us with a proctor by providing the proctor's Name, Title, Email address, Telephone number and Location. The purpose of the proctor is to verify your identity at the time of testing and to supervise you as you take your exam(s). This individual would be the one that would place the call and introduce you to our certified tester for your OPI exam. For the Internet WPT, the Proctor will need to provide you with a computer that has internet service and a quiet workspace. A Proctor who is not affiliated with an Official Testing Site is required to setup a Proctor account at <http://tms.languagetesting.com/ProctorSite/>. If you choose to test at an Official Testing Site a proctor is provided for you and there will be a Proctor fee applied for each location.

CAN I PICK MY OWN TEST DATE/TIME?

Yes, there are no set time slots for these tests. On the application it requires that you give us your availability for testing. You must provide 3 dates that are **10 business days** from the date you submit your completed application. For each date you provide you must have an availability of at least **3 hours** between the hours of **9am to 9:00pm EST**. If we are unable to meet your requested dates, we will contact you via phone/email for more availability.

HOW WILL I FIND OUT MY TEST DATE?

Once we have a confirmed test date/time, an email confirmation will be sent to both yourself and your Proctor. If you are taking more than one exam you will receive each confirmation separately.

WHAT DO I NEED TO TAKE AN OPI?

You will need to locate a Proctor at an Academic Institution or at a testing site that can provide you with a quiet room that has a Land-line telephone.

WHAT DO I NEED TO TAKE AN INTERNET WPT?

You will need to locate a Proctor at an Academic Institution or at a testing site that can provide you with a quiet room that has a computer that has access to the Internet.

WHAT DO I NEED TO TAKE AN OPIc?

You will need to locate a Proctor at an Academic Institution or at a testing site that can provide you with a quiet room that has a computer that has access to the Internet as well has capabilities of using a Headset with a Microphone

WHAT DO I NEED TO TAKE A BOOKLET WPT?

You will need to locate a Proctor at an Academic Institution or at a testing site that can provide you with a quiet room.

WHAT DO I NEED TO TAKE A RPT?

You will need to locate a Proctor at an Academic Institution or at a testing site that can provide you with a quiet room that has a computer that has access to the Internet.

WHAT DO I NEED TO TAKE A LPT?

You will need to locate a Proctor at an Academic Institution or at a testing site that can provide you with a quiet room that has a computer that has access to the Internet as well has capabilities of using a Headset.

WHAT IS A PROCTOR?

A Proctor is someone in an official capacity who works at an Educational Institution or an Official Testing Site that holds a Supervisory position. The purpose of the proctor is to verify your identity at the time of testing and to supervise you as you take your exam(s).

WHEN IS THE TEST GIVEN?

Testing is available every weekday Monday – Friday; unless you are testing at location that provides a Saturday testing. Holidays are not included.

ARE THERE ANY STUDY MATERIALS OR PRACTICE TESTS AVAILABLE?

There are no study materials or practice tests available. What we do offer are helpful Familiarization Manuals & demos for most of our tests that are located on our website at www.languagetesting.com (*please see additional links below for more testing information*)

<http://www.languagetesting.com/writing-proficiency-test>

<http://www.languagetesting.com/oral-proficiency-interview-opi>

HOW LONG WILL EACH TEST TAKE?

The **OPI** should be no longer than 45 minutes.

The **OPIc** range between **20 – 75** minutes

The **WPT** is a timed test. The **WPT Internet version** ranges between **60-80** minutes.

The **WPT Booklet version - 90 minutes** given to complete four test prompts.

The **LPT** range between **50 – 75** minutes

The **RPT** range between **50 – 75** minutes

<http://www.languagetesting.com/find-a-test> (Click link for more detailed information on all available tests)

WHAT ARE SOME TEST TIPS FOR THE OPI?

When taking the Oral Proficiency Interview (OPI), listen carefully to the questions asked by the Interviewer before answering. When answering, give as detailed a response as possible. Saying little to avoid making mistakes will not improve your rating. If you do not know a specific term in the target language, describe it and try to avoid making up words. (If you do not use the tested language or a slang term, do not be surprised if the interviewer asks you to describe what that word means in the target language). ***There are no study materials or prep test available***

<http://www.languagetesting.com/download/OPIFAQs.pdf> (for more detailed information on OPI)

WHAT ARE SOME TEST TIPS FOR THE WPT?

When taking the Writing Proficiency Test (WPT), read the directions for each of the four prompts carefully. Make sure that your written response addresses the tasks and specifications outlined in the prompt. For example, if the prompt asks you to describe a specific work experience you have had, be sure to recount the details of a specific work experience and not just give a general description of your work experience. It is also very important that you follow the time allocation specified for each prompt. If a prompt asks you to give a brief description of a paragraph in length that should not take more than ten minutes to write, do not respond to that prompt by writing five paragraphs and taking twenty-five minutes. If you do this, you will not have enough time to address later prompts fully. ***There are no study materials or prep test available***

<http://www.languagetesting.com/download/WPTFAQs.pdf> (for more detailed information on WPT)

WILL YOU CALL ME WITH MY RESULTS?

No, in the email confirming your scheduled test date/time you will be given an ID & access code. You will be able to check the status of your test. Once the final rating is posted you will receive an email confirmation to notify you that the test status has been changed to "completed" and you will then have the option to print out a certificate.

WILL A CERTIFICATE BE SENT TO MY HOME OR SCHOOL AUTOMATICALLY?

Official Certificates cannot be sent to your home because you have the option to view your results online at (<https://tms.languagetesting.com/IndividualSite/>) using your login I.D. and access code. However, if you wish to request an Official Certificate it must be sent to a 3rd Party location such as a school, job or the Department of Education of your State. You can request as many copies as you like directly from your Candidate Registration Site (*please note that there is a \$10 service fee for each certificate request per test type*) eg. *1 request with 1 OPI and 1 WPT = \$20; 2 requests with 1 OPI and 1 WPT each = \$40; 1 request with 2 OPIs and 1 WPT = \$30; 1 request with 3 OPIs = \$30*

*****NO CANDIDATE CAN REQUEST OFFICIAL CERTIFICATES IF THEY DID NOT PAY FOR THE EXAM(S)*****

*****NO LAUDER APPLICANTS, COMMERCIAL CANDIDATE OR OTHER DIAGNOSTIC TEST CANDIDATE CAN RECEIVE OFFICIAL CERTIFICATES*****

WHAT IS ACE & HOW CAN YOU GET COLLEGE CREDITS?

ACE is the American Council on Education and their offices are located in Washington, DC. If you apply for this service we will register you with ACE. There is an initial service charge of **\$75** for the *first request*, then an additional charge of **\$40** for any request thereafter. Once we receive a final rating, ACE will be notified and they will send you a transcript with credit recommendations according to what level you achieved on your test. The college will determine the amount of credits that would be awarded to you. You can apply for this service on your application or apply for it anytime after you have taken the OPI/WPT.

<http://www.acenet.edu/acecredit> (for detailed information about ACE)

WHAT IS YOUR RETEST POLICY?

The ACTFL Retest Policy requires each test taker wait at least **90 days between test taking**

Occurrences (retesting) of the ACTFL OPI and WPT. But candidates can take the exam as many times as they wish as long as the dates are 90 days apart. However each candidate is allowed a one-time waiver of the ACTFL Retest Policy.

IS THERE A WAY TO RECEIVE FEEDBACK ON MY EXAM(S)?

Yes, we offer a service called Diagnostic Comments at a \$75.00 service charge.

For any test type and in any language, ACTFL testers can review a test and provide individualized diagnostic comments that speak to the strengths and weaknesses of the candidate's proficiency. The diagnostic helps to illuminate a candidate's rating and the criteria against which the sample was measured.

*****NO CANDIDATE CAN REQUEST DIAGNOSTIC COMMENTS IF THEY DID NOT PAY FOR THE EXAM(S)*****

*****NO LAUDER APPLICANTS, COMMERCIAL CANDIDATE OR DIAGNOSTIC TESTING CANDIDATE CAN RECEIVE DIAGNOSTIC COMMENTS *****

WILL LTI SUPPLY ME WITH MY TEACHING CERTIFICATION?

No, LTI does not supply teaching certificates. We are only a testing company for the Dept. of Education, and only a part of their testing requirements. You will receive a Proficiency Certificate in which you can use in your resume or Portfolio towards job placement. Once you receive your results you will need to forward your score(s) to the Dept. of Education, if you meet their requirements the DOE will issue your Teaching Certification.

HOW WILL EXPRESS SERVICE HELP ME?

Express Service feature is a service we provide for a \$50 fee (each test type) it will guarantee you receive your results no later than 14 business days after the completion of the exam. The Express Service has no effect on the processing of your application. You will still need to wait the 10 business days waiting period when you apply.

I TOOK A TEST BUT I DIDN'T GET, OR LOST, THE CERTIFICATE – CAN I GET A REPLACEMENT?

If at the time of submission of your application you created a profile then yes, it will be available at your Candidate Site (TMS) simply log in and click on the link **Print and View Rating Certificate**. If you did not create a profile at the time of the submission of your application please send an email to test@languagetesting.com for further assistance.

HOW LONG ARE YOUR TEST RESULTS VALID?

Two Years

WHAT IS ON THE TEST?

The subjects covered in the assessments reflect real-world concerns, and cover a range of tasks one might be expected to handle in real life.

I FORGOT MY PASSWORD

That is ok you can always return to your Candidate Registration site at <https://tms.languagetesting.com/IndividualSite/> and click on the link **"I FORGOT MY PASSWORD"** and you can update a new password.