

**PROCTOR RESPONSIBILITIES AND AGREEMENT FORM
FOR AN ACTFL WRITING PROFICIENCY TEST (WPT)
VIA TEST BOOKLET**

_____ has applied to take an ACTFL® Writing Proficiency Test in test booklet form at your school. On the application form he/she has identified you as a qualified proctor for this test(s). Please read the responsibilities of a WPT proctor detailed below.

Please note, not all WPTs are offered via the internet, though this is the recommended form if it is available. The internet WPT is currently available in English, French, German, Italian, Portuguese, and Spanish. All other languages for the WPT are offered in booklet form.

Language Testing International, the ACTFL Testing Office, will send you sealed test booklets to administer to the candidate at your school in a proctored and timed test session.

As the proctor, you will need to:

- Receive and sign for a shipment containing a sealed test booklet with “WPT Proctor Instructions” and store it in a locked storage at your school until the time of the test administration.
- Ensure that no one makes any copies of any of the test materials before during or after the test.
- Upon completion of the test administration, by a secure overnight carrier (FedEx, UPS, etc.), the sealed test booklet and all test materials must be shipped by the next business day to the address given to you by LTI.

On the day of the test, you will need to:

1. Check the 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, lap-tops, etc.
3. Ensure that the candidate does not bring a cell phone, pager, camera or recording device of any kind into the test room.
4. Ensure that no party shall copy – by hand or machine - any test materials.
5. Put the candidate in a private setting with a writing surface and provide only sharpened pencils and pens. No other paper or materials shall be distributed by the proctor.
6. Following the “WPT Proctor Instructions” distribute the sealed booklet and pencils (or pens) to the candidate.
7. Read the “WPT Instructions” found in your ‘WPT Proctor Instructions’ aloud to the candidate and begin the test.
8. Time the test for 90 minutes and remain in the room for the entire test period to ensure that the candidate receives no assistance of any kind on the test.
9. At the end of 90 minutes, instruct the candidate to place ALL the test materials, test booklet, original envelope, and scrap paper in the return envelope provided in the original envelope, seal the envelope and sign the seal.
10. Collect the completed, sealed test booklet.
11. Ship the paperwork and the completed, sealed booklet to LTI, the ACTFL Testing Office.





The ACTFL Language Testing Office

3 Barker Avenue, White Plains, NY 10601 • 914-963-7110 • Fax 914-963-7113

By signing this document you agree 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: _____

