

FREQUENTLY ASKED QUESTIONS to ACTFL

CAN I APPLY FOR MY TESTS BY PHONE?

No. The first step would be for you to fill out an application. The applications are available on our web site, www.language-testing.com. You can apply all online.

WHAT IS THE DIFFERENCE IN TAKING AN OPI AT AN LTI TEST SITE AND AT A SCHOOL?

If you are taking the OPI at a school you will need to provide us with a proctor. The purpose of the proctor is to serve as your identification. This individual would be the one that would place the call and introduce you to our certified tester. In this case you would need to send a Proctor Agreement form along with your application. If you take the test at one of our test sites, we will provide a proctor for you for an additional fee and no Proctor Agreement form is needed.

CAN A FRIEND OR RELATIVE BE MY PROCTOR?

No. It would need to be someone in an administrative/supervisory position within the school system. It should NOT be a colleague or fellow teacher. The Proctor must be someone who works in an official capacity at a school or school district office. This includes Principals, Department Chairs, Administrative Secretaries, and Personnel Office Staff.

CAN I SEND MY PROCTOR FORM AFTER I GET A TEST DATE SCHEDULED?

We will only begin the scheduling process once we have a complete application. That includes a Proctor Agreement form (if you are taking the test at another school) and a Test-Taker form.

CAN I PICK MY OWN TEST DATE/TIME?

Yes. Please select dates in which the University is open and within the following day and time frame: Monday thru Friday, 8am-12pm, 1pm-5pm. On the application it requests that you give us your availability for testing. You must allow at least 10 business days from the date you submit a completed application. If we are unable to meet your requested dates, we will contact you for more availability.

HOW WILL I FIND OUT MY TEST DATE?

Once we have a confirmed test date/time, an email confirmation will be sent to you. If you are taking the test at another school, your proctor will be faxed a confirmation form with all the testing information.

WHAT ARE SOME TEST TIPS FOR THE OPI:

When taking the oral proficiency interview (OPI), listen carefully to the questions asked by the interviewer before answering. When answering, give as detailed a response as possible. Saying little to avoid making mistakes will not improve your rating. If you do not know a specific term in the target language, describe it and try to avoid making up words. (If you do not use the tested language or a slang term, do not be surprised if the interviewer asks you to describe that that

word means in the target language.) See the OPI Practice Hints document for more helpful hints to prepare.

WHAT ARE SOME TEST TIPS FOR THE WPT:

When taking the written test, read the directions for each of the four prompts carefully. Make sure that your written response addresses the tasks and specifications outlined in the prompt. For example, if the prompt asks you to describe a specific work experience you have had, be sure to recount the details of a specific work experience and not just give a general description of your work experience. It is also very important that follow the time allocation specified for each prompt. If a prompt asks you to give a brief description of a paragraph in length that should not take more than ten minutes to write, do not respond to that prompt by writing five paragraphs and taking twenty-five minutes. If you do this, you will not have enough time to address later prompt fully.

WILL YOU CALL ME WITH MY RESULTS?

No. On the email confirming your test date/time, you will be given an ID & password. You will be able to check the status of your test. Once the final rating is posted, the test status will be completed and you will have an option to print out a certificate. Please come back to Gordy 283 and let us know you have received your score so our department chair can notify the College for it to appear on your DARS.

WILL A CERTIFICATE BE SENT TO MY PHONE?

Unless, you request it on the application and paid an additional \$10 for a certified copy, a certificate will not be mailed to you.

WHAT IS ACE & HOW CAN I GET COLLEGE CREDITS?

ACE is the American Council on Education and their offices are located in Washington DC. If you apply for this service, we will register you with ACE. Once we receive a final rating, ACE will be notified and they will send you a transcript with credit recommendations according to what level you achieved on your test. The college will determine the amount of credits that would be awarded to you. You can apply for this service on your application or apply for it anytime after you've taken the OPI.