

LTi The ACTFL Testing Office

6 Executive Plaza, Yonkers, NY 10701

FAX: 914-963-7113

www.languagetesting.com

ACTFL Oral Proficiency Interview (OPI) Application GRAND VALLEY STATE UNIVERSITY

Complete and return this application with a signed test-taker and completed proctor form by mail or fax to the address listed above

LAST NAME: _____ FIRST: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

LAST 4 DIGITS OF SOCIAL SECURITY # _____

PHONE: DAY: _____ EVENING: _____

E-MAIL ADDRESS:
(REQUIRED) _____

1. **RETEST:** Is this your first time taking an OPI in this language? (Circle one) **YES or NO**

2. **CIRCLE LANGUAGE TO BE TESTED:** (**PLEASE SUBMIT ONE FORM PER LANGUAGE**)

Arabic English French German Italian Japanese Mandarin Portuguese Spanish other: _____

3. **WHERE WILL YOU TAKE YOUR TEST? At Grand Valley State University.**

PROCTOR: _____, Dept. of Modern Languages and Literatures (Tel: 616-331-____ or _____@gvsu.edu)

4. **PLEASE INDICATE WHEN YOU ARE AVAILABLE TO TEST:**

Please provide a RANGE of availability (dates & times) that you and your proctor could do the test. Allow at least 10 business days from the date of your request submission, if you are submitting completed proctor forms with this application.

DATES: _____ TIME: From _____ To _____

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5. CONFIRMATION OF TEST DAY, TEST STATUS AND RESULTS:

Once your application has been processed, your proctor and you will be sent separate e-mails with your test date, time and other instructions. This e-mail will provide a unique ID and PASSWORD to access your test information and status on the LTI Test Candidate Website www.languagetesting.com/individual. Please keep this important e-mail and website information. Using this website and secure passwords, you will be able to check the status of your test result. On this website, you will have the option to print your final rating certificate. Please allow UP TO 4 WEEKS from the date of your test to receive your final rating.

6. OTHER IMPORTANT TEST INSTRUCTIONS:

- **The OPI Proctor Agreement Form must be completed by your proctor and submitted with your application. Your application will not be processed without a completed proctor form. If your application is received without proctor forms, you may be asked by e-mail to supply new dates once proctor forms are received and approved.**
- A signed Test-Taker Acknowledgement and Consent Form must be submitted with your application.
- Be sure to arrive at the test site 15 minutes prior to the above test time. Please bring two forms of picture identification with you.
- Inform us immediately if you will not be available at the scheduled time and date. If you notify us later than one business day before the scheduled day of the test, you will be charged a fee of \$55.00 for a missed appointment.
- To reschedule this test, you must do so by email to: admin@languagetesting.com, at least one business day in advance of the above date, advising us of new dates. You may also mail the information to the address above. Please allow 10 business days from the date of your submission of new information for a new test date/time.
- If you must cancel this application you will be charged a fee of \$55. The balance of your payment will be refunded to you.

7. PAYMENT & FEE(S):

ORAL PROFICIENCY INTERVIEW TEST FEE: \$134

ADVANCED LEVEL CHECK \$90

OPTIONAL LTI SERVICES & FEES:

EXPRESS SERVICE FEE: \$50 (final rating will be posted within two weeks)

CERTIFIED COPY OF FINAL RATING CERTIFICATE: \$10

Send certified copy to address: _____

ACE TRANSCRIPT & COLLEGE CREDIT SERVICES: \$75

TOTAL CHECK/CHARGE INCLUDING TEST FEE(S) \$ _____ . 00

METHOD OF PAYMENT:

A CHECK FOR THE TEST FEE(S) PAYABLE TO: **LTI, Inc.**

PLEASE CHARGE THE TEST FEE(S) TO A CREDIT CARD (COMPLETE SECTION BELOW)

MASTERCARD/VISA/DISCOVER (circle one) Card #: _____

EXPIRATION DATE: _____ SIGNATURE: _____

Note: all charges require the card holder's signature

TEST TAKER AGREEMENT

The ACTFL Oral Proficiency Interview (OPI)®, Writing Proficiency Test (WPT), Oral Proficiency Interview by computer (OPIC)®, and Advanced Level Checks are nationally recognized, standardized tests distributed by Language Testing International (LTI) for assessing oral or written proficiency according to the revised *ACTFL Proficiency Guidelines*. The test is administered/rated by a Certified ACTFL® Tester or Rater. A recording of the interview and/or copy of the writing test will be used for the purpose of allowing two Certified ACTFL Testers or Raters to independently rate the candidate's speaking or writing proficiency based on the descriptors of language proficiency in the *ACTFL Proficiency Guidelines*. You will not be rated on the factual accuracy of your opinions or suggestions.

I hereby acknowledge and agree that the purpose of this test is to evaluate my speaking and/or writing proficiency. I hereby give my consent to LTI to record and/or retain my spoken and/or written responses for this purpose and to release my rating(s) to the named party(s) on my application. I further acknowledge and consent that LTI, in its sole discretion, shall have the right to: (1) use the interview recording to respond to any questions I have about my rating;(2) require me to take a retest at LTI's expense if they determine that sufficient factors exist that call into question the accuracy of my test score; and (3) use the interview recording to conduct research on future modifications to the assessment or for academic studies, provided, that none of my personal information shall be disclosed to anyone outside of LTI who is not designated by me.

I understand and agree that the recording of my interview and/or completed writing test become the exclusive property of LTI and that LTI will maintain it as strictly confidential. The content of the test will not be released to me or any other party under any circumstance, as the test questions and protocols are copyrighted materials and their release would compromise the validity of the test. I acknowledge that LTI will provide me with a published, standard ACTFL description of my rating from the Guidelines as part of the standard procedure and cost of testing. I also acknowledge that I have the option of purchasing a detailed, individual written report of my test results, developed by a certified ACTFL proficiency expert for an additional fee. If I have any questions about my rating, including any retest determined by LTI to be required, I agree to abide by LTI's rating review process and/or my employer or school's disclosure policy.

I agree that any use of my rating on this proficiency assessment shall be completely within the purview of my employer or any other party I have authorized to receive my rating. Accordingly, I shall have no legal rights against LTI for any decision made by my current employer, school or any other party I have authorized to receive my rating. I agree to hold LTI harmless against any claims of damages because of any such decisions made by others, whether based on my rating alone or in combination with any other factors.

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER: _____





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: _____

