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| 2017 DLI Fall AAPPL Measure  **ELEMENTARY TEACHER PROCTOR GUIDE** |

**Testing Window:** The recommended testing window is October 23-November 17**.**

**Who Takes Which Test?**

o **3rd Grade-(AA1) Interpersonal Listening/Speaking**

o **4th Grade-(AA2 & 3) Interpretative Listening and Reading & Presentation Writing**

o **5th Grade-(AA1) Interpersonal Listening/Speaking**

**Computer Lab Scheduling:** Your school’s Ed Tech was asked to schedule time for AAPPL testing.

· ***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 45-minute testing session.

· ***To do:*** Be sure to schedule anticipated make-up testing session. These may be used for multi-grade make up testing done by the AC or another adequately-trained personnel to proctor the administration of the AAPPL tests.

· ***To do:*** Confirm with the Ed Tech that the headphones have been checked and are ready to go for your demo and testingsession.

· ***To do:*** As a DLI Team and with your Ed Tech & AC, look at the testing schedule and determine who is responsible for setting up headphones/mics for the first testing session each day, and who is responsible for unplugging and storing headphones/mics at the end of the last testing session of the day.

**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 to encourage parents to help students to take advantage of this opportunity by being in school on the day of the test administration.

· ***To do*:** 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. (*Please select the demo corresponding to the test your students will be taking). Ideally, this demo can be scheduled a week prior to the testing session.*

· Student resources to the practice test:

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

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

o **Option A: Practice in the 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 Ed Tech to check out the headphone/mic sets for this period.

o **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 October 16-20, be sure to* ***watch for an important email from LTI****. This email will provide you with your username and password. Also, this week Cindy Perry in the Canyons Research and Assessment Department will be sending you an important email. 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 (801-826-5029) cindy.perry@canyonsdistrict.org.*

· **Test login and passwords** for your students will be sent directly to you from the Canyons Assessment Department.

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

***To do:*** Confirm the names on the roster with the received login tickets.

***To do:*** Be ready to hand out the individual login/password slips prepared by Cindy Perry.

**Test Day:** Students may not take the full 45 minutes of the scheduled session and may finish early. You may want plan ahead and have the students bring a book/work to read/do after they finish.

***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***: Make sure the login information is easily accessible to each student when they get to the lab.

**TEST PROCTORING**

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

1. Lead your class to sign in.

· 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](http://aappl.actfltesting.org/)

· For each applicant, the proctor will receive a login and password. 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.

2. Announce to your class “*On this test, you may not bring or use any papers, pens, notes, dictionaries, iPods, laptops, cell phones, cameras, 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.

3. The proctor or any other party shall not make a copy – by hand or machine – of any test materials.

4. 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.

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5. 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.

6. 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.

**Makeup Testing**

***To do:*** Make reasonable effort to makeup test for students who were ill or were absent due to unforeseen circumstances on the day that the AAPPL was administered.

**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.

**Maintenance of Records**

**To do:** The school will keep a record of all students not tested or who take a makeup test.

**To do:** The school will provide Ofelia with a copy of the record of students in the 5th grade who are not tested or who take a makeup test.

\*Contact Ofelia Wade in the Instructional Supports Department for more information or questions:

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