



American Council on the Teaching of Foreign Languages

Headquarters

1001 North Fairfax Street
Suite 200
Alexandria, VA 22314
Phone: 703.894.2900
Fax: 703.894.2905

Department of Professional Programs

3 Barker Avenue, Suite 300
White Plains, New York 10601
Phone: 914.963.8830
Fax: 914.963.1275



www.actfl.org

AAPPL Measure Proctor Information

AAPPL Measure is an exceptionally realistic, multimedia role-playing scenario that uses high quality video to create real-world tasks for the student. We offer 4 assessments in the 3 modes of communication. All assessments require headphones. Assessments consist of:

- Interpersonal Listening and Speaking (requires a microphone)
- Presentational Writing (requires international keyboard or foreign language fonts)
- Interpretive Listening
- Interpretive Reading

Visit the website at www.aappl.org for more information about AAPPL Measure.

Preparing for AAPPL Measure

AAPPL is delivered by computer. It is a proctored exam that needs to be given in a school's language or computer lab. While the assessments are not timed, on average all 4 assessments together take less than 2 hours, with the writing portion taking up the bulk of that time.

Classes should take the same skill at the same time, but the skills may be given in any order you choose, as they are completely independent of each other. Because of this, your students have separate usernames and passwords for each skill. On the day(s) of the testing, these usernames and passwords will be valid for the entire day(s).

Before delivering the assessment, make sure your school has completed a system check on the same machines your students will be using. You can do this by going to www.aappl.org, going to the "Measure" section, and following the link to the system check. Please make sure all sections of the system check are completed and that a check mark appears next to each requirement. Also check that the headsets are working, as they are used for **all assessments**. More specific instructions for the system check are given below.



American Council on the Teaching of Foreign Languages

Headquarters
1001 North Fairfax Street
Suite 200
Alexandria, VA 22314
Phone: 703.894.2900
Fax: 703.894.2905

Department of Professional Programs
3 Barker Avenue, Suite 300
White Plains, New York 10601
Phone: 914.963.8830
Fax: 914.963.1275

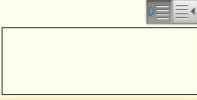


www.actfl.org

AAPPL Measure Proctor Information

Preparing for the Interpersonal Listening and Speaking Assessment

Configuring the microphone: This must be done on **all computers** your students will be using. Go to www.aappl.org, go to the “Measure” section, and follow the link to the System Check. Then click on the link to “Start Microphone Test”.

Browser	Windows Internet Explorer 6.0, Netscape 8.0, or FireFox 1.5	Microsoft Internet Explorer 8.0 on Win32	✓
Screen Resolution	960 x 600 with thousands of colors (Recommended minimum size for optimal experience)	997 x 703 with millions of colors	✓
JavaScript	JavaScript 1.1	JavaScript 2.0	✓
Cookies	Cookies enabled	Cookies Enabled	✓
Bandwidth	1,000 kilobits per second (Optimally 1,500 kb/s)	2,751 kb/s - Test Your Bandwidth	✓
Ports	Ports 80, 443, and 1935 open (Needed if Interpersonal Listening and Speaking is being assessed)	Are these ports open? YES NO Test Your Ports	?
Flash Player	Flash Player 10.0	Flash Player 11	✓
Microphone	Headset with external microphone (Needed if Interpersonal Listening and Speaking is being assessed)	Start Microphone Test	?
Language Support	Foreign Language Keyboard/Fonts Installed (Needed if Presentational Writing is being assessed)	Can you type in this box using the target language? YES NO  View Online Instructions	?



To configure your microphone settings, click on “Configure”.



American Council on the Teaching of Foreign Languages

Headquarters
1001 North Fairfax Street
Suite 200
Alexandria, VA 22314
Phone: 703.894.2900
Fax: 703.894.2905

**Department of
Professional Programs**
3 Barker Avenue, Suite 300
White Plains, New York 10601
Phone: 914.963.8830
Fax: 914.963.1275

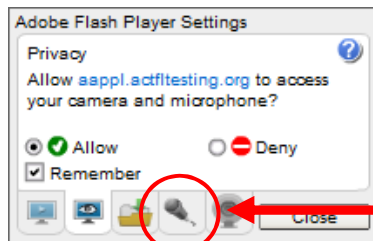


www.actfl.org

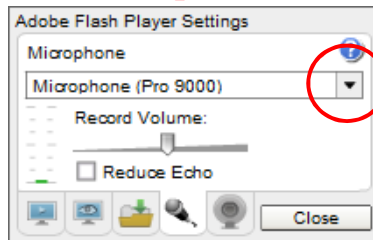
AAPPL Measure Proctor Information



Click on the “Allow” button. See if there is a check mark on the Remember settings. If not, click on the square box next to “Remember” setting.



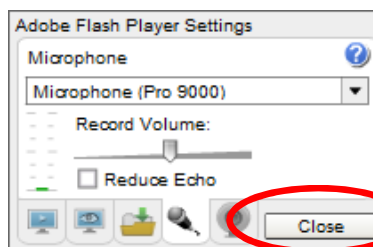
Then click on the “Microphone” tab.



Click on the Microphone list drop-down.



Select your microphone.



Click the “Close” button.



American Council on the Teaching of Foreign Languages

Headquarters
1001 North Fairfax Street
Suite 200
Alexandria, VA 22314
Phone: 703.894.2900
Fax: 703.894.2905

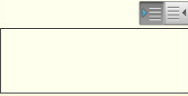
Department of Professional Programs
3 Barker Avenue, Suite 300
White Plains, New York 10601
Phone: 914.963.8830
Fax: 914.963.1275



www.actfl.org

AAPPL Measure Proctor Information

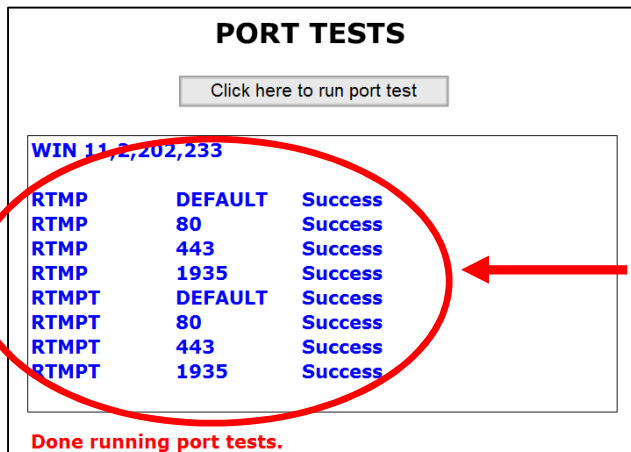
Next, perform a check to make sure all ports are open. Click on “Test Your Ports”.

Browser	Windows Internet Explorer 6.0, Netscape 8.0, or Firefox 1.5	Microsoft Internet Explorer 8.0 on Win32	✓
Screen Resolution	960 x 600 with thousands of colors (Recommended minimum size for optimal experience)	997 x 703 with millions of colors	✓
JavaScript	JavaScript 1.1	JavaScript 2.0	✓
Cookies	Cookies enabled	Cookies Enabled	✓
Bandwidth	1,000 kilobits per second (Optimally 1,500 kb/s)	2,751 kb/s - Test Your Bandwidth	✓
Ports	Ports 80, 443, and 1935 open (Needed if Interpersonal Listening and Speaking is being assessed)	Are these ports open? YES NO Test Your Ports	?
Flash Player	Flash Player 10.0	Flash Player 11	✓
Microphone	Headset with external microphone (Needed if Interpersonal Listening and Speaking is being assessed)	Start Microphone Test	?
Language Support	Foreign Language Keyboard/Fonts Installed (Needed if Presentational Writing is being assessed)	Can you type in this box using the target language? YES NO  View Online Instructions	?

This takes you to a port testing page:



Click to run the port test.



Confirm that ports 80, 443, and 1935 are open.



American Council on the Teaching of Foreign Languages

Headquarters
1001 North Fairfax Street
Suite 200
Alexandria, VA 22314
Phone: 703.894.2900
Fax: 703.894.2905

Department of Professional Programs
3 Barker Avenue, Suite 300
White Plains, New York 10601
Phone: 914.963.8830
Fax: 914.963.1275

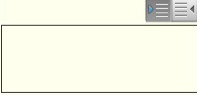


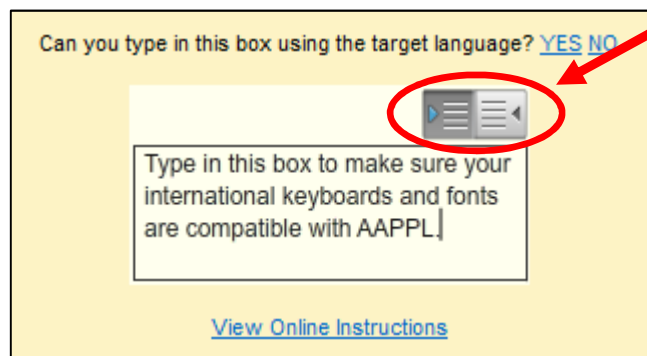
www.actfl.org

AAPPL Measure Proctor Information

Preparing for the Presentational Writing Assessment

Testing international keyboards and/or foreign language fonts: This must be done on **all computers** your students will be using. Go to www.aappl.org, go to the “Measure” section, and follow the link to the System Check. Then go to the text box at the bottom.

Browser	Windows Internet Explorer 6.0, Netscape 8.0, or FireFox 1.5	Microsoft Internet Explorer 8.0 on Win32	✓
Screen Resolution	960 x 600 with thousands of colors (Recommended minimum size for optimal experience)	997 x 703 with millions of colors	✓
JavaScript	JavaScript 1.1	JavaScript 2.0	✓
Cookies	Cookies enabled	Cookies Enabled	✓
Bandwidth	1,000 kilobits per second (Optimally 1,500 kb/s)	2,751 kb/s - Test Your Bandwidth	✓
Ports	Ports 80, 443, and 1935 open (Needed if Interpersonal Listening and Speaking is being assessed)	Are these ports open? YES NO Test Your Ports	?
Flash Player	Flash Player 10.0	Flash Player 11	✓
Microphone	Headset with external microphone (Needed if Interpersonal Listening and Speaking is being assessed)	Start Microphone Test	?
Language Support	Foreign Language Keyboard/Fonts Installed (Needed if Presentational Writing is being assessed)	Can you type in this box using the target language? YES NO  View Online Instructions	?



For Arabic: To toggle the text to be right-justified, click the toggle button
 For Spanish, French and German: Typing in the box, make sure you can make the correct diacritic/accent marks.
 For Chinese, Russian and Arabic: Choose the international keyboard your students are familiar with. Then type within the box to make sure it shows up correctly.

NOTE: For Presentational Writing, it is important to emphasize the importance of time management since questions are not timed and the more difficult questions come later. The writing portion should take an average of 45 minutes of actual writing time. Students can see a bar at the top of the screen that will tell them how much of the assessment they have completed and how much they have left.



American Council on the Teaching of Foreign Languages

Headquarters

1001 North Fairfax Street
Suite 200
Alexandria, VA 22314
Phone: 703.894.2900
Fax: 703.894.2905

Department of Professional Programs

3 Barker Avenue, Suite 300
White Plains, New York 10601
Phone: 914.963.8830
Fax: 914.963.1275



www.actfl.org

AAPPL Measure Proctor Information

How your students will log in for the Assessment

1. Go to <http://www.aappl.org/login>
2. Enter Username and Password for the scheduled assessment
3. Click “Submit”
4. Students should confirm that their assessment information (name, language) is correct. This is located in the top right-hand corner of the screen.
5. The assessment will then take them through the following instructions, which they should complete:
 - **Testing the volume on their headsets**
 - 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.

During the assessment

- Direct the students to listen to the instructions in each section of the assessment carefully.
 - When writing: Write **IN** the **TARGET LANGUAGE**
 - When conversing: Speak **IN** the **TARGET LANGUAGE**
- Students may quit an assessment at any time and resume at a later time within the administration window, but it is best to quit after finishing a task and before starting a new task.
- Tell the students that no additional windows or applications (such as Word, email or other web browsers) should be open during the assessment. The web browser's back button and refresh button should never be used.
- Have the students start the assessment by clicking on the “Continue” button.
- Remain in the room with the students throughout the assessment.