

Policy Concerning Cancellation of Ratings

ACTFL®, the test sponsor, and LTI, the test administrator, are obligated to report ratings that accurately reflect the performance of every OPI®, WPT, and OPIc® test taker. Accordingly, ACTFL and LTI have adopted standards, policies and procedures for administering ACTFL assessments, which are intended to give every test taker an equal opportunity to demonstrate language ability and to prevent any test taker from gaining an unfair advantage over another. To ensure that these objectives are achieved, LTI and/or ACTFL reserve the right to cancel any test rating when, in their singular or collective judgment, any of the following circumstances occur:

- There is an apparent discrepancy in a test taker's identification;
- The test taker engages in misconduct;
- There is a testing irregularity;
- The rating is considered invalid for some other reason.

Reviews of ratings by LTI/ACTFL are confidential; however, a test taker whose rating is being cancelled shall be notified of the action and the basis for this decision. The test taker shall be entitled to challenge such a decision by providing information that shows why the rating should not be cancelled, and to have that decision reviewed on the basis of such further information. When, for any of the above reasons, LTI/ACTFL cancels a test rating that has already been reported to any third party, they will notify the rating recipients that the rating has been cancelled, but they will not disclose the reason for cancellation except when authorized to do so by the test taker, or in certain cases where multiple ratings are being cancelled for a group of test takers.

1. Identification Discrepancies

When in LTI's or ACTFL's judgment, or the judgment of the rater or proctor, there is a discrepancy in a test taker's identification or there is sufficient grounds to question the identification of the test taker, the test taker may be refused admittance to or dismissed from the test center or individual testing opportunity. When appropriate, LTI/ACTFL may decline to rate the test or may cancel the test rating.

2. Misconduct

When LTI/ACTFL, or a test rater or test center proctor, finds that there is misconduct in connection with a test, the test taker may be dismissed from the test center, or LTI/ACTFL may decline to rate the test, or cancel the test rating. Misconduct includes, but is not limited to, situations in which:

- The digitally recorded voice on an OPI or OPIc® does not match other recorded voice samples of the same test taker.
- The test taker fails to comply with the instructions set forth in the "Proctor Responsibilities and Agreement Form" or the instructions given by the rater.



- There is evidence that a written response includes any of the following:
 - Text that is substantially dissimilar to text found in one or more other ACTFL WPT responses,
 - Quoting or paraphrasing, without attribution, language or ideas that appear in published sources,
 - Unacknowledged use of unpublished work that has been produced through collaboration with others without citation of the contribution of others,
 - Written responses that are submitted as work of the test taker when the ideas or words have, in fact, been borrowed from elsewhere or prepared by another person.
- Any other behavior that is deemed irregular, including, but not limited to, inconsistent outcomes based upon a statistical analysis performed by LTI/ACTFL regarding any specific test taker's ratings.

3. Testing Irregularities

“Testing irregularities” refer to problems with the administration of a test. Such problems include but are not limited to:

- Administrative errors (such as improper timing, improper log-in on an internet test, or defective materials),
- Occurrence of physical non-standard issues (such as lighting problems, power failure, or defective equipment),
- Improper access to test content,
- Other disruptions of test administrations (such as natural disasters or other emergencies).

When testing irregularities occur, LTI/ACTFL may decline to rate the test, or may cancel the test rating. When in LTI or ACTFL's judgment it is appropriate to do so, LTI/ACTFL may give affected test takers the opportunity to take the test again as soon as possible and free of charge.

4. Dismissal from a Test Center

A test administrator/proctor is authorized to dismiss a test taker from a test session and/or LTI/ACTFL may cancel the test taker's ratings for actions such as, but not limited to, the following:

- Attempting to take the test for someone else or have someone else take the test for the scheduled test taker
- Failing to provide acceptable identification
- Obtaining improper access to the test, a part of the test, or information about the test
- Using a telephone or cellular phone during the test session or during breaks
- Using any aids in connection with the test, such as pagers, beepers, books, pamphlets, notes, devices with headphones (e.g. iPods), telephones, cell phones, dictionaries, translators, and any hand-held electronic or photographic devices
- Creating a disturbance (disruptive behavior in any form, including ringing cell phones). The test administrator/proctor has sole discretion in determining what constitutes disruptive behavior.





- Attempting to give or receive assistance. Discussion or sharing of test content during the test administration, during breaks, or after the test is prohibited. Communication in any form is not permitted during the test administration.
- Removing or attempting to remove test content from the test center. Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means (e.g. hard copy, verbally, electronically) to any person or entity.
- Tampering with a computer or telephone
- Leaving the test center vicinity during the test session
- Leaving the testing room without permission
- Failing to follow any of the test administration regulations contained in the “Proctor Responsibilities and Agreement Form,” given by the test administrator/proctor, or specified in any test materials

LTI and/or ACTFL reserve the right to take all action, including, but not limited to, barring the test taker from future testing and/or cancelling the ratings for failure to comply with test regulations or the test administrator/proctor’s directions. If ratings are canceled, they will not be reported, and the test taker’s registration and test fees will not be refunded.

5. Reporting Misconduct or Testing Irregularities

Although tests are administrated under strict supervision and security measures, testing irregularities may sometimes occur. Please contact LTI as soon as possible to report any observed behavior that may lead to an invalid rating – for example, someone copying from another test taker, taking a test for someone else, having access to test questions before the OPI, OPIc, or WPT, or using notes or unauthorized aids. All information will be held in the strictest confidence.

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6. Challenging a Notice of Cancellation

A test taker who receives written notice that his or her rating is being cancelled for any of the above reasons is allowed to provide information to LTI in response that may have bearing on such decision. Upon receipt of such a notice, a test taker shall have five (5) business days to make this information available to LTI, and thereafter, a prompt review of the decision to cancel a rating shall be made by LTI and/or ACTFL. The test taker will be notified in writing of the final disposition of the challenge.

