

OPI (Oral Proficiency Interview) Information and Registration Packet

**for Graduate and Undergraduate Applicants to
Foreign Language Teacher Education Programs**

Includes:

Information Sheet
Application for OPI Advanced Level Check
Proctor Agreement

Applicants to Graduate Programs in Foreign Language Teacher Education

Hunter College requires graduate foreign language education applicants (Italian, French, Spanish) to demonstrate oral proficiency in their language by passing the Advanced Level Check of the oral proficiency interview (OPI), which is administered by a certified tester from the American Council on the Teaching of Foreign Languages (ACTFL). The test is coordinated by Language Testing International (LTI).

The 20-30 minute interview is conducted over the phone in the presence of a proctor of the applicant's choosing (either in a professional or academic setting). A passing score on the exam is "Advanced Low," which verifies speaking proficiency.

Applicants should complete the exam *prior* to applying for the graduate program; it may take up to four weeks for results to be available. An applicant who *has not* completed the Advanced Level Check before applying must provide proof of registration for the exam (including test date) in the application for admission.

After registering for the exam, applicants will be contacted by LTI by phone to confirm the registration, and a follow-up email from LTI will confirm the test date.

Please print out the ACTFL Language Proficiency application and Proctor Agreement Form and follow the instructions. For questions, contact LTI at 914-963-7110; fax 914-963-7113; www.languagetesting.com

Undergraduate Adolescent Education Students in Foreign Language

Undergraduate Adolescent foreign language education students (Italian, French, Spanish) are required to demonstrate oral proficiency in their language *before beginning student teaching* by passing the Advanced Level Check of the oral proficiency interview (OPI), which is administered by a certified tester from the American Council on the Teaching of Foreign Languages (ACTFL). The test is coordinated by Language Testing International (LTI).

The 20-30 minute interview is conducted over the phone in the presence of a proctor of the applicant's choosing (either in an academic or professional setting). A passing score on the exam is "Advanced Low," which verifies speaking proficiency.

Student teaching applicants must pass the exam *prior* to applying for student teaching. Please note that it may take up to four weeks for results to be available.

After registering for the exam, applicants will be contacted by LTI by phone to confirm registration, and a follow-up email from LTI will confirm the test date.

Please print out the ACTFL Language Proficiency application and Proctor Agreement Form and follow the instructions. For questions, contact LTI at 914-963-7110; fax 914-963-7113; www.languagetesting.com



The ACTFL Testing Office
3 Barker Avenue, Suite 300, White Plains, NY 10601
Phone: (914) 963-7110 Fax: (914) 963-7113
www.languagetesting.com

ACTFL LANGUAGE PROFICIENCY ASSESSMENTS
Hunter College, CUNY

Complete and return this application with a signed Test Taker Agreement form and completed Proctor Responsibilities and Agreement form by mail or fax to the address listed above.

LAST NAME: FIRST:

HOME ADDRESS:

CITY: STATE: ZIP:

NAME OF UNIVERSITY YOU CURRENTLY ATTEND (if applicable):

LAST 4 DIGITS OF SOCIAL SECURITY #:

PHONE (DAY): PHONE (EVENING):

E-MAIL ADDRESS (REQUIRED):

1. RETEST: Is this your first time taking an ACTFL assessment in this language? (Circle one) YES or NO (If this is a retest, please review the ACTFL Retest Policy on the LTI website)

2. TYPE OF ASSESSMENT(S) NEEDED:

The ACTFL Advanced Level Check - Speaking: \$85

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

French Spanish Italian Other:

4. WHERE WILL YOU TAKE YOUR TEST?

At a College or University or at a K-12 school: (A PROCTOR RESPONSIBILITIES AND AGREEMENT FORM WITH YOUR APPLICATION IS REQUIRED) A proctor at a college may only be a Professor, Department Chair, Department Administrative Assistant or Department Coordinator, or Registrar and University Assessment Personnel. A proctor at a K-12 school or school district may only be a Principal, Assistant Principal, Dean, Administrative Assistant to the Principal or Dean, School District HR personnel, or Academic Chair. No other administrators or staff may act as proctors.

At Your Employer: A proctor at your employer may be a Supervisor or an HR Director.

PROCTOR NAME: TITLE

PROCTOR EMAIL: PROCTOR TELEPHONE:

5. PLEASE INDICATE WHEN YOU ARE AVAILABLE TO TEST:

Please provide a RANGE of availability (dates & times) that you and your proctor can do the test. When selecting time blocks, please allow at least 30 minutes for the interview. Please 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 _____

DATES: _____ TIME: From _____ To _____

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

Once your application has been processed, you and your proctor will be sent separate e-mails with your test date, time and other test 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 retain this important e-mail and website information for your records as you will use this website and secure password to verify the date and time of your test and check the status of your test result. You will also have the option to print your final rating certificate from the website. Please allow UP TO 4 WEEKS from the date of your test to receive your final rating.

Please be aware that all test results will be shared with the Hunter College School of Education.

7. OTHER IMPORTANT TEST INSTRUCTIONS:

- **The Proctor Responsibilities and Agreement form(s) must be completed by your proctor and submitted with your application. Your application will not be processed without a completed Proctor Responsibilities and Agreement 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 Agreement 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 at least one business day in advance of the above date by e-mail to admin@languagetesting.com and advise 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, without giving 24 hours notice, you will be charged a fee of \$55. The balance of your payment will be refunded to you.

8. PAYMENT & FEE(S):

THE ADVANCED LEVEL CHECK: \$85

- OTHER **OPTIONAL** LTI SERVICES & FEES:

- EXPRESS SERVICE FEE: \$50 (final rating will be posted within two weeks)
- CERTIFIED COPY OF FINAL RATING CERTIFICATE: \$10

Send certificate to this 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 FORM

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 their sole discretion, shall have the right to 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.

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 ACTL 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.

DATE: _____

PRINTED NAME: _____

SIGNATURE: _____

VERIFICATION BY PROCTOR OF IDENTITY (List all forms): _____

LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER: _____

PROCTOR'S NAME: _____

TEST CENTER: _____



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

_____ has applied to take an ACTFL Oral Proficiency Interview from your college or workplace 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:

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, I-pods, 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. Call LTI, the ACTFL Testing Office immediately if you anticipate any delays or have any difficulty reaching the tester.

The actual telephonic interview will last between 10 and 30 minutes.

If your school or workplace 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 at 914-963-7113, or e-mail it to processing@languagetesting.com.

Full Name (print): _____

College or Employer: _____ Position: _____

Work Phone: _____ Work Fax: _____

Work E-mail: _____ Work Address: _____

Signature: _____ Date: _____