



PROCTOR RESPONSIBILITIES AND AGREEMENT FORM FOR AN ACTFL ORAL PROFICIENCY INTERVIEW (OPI) ®

_____ has applied to take an ACTFL® Oral Proficiency Interview from your school by telephone. On the application form, he/she has identified you as the proctor for this test(s). Please read the responsibilities of the proctor detailed below.

PLEASE READ THE RESPONSIBILITIES OF THE PROCTOR DETAILED BELOW

Language Testing International, the ACTFL Testing Office, will send you an OPI Appointment Form by e-mail that will specify the date and time of the interview, as well as the name of the tester and telephone number to call for the test.

As the proctor, on the day of the test you will need to:

- 1. Check a photo ID of the candidate before the test's start time to verify the candidate's identification.
2. Ensure that the candidate does not bring any resources into the test room such as paper, pens, notes, dictionaries, iPods, Blackberries, laptops, etc.
3. Ensure that the candidate does not bring a cell phone, camera, pager, or recording device of any kind into the test room, nor shall the proctor make a recording of the interview.
4. Put the candidate in a private setting with a telephone. No one but the proctor may enter the test room during the OPI.
5. Promptly and at the appointed time, call the tester indicated on the OPI Appointment form.
6. Introduce yourself to the tester and introduce the candidate. Hand the phone to the candidate and the tester will conduct the interview. A telephonic interview may not be taken with the conference call feature; the candidate must speak into the handset.
7. Ensure that the candidate does not receive assistance from any resources (notes, etc.) or individuals during the interview.
8. The tester's questions and the candidate's responses are strictly confidential. The proctor may not make any kind of audio, written, or mental recording of the interviews.
9. Call LTI, the ACTFL Testing Office immediately if you anticipate any delays or have any difficulty reaching the tester.

The actual telephonic interview will approximately last 30 minutes. If your school does not want to accept charges for the telephone call to the tester, the above candidate must give the proctor a phone card number to use in order to place and charge the call. By signing this document you are agreeing to accept the responsibility to strictly and faithfully abide by the stipulations and procedures outlined above. Please fax this completed form to LTI, the ACTFL Testing Office, at 914-963-7113 or scan and e-mail it to processing@languagetesting.com.

Signature: _____ Date: _____

Full Name (print): _____

School: _____ Position: _____

School Division (if applicable): _____

Work Phone: _____ Work Fax: _____

Work E-mail: _____ Work Address: _____

