

# AAPPL Testing

## TEACHER PROCTORING INSTRUCTIONS

**Step 1:** Verify the school's Ed Tech has the AAPPL testing platform loaded and ready for students to log in. If the test platform screen is NOT loaded, please go to: <http://aappl.actfltesting.org>

**Step 2:** Say to the students: "Today you will take the AAPPL test. This is a computer test that is designed to measure performance toward proficiency in (Spanish, French, Chinese). You will received specific instructions once you log into the test. On this test, you may not use any papers, pens, notes, dictionaries, iPods, laptops, cell phones, cameras, or other recording devices of any kind."

**Step 3:** Have students sign in.

- Using the class roster and Login Tickets provided by the Research and Assessment Department, give each student his/her login ticket. This should remain confidential and is not to be shared with anyone not directly involved in proctoring the assessment for this student.
  - Have the students enter the username and password from their ticket and click "submit"
  - Student should confirm that their assessment information (name, language) is correct. This is located in the top right-hand corner of the screen.
  - The assessment will then take them through the following instructions, which they should complete:

### **Test the volume of the headset**

- Students should click on the Start Headphone Test Link.
- They may adjust the volume level on their headphones.
- Click on the Stop Headphone Test link when done.

### **Test the functioning of the microphone (Speaking assessment only)**

- Students should click on the Start Microphone Test link.
- If asked to allow, they should click on the "Allow" button.
- Be sure to configure the settings on the microphone to always allow.

Once all students have completed these system checks, have them click "continue".

**Step 4:** Actively monitor testing. The proctor must remain in the room with the student for the duration of the test, in its entirety, to ensure that the student 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.

**Step 5:** End of testing session. Once students have completed the test session, the proctor is responsible for collecting each login ticket from each student before the end of the testing session. Not doing so risks students logging in from home and cheating on the test.

### **Note:**

- Should the computer freeze-up or the program close simply sign the student back into the ACTFL Assessment Website and restart the test. The test will automatically resume from the point at which the student was disconnected. If this fails the proctor should call LTI for assistance at 914-963-7110 extension 310.
- The proctor or any other party shall not make a copy – by hand or machine – of any test materials.