

VERSION 1.0



# FREQUENTLY ASKED QUESTIONS

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## CAN I APPLY FOR MY TEST(S) BY PHONE?

No, the first step would be for you to sign up online and setup a User Name & Password at <https://tms.languagetesting.com/IndividualSite/>

If you are seeking Teaching Certification, there are specific links for each state which you'll see after setting up an account and clicking on 'Apply for an ACTFL Test'.

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

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## WHAT IS THE DIFFERENCE BETWEEN 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 the proctor's

- **NAME**
- **TITLE**
- **EMAIL ADDRESS**
- **TEL. NUMBER AND LOCATION**

The proctor has to verify your identity at the time of testing and supervise you as you take your exam(s). He or she places the call and introduces you to our certified tester for your OPI exam. For the Internet WPT, the Proctor will need to provide you with a computer connected to the web 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/>. Any fee arrangements must be made between you and the proctor. 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.

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## CAN I PICK MY OWN TEST DATE/TIME?

Yes, there are no set time slots for these tests. However, you must provide 3 dates at least 10 business days from the date you submit your application. On each date you provide you must have an availability of at least 3 hours between. We'll then work to schedule the tests into the windows you provide. A specific time will be provided about a week before the testing date. If we are unable to meet your requested dates, we will contact you via phone/email for more availability.

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## 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.

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## WHAT DO I NEED TO TAKE AN ORAL PROFICIENCY TEST (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 and a reliable phone connection.

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### **WHAT DO I NEED TO TAKE AN INTERNET WRITING PROFICIENCY TEST (IWPT)?**

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.

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### **WHAT DO I NEED TO TAKE A BOOKLET WRITING PROFICIENCY TEST (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.

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### **WHAT DO I NEED TO TAKE AN ORAL PROFICIENCY TEST BY COMPUTER (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 and a Headset with a Microphone

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### **WHAT DO I NEED TO TAKE A READING PROFICIENCY TEST (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.

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### **WHAT DO I NEED TO TAKE A LISTENING PROFICIENCY TEST (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.

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### **WHAT DOES A PROCTOR DO?**

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

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### **WHEN IS THE TEST GIVEN?**

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

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### **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 on our website. Visit [www.languagetesting.com](http://www.languagetesting.com), click on 'Tests' and select the test you're interested in.

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### **WHAT ARE SOME TEST TIPS FOR THE OPI?**

Can I take a practice OPI?

Not really - because the OPI is a live conversation, every OPI is different – it's tailored specifically for each candidate. You can see some clips of people taking OPIs, so you know what to expect, here:  
<http://actflproficiencyguidelines2012.org/speaking>

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### HOW CAN I BEST PREPARE TO TAKE THE OPI?

Though each test is tailored to the test-taker, you can't predict exactly what you'll be asked to do on the test, so the only way to really prepare is to use the language as much as you can. Talk with people. Listen to the news. Read the newspaper. Immerse yourself in the language.

Reading the ACTFL Proficiency Guidelines (<http://actflproficiencyguidelines2012.org>) will help you to understand what each level means.

How is the interview structured?

The test has 4 phases, designed to stretch your ability, and push your limits:

1. **WARM UP** – *an informal chat to ease into the test*
2. **LEVEL CHECKS** – *prompts designed to get you to show your ability*
3. **PROBES** – *questions to push you a little*
4. **WIND DOWN** – *a nice conclusion to the test*

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### WHAT HAPPENS DURING THE TEST?

The tester will ask you to talk about a wide range of things – at lower levels, they'll be mostly about yourself, your interests, and your daily routine, but at higher levels, you'll need to show that you can speak about much, much more – describing, narrating and giving opinions, for example.

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### DO I JUST ANSWER QUESTIONS?

For most of the test, you'll talk about a range of topics which interest you, but the tester may also ask you to take part in a role-play to find out how well you can handle other situations.

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### WHAT SHOULD I DO IF I CANNOT REMEMBER A PARTICULAR WORD, OR 'FREEZE UP'?

If you can't come up with a word, try to describe or paraphrase what you want to say. Don't use another language, slang or invented words! If you really don't know it, move on rather than freeze.

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### WHAT ARE THE BEST STRATEGIES FOR SUCCESS ON THE OPI?

Listen carefully to the questions before answering, and ask for clarification if you don't understand.

If you are asked a question that you are unfamiliar with, simply talk about how you are unfamiliar with the question and perhaps why you are unfamiliar with it. We're only measuring your abilities to communicate in the target language - not your knowledge of any specific content area.

Remember that we can only rate what you show in the test, so, in general, the more language you use, the better. Saying little and just trying to avoid mistakes won't improve your rating.

Relax, and try to really take part in the conversation

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## WHAT ARE SOME TEST TIPS FOR THE OPIC?

Can I take a practice OPIC?

There's a short demo version of the test, in English, here: <http://OPICdemo.actfltesting.org>, but you won't receive feedback.

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## HOW CAN I BEST PREPARE TO TAKE THE OPIC?

Because each test is tailored to the test-taker, you can't predict exactly what you'll be asked to do, so the only way to really prepare is to use the language as much as you can. Talk with people. Listen to the news. Read the newspaper. Immerse yourself in the language.

Reading the ACTFL Proficiency Guidelines (<http://actflproficiencyguidelines2012.org>) will help you to understand what each level means.

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## HOW THE OPIC IS STRUCTURED?

The test-taker is given 12- 17 prompts at various levels of difficulty. Prompts allow different lengths of time to respond, depending on the difficulty of the prompt – more challenging prompts are allowed more time.

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## HOW IS THE TEST RATED?

The test is rated by trained, certified testers. It results in a rating based on the ACTFL Proficiency Guidelines – Speaking (Revised 2012) and can issue ratings from Novice Low to Superior.

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## HOW LONG IS THE OPIC?

The response time for each question varies depending on the difficulty level of the prompt. The full test takes about 30 – 40min.

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## WHAT IS CONTAINED IN EACH PROMPT?

Each prompt asks you to speak about particular subject or address a particular task. They are designed to elicit the different tasks described at each level of the ACTFL Proficiency Guidelines – Speaking (Revised 2012).

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## AM I REQUIRED TO ANSWER ALL QUESTIONS?

You should try to respond to every question on the OPIC – it's always better to do the best you can, rather than skip a prompt altogether.

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## WHAT ARE THE BEST STRATEGIES FOR SUCCESS ON THE OPIC?

Listen to the prompts carefully, and be sure to address all the specific tasks required. This is a proficiency test, so we are not measuring the accuracy of your responses, but rather how you communicate them.

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## WHAT IF I AM ASKED A QUESTION THAT I DON'T KNOW MUCH ABOUT?

If you are asked a question that you don't know much about, simply talk about how, and perhaps why, you are unfamiliar with it. Again, this is a proficiency test so we are only measuring your abilities to communicate in the language and not your knowledge of any specific content area.

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## WHAT IF I DO NOT FULLY REMEMBER EVERY TASK CONTAINED IN A PROMPT?

Try to tackle the question to the best of your ability. There are often several questions in each prompt to encourage you to provide as much detail as possible in your responses. If you do not remember all of the elements, simply give as much detail as possible.

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## WHAT ARE SOME TEST TIPS FOR THE WPT?

*\*There are no study materials or prep test available\**

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.

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## HOW DO I GET RESULTS?

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.

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

Official Certificates cannot be sent to your home. You have the option to view your results online at (<https://tms.languagetesting.com/IndividualSite/>) using your registered email address and password.

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) e.g. 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.

Certificates can only be requested for certified tests, and only by the entity which paid for the tests.

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### **WHAT IS ACE & HOW CAN YOU GET COLLEGE CREDITS?**

ACE is the American Council on Education 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 determined by your rating.

The college will determine the amount of credits to be awarded. You can apply for this service when you apply, or at any time afterward through the Individual Site you set up to request the test. Visit <http://www.acenet.edu/acecredit> for detailed information about ACE.

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### **WHAT IS YOUR RETEST POLICY?**

The ACTFL Retest Policy requires each test taker wait at least 90 days between tests. 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 through the Individual Site set up to order tests.

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### **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 comments help to explain a candidate's rating and the criteria against which the sample was measured.

Comments can only be requested for certified tests, and only by the entity which paid for the tests.

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### **WILL LTI SUPPLY ME WITH MY TEACHING CERTIFICATION?**

No, LTI does not supply teaching certificates. We are a testing company for the Dept. of Education, and only a part of their testing requirements. You will receive a Proficiency Certificate to use in your resume or Portfolio. 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.

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### **HOW WILL EXPRESS SERVICE HELP ME?**

Express Service feature (\$50 fee for each test) will guarantee you receive your results no later than 14 business days from 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.



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

If you created an account when you requested the test, just 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](mailto:test@languagetesting.com) for further assistance.

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## **HOW LONG ARE YOUR TEST RESULTS VALID?**

Two Years

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## **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.

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## **I FORGOT MY PASSWORD**

You can always return to your Candidate Registration site at <https://tms.languagetesting.com/IndividualSite/> and click on the link “I FORGOT MY PASSWORD” to reset your password.