

## Technology

### What technology is required to administer AAPPL Measure?

AAPPL Measure is designed to function on the most commonly available technology: broadband internet; a relatively recent version of Internet Explorer, Firefox, or Safari browsers; and headset with microphone. There are also various protocols that schools must follow prior to administering AAPPL Measure. To check your computer for compatibility with the AAPPL Measure test delivery system, see the [AAPPL Measure System Check](#).

It is very important that your school's IT support staff are notified at least 3 weeks in advance of testing, and ask them to review the TECHNOLOGY section of the AAPPL FAQs to be assured of required computer lab time, and computer readiness to administer AAPPL. Please also have an IT staff member on hand during testing to help with local computer, headset and microphone issues, should they occur. Please run the AAPPL Measure System Check on all computers and plug in and verify headset and microphone settings immediately prior to testing. If students will use their own laptops, rather than desktops in a lab, make sure the school receives all laptops well enough in advance on the day of testing to adjust the headset and microphone settings and run the AAPPL Measure System Check. If students will be taking the AAPPL writing component, they will be using their computer's keyboard. Instructions for using the characters and conventions for AAPPL are found on the TECHNOLOGY section of the AAPPL FAQs.

Special note for Chrome browser users: Please be aware that there is a security feature in Chrome that blocks access to the microphone used in the AAPPL Interpersonal Listening and Speaking test component. The user must now click on the "allow" button at the top of the page in order for the microphone to record audio. If not set, the microphone check will fail and the test taker will not be able to advance to AAPPL. See:

[https://support.google.com/chrome/answer/2693767?p=ib\\_access\\_cam\\_mic&rd=1](https://support.google.com/chrome/answer/2693767?p=ib_access_cam_mic&rd=1) for more information.

### How can I be sure my Internet speed is fast enough to deliver AAPPL simultaneously to all the students in my classes?

Prior to the actual day of the assessment, have all the students in a class simultaneously take the first component of one of the AAPPL demo tests at <http://aappl.actfl.org/demo>. If there are no problems with the students simultaneously accessing the first component of the demo test, this strongly suggests that your bandwidth will support the administration of the AAPPL Measure for the same number of students. If you do encounter problems, administer the AAPPL demo to a smaller number of students simultaneously to help determine connectivity. Wireless networks often tend to accommodate fewer simultaneous administrations than computers that have wired access to the Internet. It is recommended that schools not administer AAPPL wirelessly if at all possible.

### What if my computer does not meet the requirements of the AAPPL Measure System Check?

If your screen resolution does not meet the recommended size, AAPPL Measure will still function however some scrolling may be required to see all information within the browser window. If your bandwidth is lower than the recommended rate, the assessment will take longer and some items may not load correctly. Please contact your network administrator and/or the school's technology coordinator or support person if any of the following occur: your bandwidth rate is low, the RTMP port 1935 fails to connect, the recommended software is not up-to-date, or the microphone does not work. For more details regarding hardware and network requirements, see the [AAPPL Measure Technical Specifications](#).

### What keyboard setup is required to administer AAPPL Measure?

If the Presentational Writing mode is being assessed, teachers must be made aware that familiarity with language support regarding keyboard functions is needed. It is also very important that your school's technology coordinator or support person be notified well in advance of the test date in order to be assured of keyboard readiness when administering AAPPL. The most common way in the US to type in a character-based language on a Windows-based computer is to set the [input language](#). Alternatively, for older Windows-based computers, "[Alt" key combinations](#) can be used to enter diacritical marks for the French, German and Spanish assessments. For Macintosh computers, select the language as the input source in System Preferences. To check your computer keyboard for readiness, please go to the [AAPPL Measure System Check](#).

## Ordering

### How are tests ordered?

You must first request from Language Testing International (LTI), the ACTFL Testing Office, that an account be created for your school or district. To request an account, visit <https://tms.languagetesting.com/AAPPLNew> or call LTI at [1-800-486-8444](tel:1-800-486-8444). Once you have an AAPPL account, you will be able to order assessments and retrieve test results through a customized Web “portal” we refer to as your “client site.”

If you already have an AAPPL testing account, you can begin ordering your tests today at your client site [www.languagetesting.com/client](http://www.languagetesting.com/client). You can also retrieve lost/forgotten Usernames and Passwords there. If your account is from previous years, please log into your client site and click on “My Account” to review and update account administrator information. If you wish to add or replace sub-accounts (districts, schools, or teachers), click on “Sub-accounts” in your client site.

### How long in advance must I establish my LTI/ACTFL Testing account?

If you haven’t already established an AAPPL testing account, please contact LTI at least three weeks in advance of the day you wish to begin testing. **This does not apply if you already have an AAPPL testing account.** If you already have an AAPPL testing account, you can order your tests today at your client site [www.languagetesting.com/client](http://www.languagetesting.com/client). You can also retrieve your lost/forgotten Username and Password there. If your account is from previous years, we recommend that you contact LTI to update your account, to make sure your teachers have logins to request tests and retrieve test results.

### What is the cost of AAPPL Measure?

AAPPL Measure can be ordered as an assessment with all four components for \$20 per student. Ordered individually or in any combination, the Interpersonal Listening/Speaking assessment is \$10, Presentational Writing is \$5, and the two Interpretive components of Reading and Listening are offered together for a total of \$5. You will be charged only for the test components that have been completed and rated.

### When will I receive an invoice?

As tests are completed and rated, invoices will be generated on the 15th and 30th of each month, until all completed and rated tests have been invoiced. We can also accommodate payment in advance. Payment is due 30 days after invoicing.

### How do I know which form to select for my students?

There are two forms of AAPPL Measure that assess different ranges of language ability. Form A assesses learners in the Novice and Intermediate ranges according to the [\*ACTFL Performance Descriptors for Language Learners\*](#). Form A contains Novice- and Intermediate-level tasks only. Form B assesses learners in the Intermediate to Advanced ranges. Form B targets Intermediate- and Advanced-level tasks.

## Administering

### Where do my students go to login and take the test?

<http://aappl.actfltesting.org>

### When is AAPPL Measure administered?

AAPPL Measure is available any time throughout the year.

### How long is AAPPL Measure?

The four components of the test take approximately two hours combined. **Each component takes approximately 30 minutes and can be administered in one sitting, or in multiple sittings.** Students may “quit” at any time, and the test will return them to the point at which they “quit.” Students should be advised not to start a task if they know there will not be enough time to finish it. Student work is lost only if one “quits” in the middle of a task. **It is advisable for teachers to give students a 5-minute notice followed by a 2-minute warning that time is running out,** in order to prevent students from having to “quit” in the middle of a task.

### In what order are the AAPPL components delivered?

You have the ability to select any or all of the components of AAPPL Measure (ILS, IR, IL, PW). **The selected components can be delivered in any order you choose.** Learners can work at their own pace and move on to the next component after completing a component.

### What test security measures are in place?

AAPPL uses a form of “secure browser” technology. **The feature allows for students to be securely logged out of the test if they navigate to a different screen on the computer while they are taking the test.** Any previously submitted work will be saved, and they can log back in to resume the test immediately, if desired. This prevents students from looking up information on the Web, or copying test items and pasting them into other programs for sharing or later review.

### Does AAPPL have to be proctored?

Yes! To assure the integrity of the test and the test results, **AAPPL Measure must be administered in a proctored environment.** When your LTI/ACTFL Testing account is established, you will be provided with the Proctoring Agreement, which is also available [here](#).

### What if my students have a problem during testing?

Please make sure, in advance of testing, and on the day of testing, that you will have access to local IT Support during testing. The vast majority of problems encountered relate to the computer’s headphone and microphone settings, which is unrelated to AAPPL, and must be resolved on site. Please note that if you are using the Google Chrome browser, you must select "Allow" at the top of the page for the microphone to work. Please also see the "TECHNOLOGY" section, below.

If you have any problems with AAPPL that you cannot resolve by closing the browser and logging the student back in to the test, for immediate assistance please call the AAPPL Help Desk at [800-486-8444](tel:800-486-8444) and press "1." Alternatively you may email [aapplhelp@languagetesting.com](mailto:aapplhelp@languagetesting.com). Please include the name and login of the student who had a problem with the test, and a detailed description of the problem, so we can trace, and resolve it for you.