



OPI and WPT for the Seal of Biliteracy™ Computer Proctoring Student Guide

Thank you for your willingness to adapt to the need for distanced teaching and learning caused by COVID-19. This **Testing Guide** will help you to prepare to take the Computer Proctored test successfully at home. Please refer to the sections listed below.

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OPI and WPT for the Seal of Biliteracy™ Computer Proctoring FAQs

- » **What is the OPI and WPT for the Seal of Biliteracy™?**
 - » The **OPI for the Seal of Biliteracy®** is a 20 to 25-minute one-on-one phone interview between a certified ACTFL tester and an examinee. It is interactive, continuously adapting to each test-taker and their speaking abilities. The speaker's language ability is compared to the criteria outlined in the ACTFL Proficiency Guidelines for Speaking, and then a proficiency rating is awarded. Please note that you will NOT be using computer proctoring for this component of the test.
 - » The **WPT of the Seal of Biliteracy®** consists of a series of writing tasks that address the presentational and interpersonal modes of communication. It measures how well a person spontaneously writes in a language (without access to revisions and/or editing tools) by comparing his/her performance of specific writing tasks with the criteria stated in the ACTFL Proficiency Guidelines for Writing. The WPT is anticipated to take between 30-40 minutes to complete, but the system is set up to allow a maximum of 90 minutes for the test since some languages require special keyboard configuration and familiarization.
 - » This guide is for the WPT test component only, which is taken online with computer proctoring. Your teacher will provide separate instructions for the OPI, which is scheduled and conducted live over the phone.

» Are there any resources available for practicing before the test?

Yes. If time allows, you should review the [Examinee Handbook](#) in order to become as familiar as possible with the format of the test and the types of tasks that you will be asked to complete.

» Is it difficult to take the OPI and WPT for the Seal of Biliteracy™ at home with Computer Proctoring?

No. It's easy! You'll just need a desktop computer or laptop with the Google Chrome browser (Version 80 or higher) installed on it. You'll add an extension to the [Chrome browser](#) that will enable you to connect to the computer proctoring system. The system will protect the integrity of the testing process by recording your face on webcam, as well as all activity on your computer screen during testing. This way, the proctoring system will be able to detect any possibly dishonest activity and report it to your school/teacher, but also ensures that you are protected by recording everything that happens while you take the test.

» How does Computer Proctoring work?

These are the basic steps involved in Computer Proctoring your test. Full step-by-step instructions can be found starting on page 4:

- » Your teacher will send you a username and password that will allow you to access the WPT and that automatically connects you to the computer proctoring system.
- » Once you begin the test, you have access to it during a two hour window. Your login information expires two hours after the test is first accessed, so please plan accordingly.
- » While you take your test, the computer proctoring system will record both you on your webcam and the activity on your computer screen.
- » Using AI technology, the proctoring system will detect any potentially prohibited activities that occur while you're testing. If such activities are detected, your video will be flagged for review. See below for detailed instructions on how to prepare your computer and testing space for successful computer proctoring.
- » If all is well and no prohibited activities are confirmed, your test scores will be released to your school approximately 3 weeks after you take the test.
- » If prohibited activities are confirmed, your school will be notified, and your test may be deemed Unratable.

» How do I prepare my computer and room for testing?

To prepare your testing computer and environment, you should:

- » Make sure that the room you are in is quiet and private, and that you are alone.
- » Turn off any music, TVs, or other background sounds.
- » Turn on the lights so that the space is well-lit.
- » Only use one keyboard, mouse, and monitor.
- » Sit directly in front of your webcam so that your face is centered on the screen.
- » Close all other programs, browser tabs, and websites on your computer.

» How long does the WPT for the Seal of Biliteracy™ take?

- » The WPT portion takes up to 90 minutes.

» Do I need any special equipment to take the OPI and WPT for the Seal of Biliteracy™? What about for computer proctoring?

For the WPT, you will need a computer (desktop or laptop) or tablet with Internet access. Before testing, set up the keyboard on the computer or tablet that will be used to administer the WPT as described above and then test it by conducting a [System Check](#). This process should take no more than 30 minutes to complete.

- » **Note:** The WPT will use any language keyboard input except pop-up, on-screen keyboards.
- » **Note:** Transliteration keyboards of any kind are not acceptable forms of input on ACTFL assessments.
- » For Amharic, Bangla, Bulgarian, Cantonese, Dari, Gujarati, Hebrew, Hindi, Malayalam, Pashto, Russian, Swahili, Tamil, Thai, Ukrainian, Urdu, and Vietnamese, language-specific keyboard layouts must be set up to enable typing in the language. 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](#). For Android tablets, consult your device's online support to determine how to change keyboard input settings.
- » Please note that the System Check page includes a space in which to practice typing for any of the above languages that require the installation of a keyboard layout.
- » The System Check page also provides an example of the on-screen special character functionality; the palette included on the page shows special characters from several different languages as an example. When taking the test in Albanian, Bosnian, Croatian, Haitian Creole, Polish, Tagalog, Turkish, and Yoruba, the on-screen special character support will provide the special characters specific to each of those languages wherever students will be entering text.

For Computer Proctoring you will need to have Version 80 or higher of the [Chrome browser](#) installed and the ability to add the computer proctoring extension to it in order to monitor the test-taking process. You will need a working webcam in a well-lit space without other people, background noise, or distractions present.

» Are there security features for the WPT?

Yes. The WPT has several test-security features. First, you will be logged out of the test automatically if you navigate away from the test and open another program, browser window, or tab. Other features that are automatically disabled by the test include:

- » the right-click feature of the mouse
- » the browser back button
- » the Copy, Paste, and Cut keyboard shortcuts (Ctrl + c, Ctrl + v, and Ctrl + x)
- » the *Google Translate* browser extension, if installed

During the test, test takers should not have access to any prohibited resources, including papers, pens, pencils, notes, dictionaries, cell phones, cameras, or other electronic devices.

If you are logged out of the test for any reason, just go back to the link below and reenter your login information: <https://tms.languagetesting.com/AutomatedRPAssessment/>

» What actions will be flagged by the Computer Proctor?

During testing you must not do any of the following, as these actions are prohibited and will be detected by the Computer Proctor and flagged as possible violations:

- » use electronic devices of any kind
- » use books or notes or write anything down
- » have other people in the room with you (including walking by)
- » leave the room or step away from your computer
- » open other programs or websites on your computer
- » take notes by hand or on your computer
- » use more than one monitor on your computer
- » talk to anyone

» What happens if my video gets flagged?

If your video gets flagged, it will be sent to LTI (the testing company) for review. You will not know at the time if your video is being flagged; that happens entirely in the background while you take your test. If flagged, LTI will check the relevant portions of your video to verify that there was no suspicious activity related to possible academic dishonesty. If all is well, your test scores will be released to your school/teacher approximately one week later. If there is suspected dishonest activity, your school/teacher will be notified, and your test may be scored as Unratable. Just as if you were taking this test in your classroom at school, your school's academic honor code is in effect while you test with the Computer Proctor.

» **Whom should I contact if I need help?**

If you need technical assistance, please contact your school for advice and guidance. Please contact LTI's Customer Support Team for issues related to logging in or if there are other technical issues that you are unable to resolve.

- » Please request support through [this page](#) or by emailing aapplhelp@languagetesting.com.
- » LTI's Customer Support team will respond by the next business day.
- » LTI's Support Team is also available by phone at (914) 963-7110 (select option 1) or at (800) 486-8444 Monday through Friday 8am - 6:30pm Eastern Time (excluding holidays).
- » You can also contact the Computer Proctoring provider directly via the methods at this link: <https://www.proctortrack.com/support/>.

WPT Testing Guide for Computer Proctoring

Quick Links

WPT SYSTEM CHECK:	https://wpt.actfltesting.org/systemcheck
TECHNICAL REQUIREMENTS:	See the WPT Technical Requirements and Keyboard Language Support on our website.
TO TAKE THE TEST:	https://tms.languagetesting.com/AutomatedRPAassessment/
VIDEO WALKTHROUGH (this shows the AAPPL test, but the steps are the same for the WPT):	https://www.youtube.com/watch?v=A-X_tM5j35g
ANIMATED TUTORIALS (this shows the AAPPL test, but the steps are the same for the WPT):	Part I: https://www.youtube.com/watch?v=r3lcI9tsvhA Part II: https://www.youtube.com/watch?v=gWgCtm7w2e0 Part III: https://www.youtube.com/watch?v=S44WSL3wMlc

Computer Proctoring Checklist

- Review the [WPT Technical Requirements and Keyboard Language Support](#), configure the computer to be used for testing, and complete the [System Check](#).
- Watch the [YouTube walkthrough](#) for Computer Proctoring (though this shows the AAPPL, the steps are the same for the WPT).
- Prepare the computer on which you'll be testing by ensuring that [Google Chrome](#) (Version 80 or higher) is installed and up to date.
- Log into the test using the log-in credentials provided by your teacher or school.

- ❑ Set up your profile on the computer proctoring site.
- ❑ Log back into the computer proctoring site to take your test.
- ❑ End the proctoring session when you are done testing.

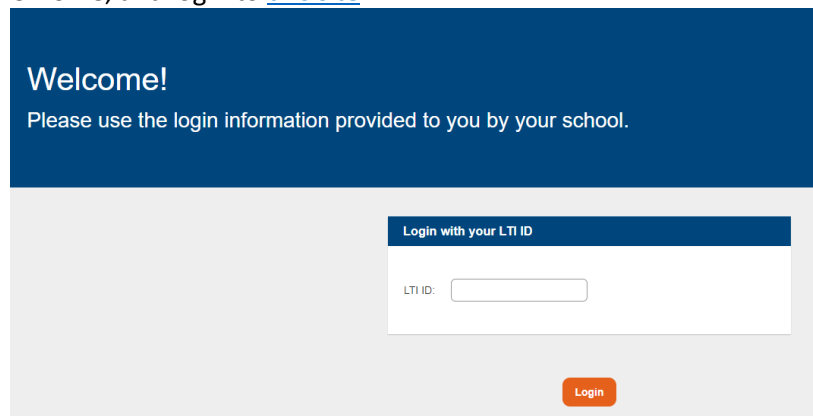
Tips

- » During the setup process, there are several points at which the page may take up to ten seconds (or even more, depending on your internet connection) to load. Please just be patient and don't click the **Back** button.
- » Remember that if you click away from the test tab in Chrome, the system will log you out of the test. If that happens, you will need to return to <https://tms.languagetesting.com/AutomatedRPAssessment/>, log back in with your LTI ID, re-take your face scan, and agree to the terms. Then the test will reload at the point where you left off.
- » Mac OS users: please see special instructions at the end of this document if you encounter issues during setup.
- » Due to differences between individual computers and versions of Chrome, as well as continuing improvements to the computer proctoring system and process, the screenshots and exact steps shown below may vary slightly from what you see. If something is slightly different, just read the instructions on your screen; they'll tell you what you need to do next!

WPT Computer Proctoring Step-by-Step

1. Log in to the testing site

Computer proctoring will only work via the free [Chrome browser](#), so please make sure it is installed (Version 80 or higher) before beginning. Using the LTI ID provided to you by your school or teacher, open Google Chrome, and log into [this site](#).



2. Read the welcome screen carefully.

Take note of the Computer Proctoring requirements and prepare your testing space according to the instructions. Then click **I Agree**.

Please review the [Computer Proctoring Guide for Students](#) for step-by-step instructions to help you navigate the Computer Proctoring Process.

The Computer Proctor will protect the integrity of the testing process by recording your face on webcam as well as the activity on your computer and screen during testing. In this way, the proctoring system will detect any possibly prohibited activity and report it to your school/teacher, but also ensures that you are protected by recording everything that happens while you take the test.

To prepare your testing computer and environment, you should:

- Make sure that the room you are in is quiet and private, and that you are alone.
- Turn off any music, TVs, or other background sounds.
- Turn on the lights so that the space is well-lit.
- Only use one keyboard, mouse, and monitor.
- Sit directly in front of your webcam so that your face is centered on the screen.
- Close all other programs and websites on your computer.

By clicking I Agree below, you accept the following:
During testing, you will not:

- use electronic devices of any kind,
- use books or notes or write anything down,
- have other people in the room with you,
- leave the room or move away from your computer,
- open other programs or websites on your computer,
- or take notes by hand or on your computer.

If any of these actions occur, your proctoring video will be flagged for further review to rule out a potential violation. If upon review there is suspected dishonest activity recorded by the Computer Proctor, your school/teacher will be notified and your test may be scored as Unratable. Just as if you were taking this test in your classroom at school, your school's academic honor code is in effect while you test with the Computer Proctor.

All of the materials accessed during testing are the sole property of ACTFL and LTI and must be kept confidential. They are not to be shared, disclosed, recorded, transferred or revealed to any third parties.

I have read and agree to [LTI's Privacy Policy Statement](#).

Please click **I Agree** in order indicate your acceptance of these policies and proceed to testing.

I Agree

3. Test Details

On the next screen you can view the details of your test and the Start and End date for testing. Please be sure to take all components of your test before the End Date/Time. You will not be able to begin your test before the Start Date/Time that your teacher requested for you. Click **Connect to Remote Proctor for Verification** in order to proceed.

Candidate Name	ID	Language	School	Grade	Test & Status	Start Date/Time	End Date/Time
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	19, Apr 2020 04:00:AM	31, May 2020 04:00:AM

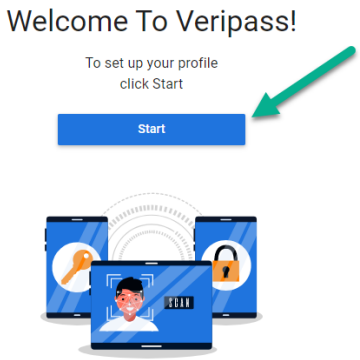
Connect to Remote Proctor for Verification

4. Provide your date of birth.

If you are younger than 13 years old, please do not proceed with testing and contact your teacher.

5. Profile set up

You will now set up your profile for Computer Proctoring. Click **Start** to begin.



6. Confirm your consent to the computer proctoring service's policies.

Review the policies, then check the box and click **Submit** to continue.

Agreement Policy

This test's sponsor uses a third-party vendor, Verificient Technologies Inc., to perform remote ID verification and proctoring services.

By checking this box:

- I agree to Verificient's [Terms of Service](#) and acknowledge that Verificient processes my personal data in accordance with its [Privacy Policy](#)
- I consent to Verificient collecting, processing, and storing my biometric data for the purpose of verifying my identity on behalf of this test's sponsor and the applicable member institution as test sponsor's as described in its [Privacy Policy](#) which also explains how to revoke this consent.

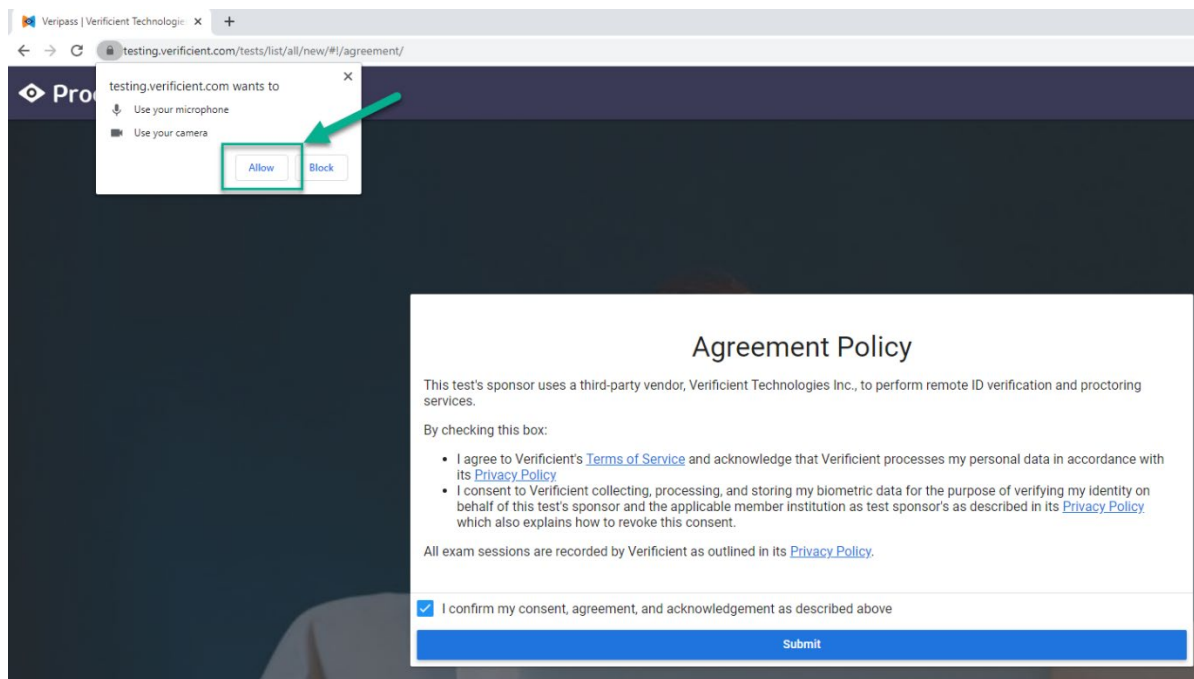
All exam sessions are recorded by Verificient as outlined in its [Privacy Policy](#).

I confirm my consent, agreement, and acknowledgement as described above

Submit

Once you have clicked to confirm and **Submit**, you'll be prompted to allow the computer proctoring site to use your microphone and camera.

You must click **Allow** in order to proceed to your computer proctoring session and test.

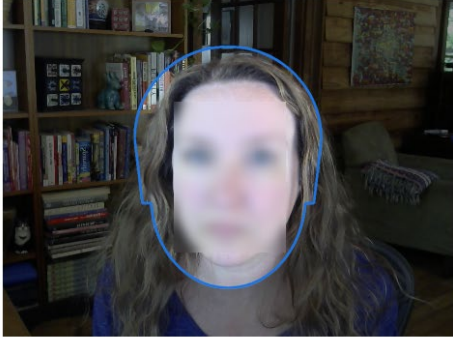


7. Photo verification

You will now be required to scan your face and upload the resulting photo to your profile. Be sure to click **Allow** in order to give Chrome permission to use your webcam on the computer proctoring site.

Now, your webcam will become active and you will see yourself on screen. Line your face up within the blue outline and click **Scan** in order to take a photo.

Scan



Step 1: Take a picture of yourself

In your photo you must:

- be facing forwards and looking straight at the camera.
- have your eyes open and visible.
- not have hair in front of your eyes.
- not have anything covering your face.

In your photo you must:

- » be facing forwards and looking straight at the camera.
- » have your eyes open and visible.
- » not have hair in front of your eyes.
- » not have anything covering your face.

If your photo is not clear or is obscured in some way, the system will require that you retake it. Once your photo meets the requirements, click **Confirm and Upload**.

Retake

Confirm and Upload

Wait momentarily while the system processes your upload. Once the **Profile Verification** screen loads, click the link to proceed to log in to your computer proctored test at [this site](#).



Profile Verification

Your profile has now been verified.

Thank you for completing the profile set up and verification process.

Please [click here](#) to log in to the Computer Proctoring system to take your test.

8. Login with your LTI ID.

Use the LTI ID provided by your teacher/school to log back into the system.

9. On the Test Details screen, click **Connect to Remote Proctor and Begin Test**.

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Logout

Test Details

Candidate Name	ID	Language	School	Grade	Test & Status	Start Date/Time	End Date/Time
A S	1112	English	ABCDE	11	ILS - Scheduled PW - Scheduled IR - Scheduled IL - Scheduled	19, Apr 2020 04:00:AM	31, May 2020 04:00:AM

Your profile is verified. Please proceed to take your test between the Start and End Date/Time.

[Connect to Remote Proctor and Begin Test](#)

10. Click **Go To Test**.

Total Tests:1 Uploaded 0 Upload Failed 0 Not Attempted 1

Onboarding Status: Passed
Your Onboarding data has been saved.

0% Passed

Test List Onboarding Data Notifications

Test Name	Instructor	Start Date	End Date	Status	Test
		04-09-2020, 12:00 AM	04-30-2020, 12:00 AM		Go To Test

11. Download the Chrome plugin.

Click the **Download plugin** button.

Hi

Welcome to a new online proctoring experience with Proctortrack

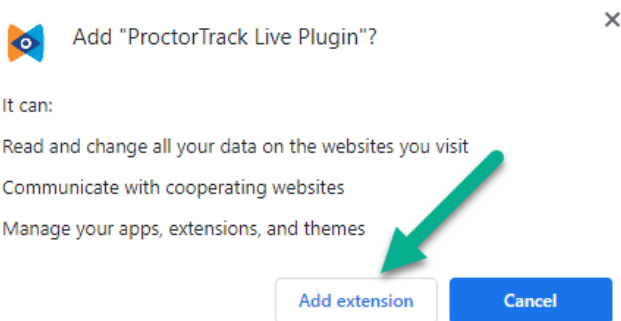
This test requires the download of the Proctortrack plugin.
The Proctortrack plugin enables your institution to add additional features.

[Download plugin](#)

A new tab will open in Chrome. Click the **Add to Chrome** button in order to download the plugin you need for Computer Proctoring.



When the prompt pops up, click **Add extension**.



Wait a moment while the extension is added to Chrome. A new page will load briefly. Just wait until the **Let's Get Started** screen appears.

12. Confirm your testing environment.

Read the guidance on the **Let's Get Started** page carefully. If you don't follow these guidelines, your Computer Proctoring video may be flagged as containing potential academic honesty violations.

Remember, to prepare your testing computer and environment, you should:

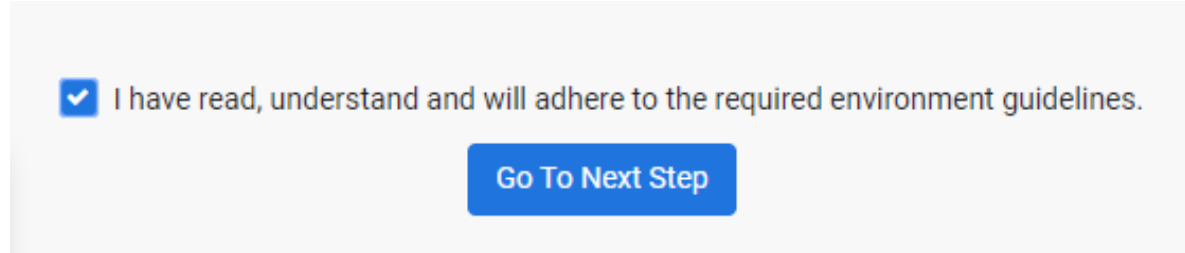
- » Make sure that the room you are in is quiet and private, and that you are alone.
- » Turn off any music, TVs, or other background sounds.
- » Turn on the lights so that the space is well-lit.
- » Only use one keyboard, mouse, and monitor.
- » Sit directly in front of your webcam so that your face is centered on the screen.
- » Close all other programs and websites on your computer.

Let's Get Started
Set Up a Proper Testing Environment for a High Integrity Score.

- USE A PRIVATE TESTING AREA**
Sit upright in an area where other people won't talk and cannot pass behind you.
- TURN OFF ALL NOISE-MAKING DEVICES**
Mobile phones set to vibrate emit detectable sound and any sound from a mobile device is flagged as a violation.
- ENSURE YOUR FACE IS CLEARLY VISIBLE**
Hair, sunglasses, hats or anything that covers your face can cause test to be flagged for low integrity. Eyeglasses are accepted.
- CLOSE IRRELEVANT TABS AND WINDOWS**
The only tabs and windows open during the session should be those required for the completion of the test. Screenshots will be taken of suspicious activity and shown to your instructor.
- SIT DIRECTLY IN FRONT OF YOUR WEBCAM**
Make sure to stay in the middle of the webcam's view. Leaving the frame or looking away from the test will result in a low integrity grade.
- CREATE THE PROPER LIGHTING**
Sit in a consistently well-lit room with as plain a background as possible.

13. Agree to the secure testing environment guidelines.

Once you've read through the guidelines carefully and prepared your environment accordingly, scroll to the bottom of the page, select the box to indicate that you've read and understood, and click **Go To Next Step**.



14. On the next screen, check the box to confirm your consent to the privacy policies and click Submit.

Agreement Policy

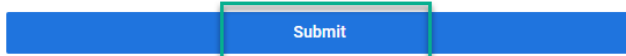
This test's sponsor uses a third-party vendor, Verificient Technologies Inc., to perform remote ID verification and proctoring services.

By checking this box:

- I agree to Verificient's [Terms of Service](#) and acknowledge that Verificient processes my personal data in accordance with its [Privacy Policy](#)
- I consent to Verificient collecting, processing, and storing my biometric data for the purpose of verifying my identity on behalf of this test's sponsor and the applicable member institution as test sponsor's as described in its [Privacy Policy](#) which also explains how to revoke this consent.

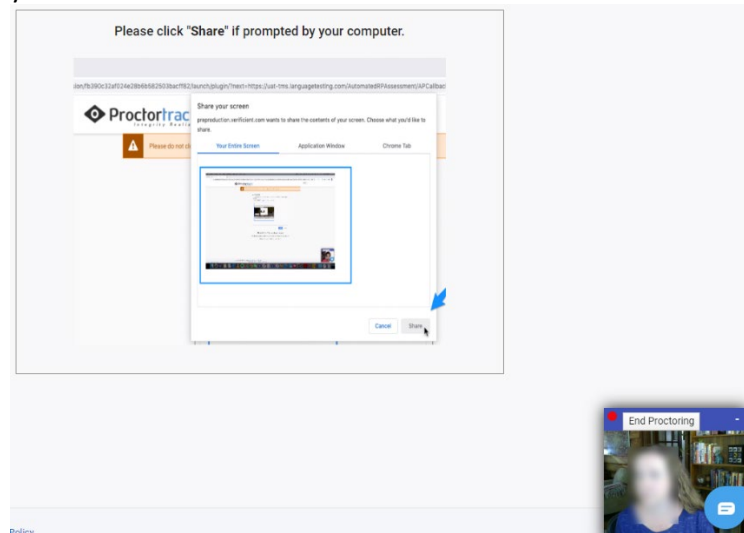
All exam sessions are recorded by Verificient as outlined in its [Privacy Policy](#).

I confirm my consent, agreement, and acknowledgement as described above



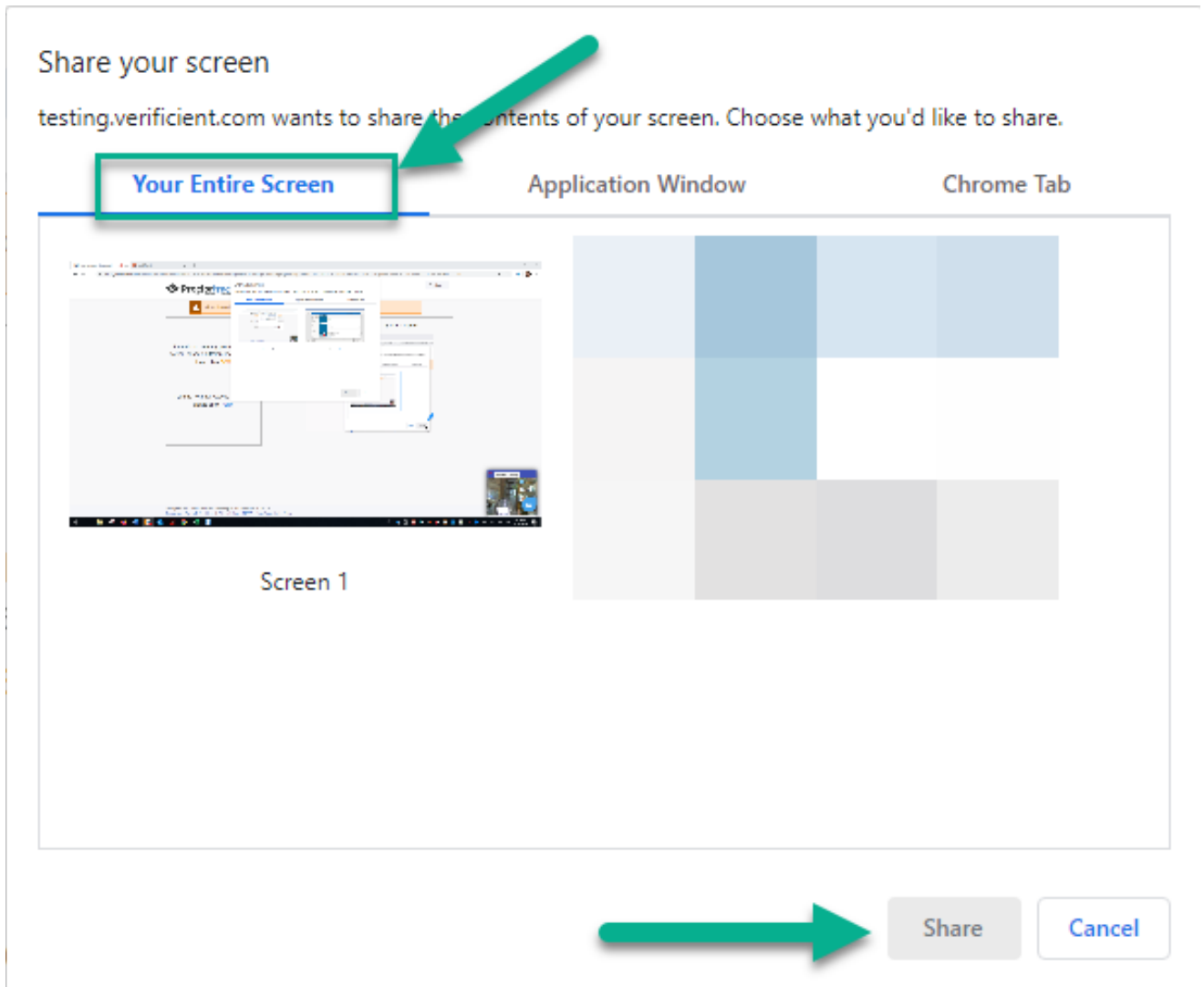
15. Repeat the process of taking a photo of yourself with your webcam as described above.

When you click **Confirm and Upload**, your proctoring session will load on the next screen. At this point, your webcam will become active and you will be able to see yourself in a video window in the lower right corner of your screen.



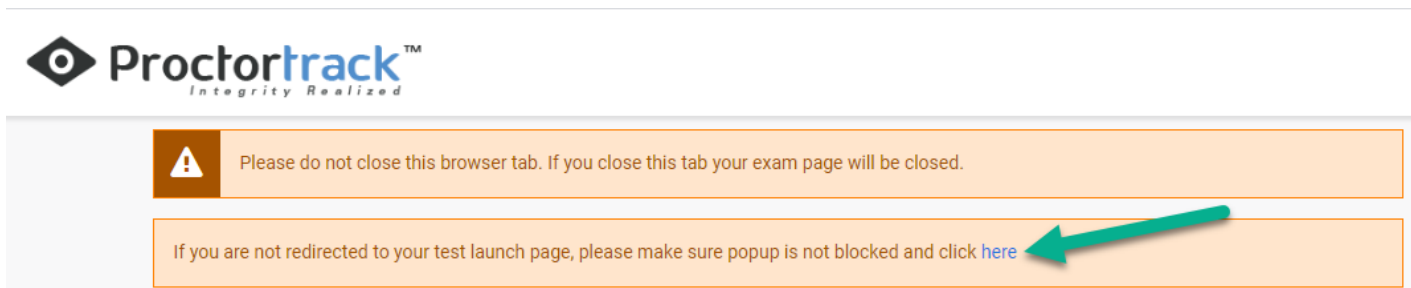
16. Share your screen.

Chrome will prompt you to share your screen. It is very important that you select **Your Entire Screen** and then click **Share**.



17. Start the WPT.

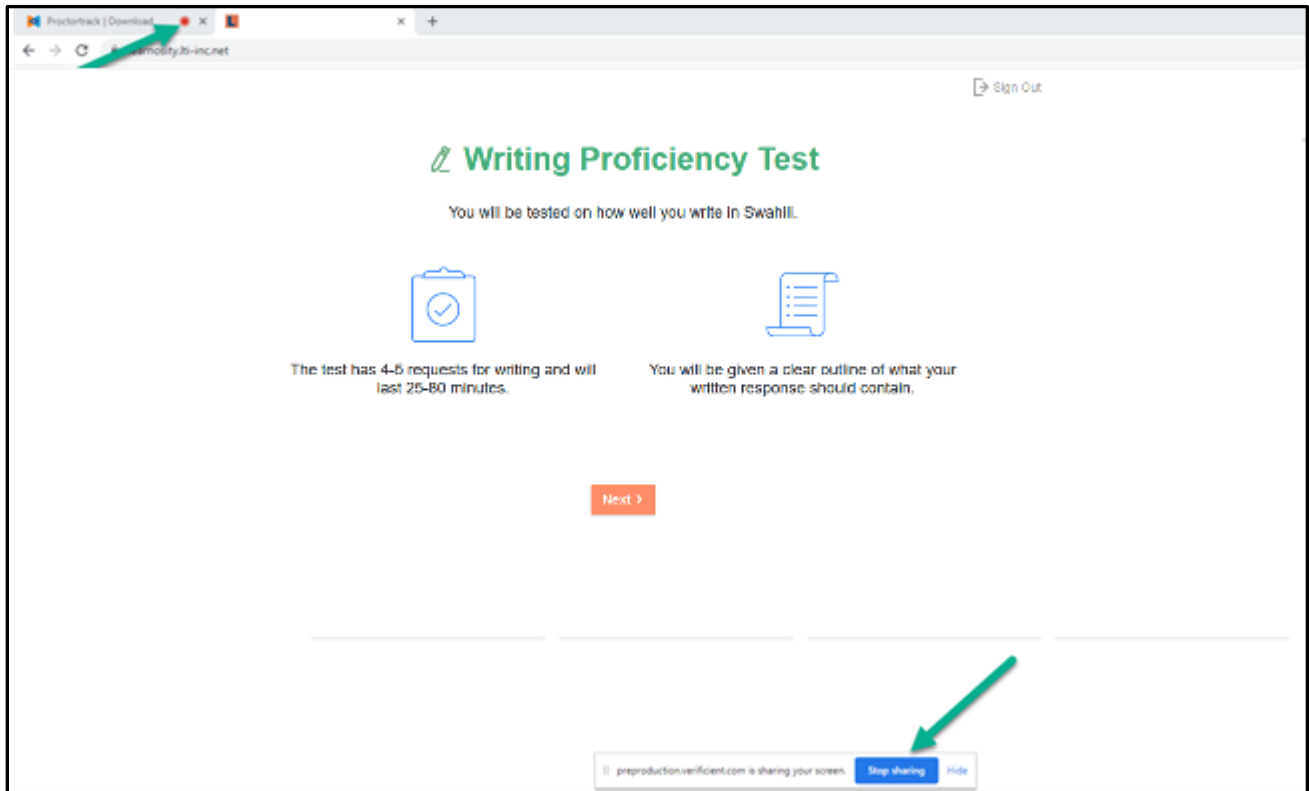
Once you share your screen, there may be a short delay while the WPT loads. Chrome may also block it from opening. If this occurs, click the link provided on screen to load the test.



The WPT will load (it may be in a new tab); you are ready to begin taking the test.

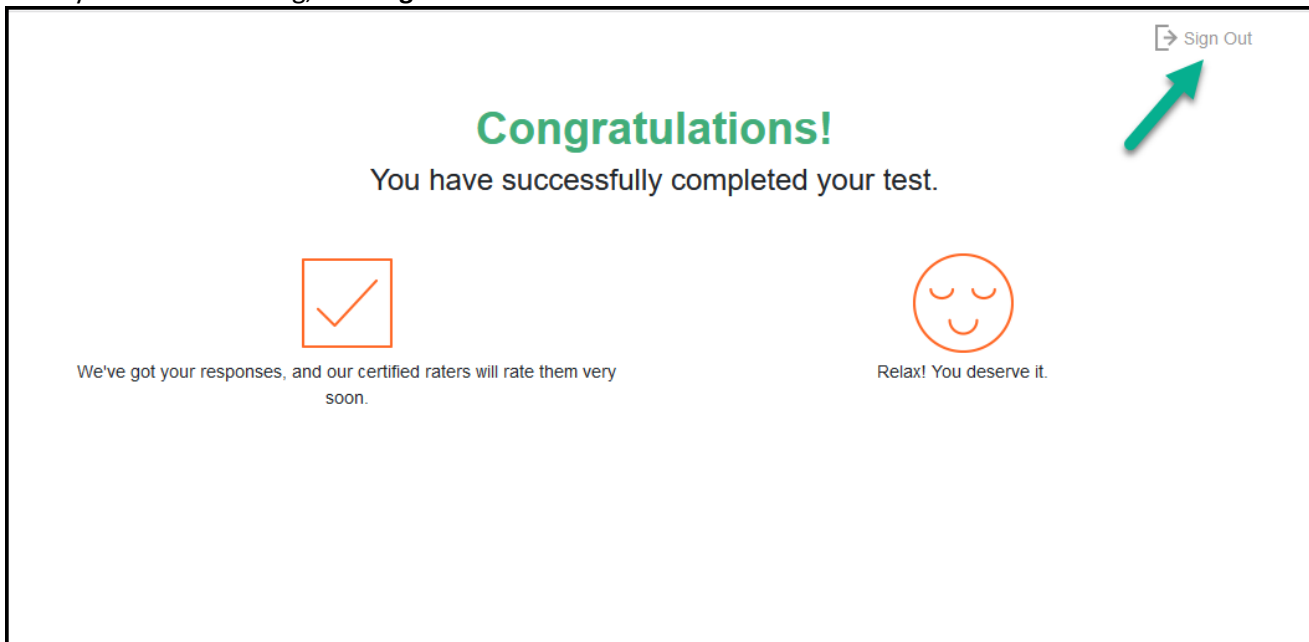
18. Take your test.

While you take the test, try not to worry about the computer proctoring system. It will be recording you and the room you're in via your webcam as well as everything on your screen. You'll know it's working because you'll see a banner at the bottom of your screen indicating that your screen is being shared, and the previous tab will show the red recording icon.

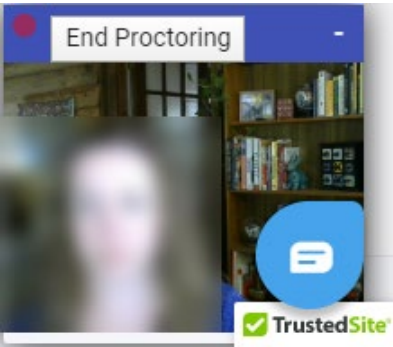


19. Finish testing and end proctoring.

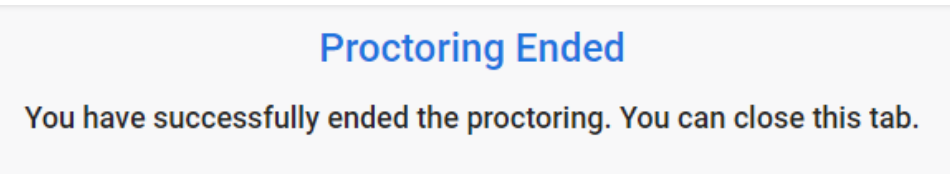
Once you're done testing, click **Sign Out** to exit the WPT.



Then, click **End Proctoring** to stop recording and end your session.



You'll see a confirmation page letting you know that proctoring was successful.



Great job!

Special Instructions for Mac OS users

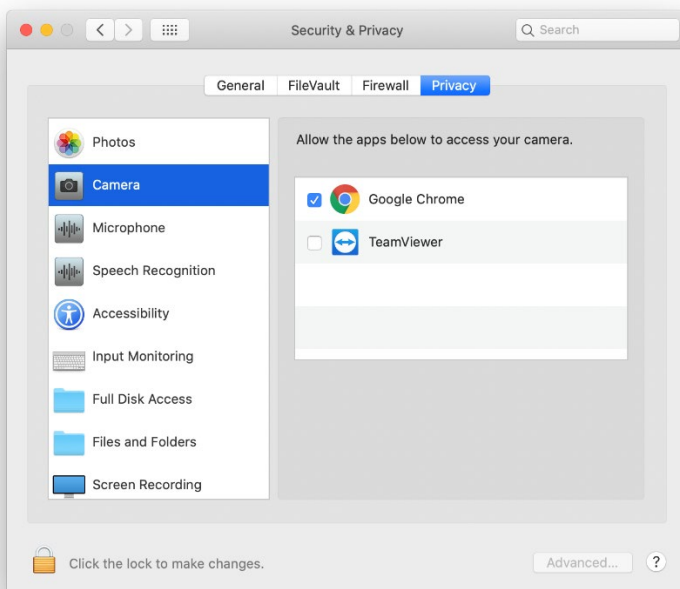
If you've never used your Mac computer for video capture or calling with Chrome, you may need to take a few additional steps to configure your browser for computer proctoring.

Within your computer's **System Preferences**, go to the **Security & Privacy** tab.

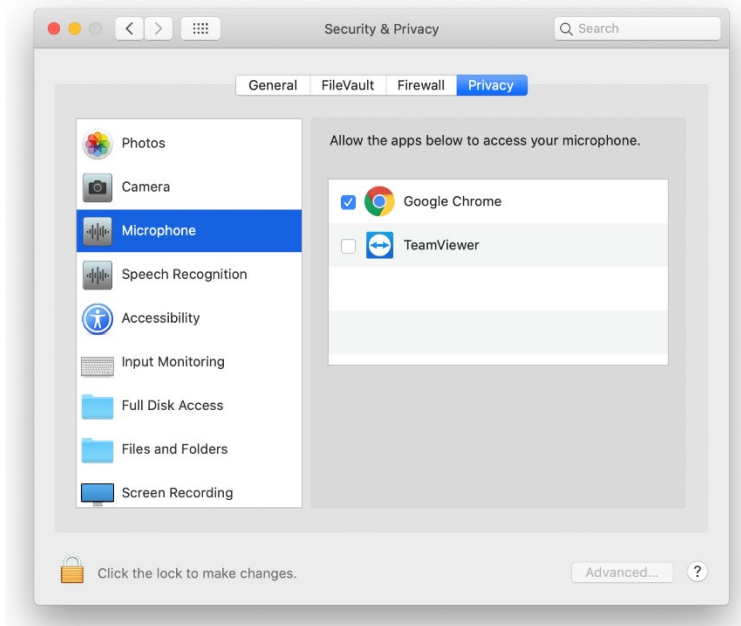
Under that, select **Privacy**.

Scroll down through the options and be sure that all of the following have access to Google Chrome.

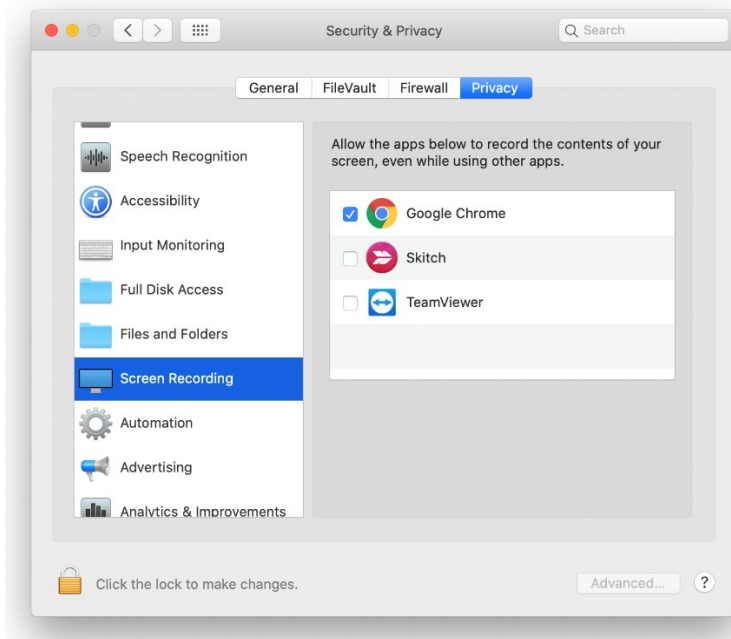
Camera:



Microphone:



And Screen Recording:



After following those steps, you should be ready to begin computer proctoring.