AAPPL Computer Proctoring Teacher Guide

This guide will help you to prepare and support your students in taking the Computer Proctored test successfully. Please refer to the sections listed below.

AAPPL Computer Proctoring FAQs

1. ## Will the AAPPL test be different because it's being taken it at home?

   No. There is no difference between the AAPPL test taken at a school and the one taken at home with computer proctoring.

2. ## Are there any resources available for practicing before the test?

   Yes. If time allows, you should have your students review ACTFL's Test Taking Tips videos and complete the Demo test. These pages are designed for students and are COPPA compliant.

   You may review the AAPPL Topics with your students, which can be found on our AAPPL Tasks and Topics page.

3. ## Is it difficult to take the AAPPL at home with Computer Proctoring?

   No. It's easy! Students will need a desktop computer or laptop with a recent version of the Chrome browser installed on it. They'll add an extension to the Chrome browser that will enable them to connect to the computer proctoring system. The system will protect the integrity of the testing process by recording their faces on webcam, as well as all activity on their computer screens during testing. This way, the proctoring system will be able to detect any possibly dishonest activity and report it to you/your school, but also ensures that students are protected by recording everything that happens while taking the test.

4. ## How does Computer Proctoring work?

   These are the basic steps involved in Computer Proctoring AAPPL tests. Full step-by-step instructions can be found in the Student Testing Guide:

   » At least 24 hours before you want your students to begin taking their tests, you should upload your Test Requests on the Client Site, selecting **Computer Proctoring** mode. You will need to select the date range during which the computer proctored tests will be available for students to take.

      o Select a start and end date for your testing window. The system will automatically default to 12am on the dates selected; if you'd like to choose a different time for the testing window to open and expire, click the clock icon next to each date.

      o When setting the start and end dates, please know that students will only be able to test between the Test Start Date/Time and End Date/Time that you select, so be sure to allow enough time for them to complete all components

over multiple sessions, if needed. Students will not be able to access the test until after the Start Date/Time, so please plan accordingly.

Student AAPPL Registration & Reporting Form

Step 1: Please download the Student AAPPL Registration Form by clicking the **Retrieve Student AAPPL Request Form** button. Once you have finished entering the data into the form, save it on your computer.

Step 2: Select Proctoring Mode.

Step 3: Click the **Choose File** button below to find the form on your computer.

Step 4: Next, click the **Submit Student AAPPL Registration Requests** button. The data will appear on your screen. Review the data. If the data is correct, click the **Save Student AAPPL Registration Requests** button.

Step 1

> Retrieve Student AAPPL Registration Form

Step 2

Select Proctoring Mode: ○ At School   ○ Parent/Guardian Proctoring   ● Computer Proctoring

Please enter a Start Date at least 24 hours from the date on which the order is placed, and an End Date that will allow sufficient time for students to take all of the requested AAPPL modes. Note that there is a $4 per student fee for Computer Proctoring that will be added to your invoice.

If required by your state, district, or school, please be sure that parents/guardians have given permission for each student to use computer proctoring before placing your order. Computer Proctoring is not available for students under 13 years old, so please ensure that all students included in your Test Request are 13 or older.

Test Start Date/Time: [_____] 🔳 🕐

Test End Date/Time: [_____] 🔳 🕐

Time Zone: [(UTC-05:00) Eastern Time (US & Canada)   ▾]

Step 3

Select Form to upload : [Choose File] No file chosen

Step 4

> Submit Student AAPPL Registration Requests

» Before providing students with their login information, you should verify that, if required by your state, district, or school, parents/guardians have given permission for each student to use remote proctoring. Since proctoring requires that students record themselves via a webcam while testing, this may be a legal obligation in your area. **No student under the age of 13 may test via remote proctoring.**

» When you're ready to access your students' login information on the Client Site within the AAPPL **Test Status** menu, you'll retrieve an LTI ID that will work on the remote proctoring site, automatically connecting students to their ordered AAPPL test(s). It's a single sign-on process for students; they just enter their login information on this login page which validates their AAPPL credentials and starts the testing process for them within the secure proctoring system.

» Once you receive parental consent (if required) and distribute the student login information, students are ready to test at home. You should provide them with the

[Student Testing Guide](#) to support them through the process. You may also find this document helpful if students ask you to assist them in troubleshooting or preparing their computers for computer proctoring, as it provides detailed, click-by-click setup instructions.

» Please remind students that they must enter their date of birth accurately during the setup process. If a student enters a date of birth that indicates that they are under 13 years of age, they will be blocked from testing. You will need to cancel their test and order a new one.

» Students should know that they are being recorded by the computer proctoring system at all times while testing. They must stay in view of the camera at all times and should behave as if they were taking the test in school under supervision.

» Using the remote proctoring platform will cost $4 per student, and the cost will be reflected on your invoice once testing is complete. Since the comfort and convenience of students testing at home and their families is important to us, we have ensured that they will have the flexibility to test over multiple sessions. Though it is preferred that students complete the computer proctored AAPPL in two sittings, we can accommodate up to four testing sessions per student, if needed. To be clear, the charge is $4 per student, not $4 per mode/component that each student completes.

» Students will follow the step-by-step instructions in the [Student Testing Guide](#) to set up a profile on the computer proctoring site and prepare their testing computer and surroundings.

» While students take their tests, the computer proctoring system will record them on their webcams and the activity on their computer screens.

» Using AI technology, the proctoring system will detect any potentially prohibited activities that occur during testing. If such activities are detected, the video will be flagged for review. LTI will review all flagged videos to confirm or rule out that any violations have occurred.

» If all is well and no prohibited activities are confirmed, your students' scores will be released between 1-2 weeks after test administration.

» If prohibited activities are confirmed, your school will be notified, and the related test components will not be rated.

5. What about privacy? What student information is shared?

LTI's current FERPA and Student Privacy Policies can be found [here](#). Click the link to review the computer proctoring service's [Privacy and Security Pledge](#).

Both LTI and the computer proctoring service selected care deeply about protecting student privacy. The computer proctoring service uses AI technology to monitor the student testing experience, ensuring that no human is viewing students while testing. Videos are reviewed by select internal LTI employees only when tests are flagged for a security violation; video file access is restricted to pertinent LTI employees only.

LTI passes to the vendor only the minimum information required: student first name and test ID. No other student data is provided by LTI to the vendor.

Our computer proctoring partner collects this additional information about students:
- photograph of the student
- audio and video recordings of the student taking the test and of the test-room environment
- screen capture during the test administration.

Our agreement with the computer proctoring vendor ensures that all student data (last name, images, videos, etc.) are deleted per a 14-day data purge policy.

Lastly, because requirements for parental permission vary by state and district, LTI requests that schools confirm they have any necessary parental permission prior to ordering students' tests.

6. How do students prepare their computer and room for testing?

To prepare the testing computer and environment, students should:
- » Make sure that the room is quiet and private, and that they are alone.
- » Turn off any music, TVs, or other background sounds.
- » Turn on the lights so that the space is well-lit.
- » Only use one keyboard, mouse, and monitor.
- » Sit directly in front of the webcam so that their faces are centered on the screen. Students must remain in view of the camera at all times while testing or their sessions will be flagged.
- » Close all other programs and websites on the computer.

7. How long does the AAPPL take?

The test is not timed; however, each mode of the AAPPL takes 30 to 40 minutes. (The writing mode can take up to an hour.) The entire test takes approximately 2.5 hours total. We recommend that you have students divide the test into two sessions of just over an hour each, but they can take each mode separately in up to four computer proctoring sessions.

8. Do students need any special equipment to take the AAPPL? What about for computer proctoring?

Yes. They will need a computer, Internet access, and headphones or speakers. Additionally, they will need a microphone for the Interpersonal Listening and Speaking component to record spoken responses to a virtual video-based chat partner. Most computers these days already have such features, which means they probably won't need to get any new equipment. To be sure, please have students review the Technical Requirements and run a System Check on their systems prior to starting the test. If they need additional set-up guidance, they may contact your school.

For Computer Proctoring they will need to have a recent version of the Chrome browser installed and the ability to add the computer proctoring extension to it in order to monitor the

test-taking process. They will need a working webcam in a well-lit space without other people, background noise, or distractions present.

Important Note about Chrome Live Caption: Due to a recent update to the Chrome browser, it is now necessary for all test takers using computer proctoring to complete a System Check immediately before each test session in order to confirm that the Live Caption feature is not enabled. If Live Caption is enabled, the System Check will alert the test taker that they should contact their teacher or proctor who will then provide instructions to disable the feature in Chrome. It is extremely important that all test takers complete the System Check and disable Live Caption if needed, as leaving captioning enabled will lead to violations being reported in the computer proctoring videos and may affect their test scores.

Please see this document for details regarding Chrome Live Caption, including instructions for assisting your students in disabling it if necessary.

Important Note: If students are testing using school-issued laptops with security measures in place that limit their ability to download and install browser extensions, your technology staff may need to assist in enabling permission for the computer-proctoring extension and certain URLs.

This is the direct link to the browser extension for that purpose: https://chrome.google.com/webstore/detail/proctortrack-auto-plugin/fohjcjopbiojmakgjmgdjpnjcpgnpelo

It may also be helpful to whitelist these URLs in Chrome:

https://testing.verificient.com

https://verificientchunks.storage.googleapis.com/

https://verificientstatic.storage.googleapis.com/

https://ca-livemedia.verificient.com:5443/

https://livemedia.verificient.com:5443/

https://www.proctortrack.com/support/

https://verificient.freshdesk.com/

9. **Are there security features for the AAPPL?**

Yes. The AAPPL has several test-security features. First, students must take an honor pledge at the beginning of each AAPPL mode. Second, they will be logged out of the test automatically if they navigate away from the test and open another program, browser window, or tab. Other features that are automatically disabled by the test include:

» the right-click feature of the mouse,

» the browser back button,
» the Copy, Paste, and Cut keyboard shortcuts (Ctrl + c, Ctrl + v, and Ctrl + x),
» the Google Translate browser extension, if installed.

10. What actions will be flagged by the Computer Proctor?

During testing students must not do any of the following, as these actions are prohibited and will be detected by the Computer Proctor and flagged as possible violations:
» use electronic devices of any kind,
» use books or notes or write anything down,
» have other people in the room with them (including walking by),
» leave the room or step away from the computer,
» open other programs or websites on their computers,
» take notes by hand or on their computers,
» use more than one monitor on their computers,
» talk to anyone.

11. What happens if a video gets flagged?

If a video gets flagged, it will be sent to LTI for review. Students will not know at the time if their video is being flagged; that happens entirely in the background while they take their test. If flagged, LTI will check the relevant portions of the video in order to verify that, if any of the prohibited actions listed above occurred, that the incident did not involve suspicious activity that could suggest academic dishonesty. If all is well, their test scores will be released 1-2 weeks after test administration. If there is suspected dishonest activity, you/your school will be notified, and their test(s) may be scored as Unratable. Just as if students were taking this test in your classroom at school, your school's academic honor code is in effect while testing with the Computer Proctor.

12. Whom should I contact if I need help?

If they need technical assistance, students may contact your school for advice and guidance. Please note that in order to comply with federal privacy regulations such as FERPA and COPPA, LTI is not able to communicate directly with students. If one of your students testing with computer proctoring experiences technical issues that you are not able to assist with, please contact LTI on their behalf including information about the student's device and any related error messages or screenshots that will help us to provide troubleshooting guidance.

Please contact LTI's Customer Support Team if there are technical issues that you are unable to resolve.
» You can request support through this page or by emailing AAPPLHelp@languagetesting.com.
» LTI's Support Team is also available by phone at (914) 963-7110 (select option 1) or at (800) 486-8444 Monday through Friday 8am - 7:00pm Eastern Time (excluding US holidays).
» You can also contact the Computer Proctoring provider directly via the methods at this link: https://www.proctortrack.com/support/.

AAPPL Testing Guide for Computer Proctoring

Quick Links

Demo/Technical Requirements:	https://www.languagetesting.com/aappl2-demo
AAPPL System Check:	https://aappl2.actfltesting.org/systemcheck
To Take the Test:	https://tms.languagetesting.com/AutomatedRPAssessment/
Video Walkthough:	https://www.youtube.com/watch?v=A-X_tM5j35g
Animated Tutorials:	Part I: https://www.youtube.com/watch?v=r3lcI9tsvhA Part II: https://www.youtube.com/watch?v=gWgCtm7w2e0 Part III: https://www.youtube.com/watch?v=S44WSL3wMlc

Computer Proctoring Checklist

Students should:

❑ Review the Technical Requirements, configure the computer to be used for testing, and complete the System Check.

  ○ Important Note about Chrome Live Caption: Due to a recent update to the Chrome browser, it is now necessary for all test-takers using computer proctoring to complete a System Check immediately before each test session in order to confirm that the Live Caption feature is not enabled. If Live Caption is enabled, the System Check will alert the test-taker that they should contact their teacher or proctor who will then provide instructions to disable the feature in Chrome. It is extremely important that all test-takers complete the System Check and disable Live Caption if needed, as leaving captioning enabled will lead to violations being reported in the computer proctoring videos and may affect their test scores.

  Please see this document for details regarding Chrome Live Caption, including instructions for assisting your students in disabling it if necessary.

❑ Work through the Demos and test their keyboards for typing in the language during the Presentational Writing (PW) component.

❑ Plan the timing and distribution of the up to four testing components you've requested for them. They take 30-45 minutes each, and up to 60 minutes in the case of the Presentational Writing.

❑ Prepare the computer on which they'll be testing by ensuring that Google Chrome is installed and up to date.

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❑ Log into the test using the log-in credentials you provide.

❑ Set up their profile on the computer proctoring site.

❑ Make sure that the area where they are taking the test is quiet and that there are no prohibited materials present such as cell phones, pens and paper, books, etc.

❑ Remember that they must stay in the video frame the entire time they are testing. Also remember that the computer proctoring tool will be recording at all times. They should behave as if they were testing in a regular classroom with a teacher watching.

❑ Once their profile is verified (this is normally immediate), log back into the computer proctoring site to take the test.

❑ End the proctoring session when they are done testing for the day.

❑ Log back into the system for later testing sessions. After the first session, the verification step as well as installation of the extension and configuration of the Chrome settings will not be required.

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