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| World Language 2016 AAPPL Measure  **TEACHER PROCTOR GUIDE** |

**Testing Window:** The recommended testing window is **April 1-30.**

**Who Takes Which Test? German, French, Spanish:**

* Levels 2 and 3
  + Interpersonal Listening/Speaking (Form A) ( 30minutes)
  + Presentational Writing (Form A) ( 30minutes)

**Who Takes Which Test? Chinese:**

* Level 2
  + Interpersonal Listening/Speaking (Form A) ( 30minutes)
* Levels 3,4,5/AP
  + Complete battery (Form A)
    - Interpersonal Listening/Speaking (30minutes)
    - Interpretive Reading (30minutes)
    - Interpretive Listening (30minutes)
    - Presentational Writing (30minutes)

**How many days is required in the lab?**

* Levels 2 and 3 German, French, Spanish
  + 2 sessions and 1 make up
* Level 2 Chinese
  + 1 session and 1 make up
* Level 3,4,5/AP Chinese
  + 4 sessions and 1 make up

**Computer Lab Scheduling:** You and your Ed Tech were asked to schedule consecutive days between April 1 and April 30th.

* ***To do*:** Be sure to contact your school’s Ed Tech & AC to confirm your scheduled times. It is recommended that you **schedule a 20-minute demonstration session** prior to the testing session.
* ***To do:*** As a department, confirm the location and quantity of your headphone/mics set. Every school was provided a full set. If you are missing any headphone/mics, or if you have classes with more students than the number of headphone/mic sets, your school is responsible for ordering replacements.
* ***To do:*** As a department, look at your testing schedule and make a plan for who is responsible to set up headphone/mics for the first period of testing. Determine who is responsible for unplugging and storing headphone/mics at the last testing period of each day. It is up to each school to care for their technology.

**Before test day:**

* **To do:** It is highly recommended that a letter be sent home letting parents know about the administration of the AAPPL test and encourage parents to help students to take advantage of this opportunity by being in school on the day of the test administration.
* ***To do*:** As with any computer-based test, it is *highly* recommended that every student have the opportunity and the advantage of experiencing the AAPPL “demo” practice test. The demo allows every student to become familiar with the headphone/microphones, the technology platform/layout, and the type of tasks they will be asked to perform. (*Note: be sure students practice the sections of the test identified above).*
* Student resources to the practice test:

1.) Introductory video created for students, go to: <http://aappl.actfl.org/about-aappl>

2.) Demo test, go to: <http://aappl.actfl.org/demo>

Note: select “FORM A” for level 2 and 3 students.

* + **Option A: Practice in a computer lab.** Schedule a lab day for every student to familiarize themselves with the headphone/microphones, and with the technology platform of AAPPL. Ask your Department Head or your Ed Tech to check out the headphone/mic sets for this period.
  + **Option B**: **Practice with support in your classroom.** Log in on your classroom computer and projector, and do the test as a whole class. For the Presentational Writing demo test, ask students to complete each writing demo by hand-writing sample answers on paper. For the Interpersonal Speaking demo, ask students to pair up and practice their answer to the oral prompt given.
* **Look at your lab configuration:** If you feel computers are too close together, consider requesting testing barriers, or plan for the optimal seat assignments for your students.
* **Class rosters** are uploaded from Skyward and will be sent to you for your input.
* ***To do*:** *During the week of March 14th, be sure to watch for an important email from Cindy Perry in the Research and Assessment Department. This email will contain your CLASS ROSTER. Every teacher must check their roster for accuracy of all student names. Any errors or revisions must be submitted directly to Cindy Perry by March 25h. (801-826-5029)* [*cindy.perry@canyonsdistrict.org.*](mailto:cindy.perry@canyonsdistrict.org.)
* **Test login and passwords** will be sent directly to you from the Assessment Department.

***To do*:** Be sure to have login/password sheets ready for students on test day.

**Test Day:** Expect most students to finish early. Students need to bring work or reading material in the case that they finish before the end of the testing period.

* Students who do not finish will to make up the test.

**Ed Tech Support:** Your school’s Ed Tech should plan to be with each teacher on their first day of testing to help with headphone/mic settings. You and your Ed Tech will organize and oversee headset/microphone clean up and storage at the end of each testing day.

***To do***: As a department, please confirm with your school’s Ed Tech that they will be in your lab on Day 1 of testing, to support the first portion of the headphone/mic use and agree on the protocol for storage headsets/microphone each testing day.

**TEST PROCTORING**

**You (the language teacher) are the proctor of this test.**

**Your responsibilities are**:

1. We suggest that students meet on testing day at the computer lab, not at your classroom. This will maximize minutes in the lab and allow for time to adjust technology and headphone/mic settings.
2. Lead your class through the “sign in” process.

* Your school’s Ed Tech should have the AAPPL testing platform loaded and ready for your students to log in. If your test platform screen is NOT loaded, please go to: <http://aappl.actfltesting.org>
* For each applicant, the proctor will receive a login and password (emailed to you from Cindy Perry in the Research/Assessment Dept). This should remain confidential and is not to be shared with anyone not directly involved in proctoring the assessment for this candidate. Bring your students’ login and password to testing day.

1. Announce to your class “*On this test, you may not bring or use any papers, pens, notes, dictionaries, iPods, Blackberries, laptops, cell phones, cameras, pagers, or other recording devices of any kind.”* The proctor will ensure that the candidate does not bring supports or devices of any kind into the test room.
2. The proctor or any other party shall not make a copy – by hand or machine – of any test materials.
3. The proctor may hand out the logins and passwords to each student on a slip of paper, but the proctor is responsible for collecting each login and password slip from each student before the end of the testing session. Not doing so risks students logging in from home and cheating on the test.
4. The proctor must remain in the room with the candidate for the duration of the test, in its entirety, to ensure that the candidate does not use any resources (dictionaries, grammar texts, notes) or call upon the assistance of others to assist them with answering the test prompts. Circulate frequently around the lab during testing to reduce student tendency to listen for or look at neighbor’s answers.
5. Should the computer freeze-up or the program close simply sign the candidate back into the ACTFL Assessment Website and restart the test. The test will automatically resume from the point at which the candidate was disconnected. If this fails the proctor should call LTI for assistance at 914-963-7110 extension 310.

**Feedback**

***To do:*** Your feedback on the testing process and content is greatly valued as we continue to work with Language Testing International, the AAPPL testing company. Please take note and notify us of test items that may not be content or age appropriate for your students.

\*Contact Ofelia Wade, Cassie Kapes or Michèle Harward in the Instructional Support Department for more information or questions:

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