ACTFL OPI TESTER
CERTIFICATION PACKAGE

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ACTFL Language Connects | **ACTFLOPI** ORAL PROFICIENCY INTERVIEW

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ACTFL CERTIFIED OPI TESTERS

DESCRIPTION OF ACTFL TESTERS

ACTFL Certified Testers are specialized language professionals who have completed a rigorous training process and have met the criteria established for certification by ACTFL. They represent a critical resource to their academic institutions and to the world languages profession in general. ACTFL OPI Tester Certification is a highly valued professional credential that is recognized nationally and internationally.

The awarding of certification as an ACTFL OPI Tester is validation of one's understanding of the principles and concepts of oral proficiency testing and of one's ability to apply theory to practice Certification as an ACTFL OPI Tester acknowledges a tester's ability to elicit and rate oral proficiency interviews with a high degree of reliability.

ACTFL offers two levels of tester Certification. ACTFL Testers with **Full Certification** are authorized to conduct and rate ACTFL OPIs across all proficiency levels. Testers with **Limited Certification** are authorized to conduct and rate ACTFL OPIs only at the Novice and Intermediate levels.

RIGHTS AND RESPONSIBILITIES OF ACTFL OPI TESTERS

ACTFL Certified Testers are authorized to conduct OPIs and to assign Advisory ratings within their own academic institutions. ACTFL Certified Testers are only authorized to conduct ACTFL testing outside of their academic institutions through the ACTFL Testing Office, Language Testing International (LTI). They may not perform ACTFL OPIs outside of their own academic institutions without the expressed written permission of ACTFL. ACTFL Certified Testers are not authorized to conduct ACTFL training.

ACTFL Certified Testers agree to conduct ACTFL OPIs in accordance with the policies, procedures, and protocols established by ACTFL. ACTFL Certified Testers agree to follow Refreshing and Recertification procedures, and uphold the highest professional and ethical standards in test administration and rating.

ACTFL OPI Tester Certification is valid for a maximum of four years, at the end of which all testers must recertify to maintain Certification. The procedures and fees for Recertification depend upon how active a tester has been during the previous four years of Certification.

DEFINITION OF ACTFL RATING TERMS

OFFICIAL ACTFL OPI RATING

An Official ACTFL OPI is an oral proficiency interview that is conducted by an ACTFL Certified Tester according to ACTFL testing protocol and professional standards and is blindly double rated under the supervision of the ACTFL Testing Office. Only ACTFL, through the ACTFL Testing Office, may issue an Official ACTFL OPI Rating and Certificate.

ADVISORY OPI RATING

An Advisory OPI is an oral proficiency interview that is conducted by ACTFL Certified Testers within a tester's own academic institution. Advisory OPIs are conducted according to ACTFL testing protocol and professional standards. Advisory OPI ratings are appropriate for internal purposes only, such as placement, entrance and/or exit requirements, articulation, or program evaluation.

The tester may assign an Advisory rating and issue a letter indicating that it is an Advisory OPI rating. Under specific circumstances, an Advisory OPI may be submitted to the ACTFL Testing Office to be made Official (Institutional Upgrade). Only currently certified ACTFL testers may assign Advisory OPI ratings. Advisory ratings are not validated by ACTFL.

USE OF ACTFL TERMS

While the terms "OPI" and "oral proficiency interview" exist in academia and in other testing environments, the terms "ACTFL OPI," "Official ACTFL OPI," "Advisory ACTFL OPI," and the ACTFL Oral Proficiency Interview protocol are the property of ACTFL. The use of these terms is restricted to those purposes prescribed by ACTFL.

Ratings given on the ACTFL scale are intended to be used in conjunction with the ACTFL Oral Proficiency Interview (OPI). ACTFL does not sanction the use of these ratings with other testing instruments.

APPLICATION PROCEDURES

APPLICATION PROCEDURE

Eligibility for Application for Certification

The OPI Tester Certification applicant must be a language professional who is currently affiliated with an academic institution as defined by ACTFL* and possess an undergraduate degree in a related field. After attending the OPI Assessment Workshop, a workshop participant is eligible to apply for Full or Limited OPI Tester Certification. After attending a Modified OPI (MOPI) Workshop, a workshop participant is eligible to apply for Limited Certification.

An online resource for the ACTFL Proficiency Guidelines can be found on the ACTFL website.

> *An academic institution is an accredited school, college, or university where world languages are taught. The term affiliation with an academic institution is defined as a current faculty and/or staff member who is involved in the instruction or evaluation of language students. Private language companies that offer translation services or language testing do not qualify under ACTFL's definition of an academic institution. Private for-profit companies also do not qualify.

The Application Procedure

Within **60 days** of completing a workshop, participants may apply for certification using the online application. A current resume/CV of the applicant must be included with the application.

All applicants for OPI Tester Certification must demonstrate their own proficiency in the target language of certification. Candidates may demonstrate this proficiency through a current (within the last 2 years) Personal OPI issued by LTI. We will not be accepting advisory OPIs that are not second-rated by LTI. The proficiency certificate must be submitted at the time of application. To pursue Full certification you must meet Superior proficiency. To pursue Limited Certification you must meet Advanced Mid proficiency.

Applications submitted after the 60 day deadline and up to 120 days, will require applicants to attend an online refresher course ahead of the OPI training.

The Certification application fee is **$450.00**. Payment may be submitted via credit card (VISA, MasterCard, or American Express) or personal check. You will receive acknowledgment via e-mail once your payment has been processed. Additionally, we accept purchase orders, please refer to our website for more information.

> **NOTE:** Payments by check or purchase order will take longer to process.

PERSONAL OPI

All candidates must demonstrate their own proficiency in the language of certification as well as meet minimum rater reliability by successfully completing an online rating activity.

Arrange a Personal OPI

Prior to application, candidate will be responsible for providing a current proficiency certificate. Candidates have the option to purchase the Personal OPI directly through LTI or receive an advisory OPI through their Institution. If an advisory OPI is obtained initially, the advisory OPI must then be sent to LTI for second-rating and certification via the Candidate Institutional Upgrade program (information at end of packet).

The results of the OPI will inform the decision regarding the type of certification the candidate will be able to obtain:

- Full Certification requires a rating of **Superior**. This certification will allow you to rate interviews officially from Novice to Superior

- Limited Certification requires a minimum rating of **Advanced Mid**. This certification will allow you to rate interviews officially at the Novice and Intermediate.

If an OPI Tester applicant pursuing Full Certification does not receive a Superior rating on the Personal OPI but has scored either at the Advanced Mid or Advanced High level, the applicant may choose to continue the certification process for Limited Certification. The applicant may also choose to continue pursuit of Full Certification but will be required to retest and score at the Superior level. There is an additional fee of $100 for a retest.

If an OPI Tester applicant pursuing Full or Limited Certification does not receive at least an Advanced Mid rating on the Personal OPI, the applicant must retest and receive at least an Advanced Mid rating to qualify for certification. There is an additional fee of $100 for a retest.

CERTIFICATION POLICIES

Cancellation Policy

Application fees for ACTFL OPI Tester Certification are non-refundable except under extenuating circumstances that are approved by ACTFL and provided that no portion of the certification process has already been initiated by the applicant. Cancellation notices must be submitted in writing or by email within 45 days from original notice of processing of the application. If approved by ACTFL, a $50.00 processing fee will be deducted from the application fee to issue a refund to the applicant.

Late Penalties

The Certification process must be completed within **one calendar year** from the date of admission into the program. Candidates who do not complete certification within the one-year deadline may be able to pursue certification, with ACTFL approval, by purchasing either a 6-month ($75) or 12-month ($150) extension. Additionally, it may be required that you take an online refresher course ($75) depending on where and when you stall out of the certification program.

Accommodations

ACTFL reserves the right to adapt the certification process to accommodate extenuating circumstances for all Candidates.

Americans with Disabilities Act Compliance: ACTFL will make every effort to accommodate the special needs of all Candidates.

CERTIFICATION PROCESS OVERVIEW

The ACTFL OPI Tester Certification Process is a rigorous process designed to train and certify quality ACTFL OPI Testers in highly advanced language assessment concepts and skills. **It is highly recommended that applicants prepare for the Certification activities and timeline immediately upon submitting an application.**

PHASE 1: ONLINE RATING ACTIVITY	All applicants for OPI Tester Certification must meet minimum rating reliability standards and demonstrate an understanding of the OPI assessment criteria for rating. Candidates will meet the required rating reliability by completing an Online Rating Activity.
PHASE 2: GUIDED INTERVIEWS	The OPI Tester Candidate will conduct two guided OPIs over the phone with the assistance of an ACTFL OPI Facilitator.
PHASE 3: INDEPENDENT INTERVIEWS	All applicants for OPI Tester Certification must demonstrate the capability to apply ACTFL testing protocols when conducting OPIs and generate ratable OPI samples. OPI Tester Candidates will prepare and submit two rounds of OPIs for this step.
PHASE 4: CERTIFICATION INTERVIEWS	The OPI Tester candidate will conduct Independent Interviews to submit to ACTFL for critique. The candidate will receive feedback on these interviews as well as guidelines to submit a set of Certification Interviews, which will be evaluated to recommend the candidate for certification.

SUGGESTED CERTIFICATION PROCESS TIMELINE

The Certification Process should be completed within one (1) calendar year from admission. Candidates may progress through Certification activities faster than the suggested timeline provided below. The timeline below is not a formal timeline and is provided as a suggestion only. This timeline is offered to assist you in considering the average time spent within each stage of the certification process so that you can plan accordingly. No formal extensions are needed between phases of the process provided you are still within the one calendar year timeline. If you find that you will not be able to meet the one-year deadline, extensions are available for purchase.

1 Complete OPI or Modified OPI (MOPI) Assessment training workshop

2 Apply for OPI Tester Certification within 60 days of completing workshop

3 Complete Rating Activity within 1-2 months of notification that application has been processed

4 Complete Guided Interviews within 1-2 months of passing Rating Activity

5 Conduct and submit Independent Interviews within 3-4 months of completing Guided Interviews. Candidate will receive Feedback on interviews within an additional 2 months.

6 Conduct and submit Certification Interviews within 3-4 months of completing Independent Interviews. Results of Evaluation will be returned to candidate within 2 additional months.

PHASE 1: THE RATER ACTIVITY ROUND

Once the certification application is processed, the candidate will receive an email from ACTFLearn Central inviting them to join the course. This is an automated message and may end up in your Spam or Junk folders. Please be sure to check there if you do not receive the email.

Your training is linked to your ACTFL account, if you are having issues logging in please contact membership@actfl.org. Please do not create a new account.

LIMITED CERTIFICATION ASSESSMENT	FULL CERTIFICATION ASSESSMENT
• You will need to take an assessment in order to show understanding of the rating scale and competency. • Please listen to all the samples first and then take the assessment. • Note that sample numbers match the numbers in the assessment. Example Arabic #142400 • You will need to answer 8 out of 9 questions correctly in order to pass. • Select your choices under the multiple choice options and then submit the test in the end.	• You will need to take an assessment in order to show understanding of the rating scale and competency. • Please listen to all the samples first and then take the assessment. • Note that sample numbers match the numbers in the assessment. Example Arabic #142400 • You will need to answer 12 out of 13 questions correctly to pass. • Select your choices under the multiple choice options and then submit the test in the end.

- For both the Full and Limited assessments, unlimited retakes are allowed until you achieve the required passing result.

- Once done with Phase 1, please notify ACTFL by email: opicert@actfl.org

PHASE 2: GUIDED INTERVIEWS

Candidates will conduct live interviews under the guidance of an ACTFL facilitator using teleconferencing system (see appendix for conferencing instructions). An ACTFL facilitator will be assigned to the candidate by an ACTFL staff member. During the guided interviews, the facilitator may request that the candidate pause the interview so they can provide feedback on the candidate's testing technique. Following the OPI, the facilitator will provide candidate with immediate feedback on candidate's structure and elicitation skills. Please note candidate will be responsible to contact the facilitator through the ACTFL Learning Center to coordinate the conference call during which the interview will be conducted.

The candidate will be required to conduct different levels of interviews depending on the type of certification they are pursuing:

LIMITED CERTIFICATION	FULL CERTIFICATION
Conduct 2 guided interviews: One NM-IL and one IM-IH	Conduct 2 guided interviews: One NH-IH and one AM-S

Finding Interviewees

Interviewees used in the certification interviews should be second-language learners of the target language. Qualified candidates include students and colleagues educated in the target language. You may use interviewees from your own school, local academic institutions, or other organizations where you may be able to find second-language learners of the target language, but please avoid using your own students and close family members.

ACTFL requires that children and adolescents (pre-teens) should not be used as OPI candidates for any ACTFL certification procedures.

PHASE 3: INDEPENDENT INTERVIEWS

LIMITED CERTIFICATION	FULL CERTIFICATION
Select and submit a total of **THREE (3)** OPIs as follows:	Select and submit a total of **FOUR (4)** OPIs as follows:
One Novice Mid (NM) or Novice High (NH)	One at each major level (Novice, Intermediate, Advanced, Superior)*
One Intermediate Low (IL) or Intermediate Mid (IM)	*Two of the four OPIs must be at a "high sublevel" (eg. NH, IH, AH) *Include the sublevel when providing a rating
One Intermediate High (IH)	

Once you have prepared your interview recordings with OPI Rating Grids and Certification Rating Summary Sheet, please follow instructions on how to electronically transfer materials to submit for review (See Appendix). Please note sending OPIs by email is not allowed.

Receiving Feedback on Independent Recorded OPIs

You will receive written feedback on those Independent Interviews that were selected for review. The feedback period will take approximately **60 days (depending on availability of ACTFL facilitators and Reviewers)**. The candidate will then receive instructions as to the number and level of interviews needed for the Phase 4 Certification Round Interviews.

PHASE 4: CERTIFICATION ROUND INTERVIEWS

Once you have reviewed the facilitator comments, you may begin to conduct interviews for the Certification Round. Be certain to incorporate the feedback provided from the Independent Interviews into your testing and rating technique for the preparation of these OPIs. candidate will be assigned number and level(s) required for the Certification Round Interviews, which will include up to 4 additional OPIs.

Once you have prepared your interview recordings with OPI Rating Grids and Certification Rating Summary Sheet, please follow instructions on how to electronically transfer materials to submit for review (See Appendix). Please note sending OPIs by email is not allowed.

NOTIFICATION OF OUTCOME

You will receive direct notification from ACTFL of the results of your Recommendation for Certification within approximately 60 days. To be recommended, you must receive 7 of a possible 9 points as described in the Certification Evaluation Criteria and Point Scale Chart (see Appendix). Three points must be assigned in the Rating Reliability Category. No category may receive 0 or 1 point.

Review of the Certification Round Interviews can result in any one of the following outcomes:

- Tester candidate is recommended for Certification

- Tester candidate is NOT recommended for Certification

- Tester candidate may be asked to submit additional OPIs or pursue additional training opportunities (Instructions & Fees to be provided on case-by-case basis).

AWARDING TESTER CERTIFICATION

Certification is awarded, and a Tester Certificate is issued by ACTFL when ALL of the following criteria are met:

- Candidate has been recommended for Certification

- Official OPI rating is at appropriate level (as demonstrated by Personal OPI)

- **OPI Tester Agreement is signed and returned to ACTFL***

*Recommended applicants for Certification will receive the OPI Tester Agreement at the time of notification of recommendation for Certification. Certification will not be awarded, however, if the OPI Tester Agreement is not signed and returned to ACTFL.

Newly certified ACTFL OPI testers will receive the ACTFL Certified OPI Tester Rights, Responsibilities & Opportunities Packet, which outlines the Rights and Responsibilities of certified ACTFL testers as well as important information regarding Recertification, Tester Norming and Refresher opportunities, Dual Certification, Certification Advancement, and participation in the Official ACTFL Testing Program.

APPENDIX

OPI INTRODUCTION FOR CANDIDATES

Every ACTFL OPI contains an introduction **in English** to specify the content and format of the interview to the interviewee. OPIs recorded for certification can be conducted either face-to-face or via phone and must all be recorded. Begin the interviews by introducing yourself and asking the interviewee to state his/her name for the recording. Then, read the following OPI introduction in English:

I am an ACTFL OPI Tester Candidate and I will be conducting an Oral Proficiency Interview (OPI) with you as part of my training to become a tester. Thank you for agreeing to volunteer for this interview today (MONTH/DAY/YEAR) at (time HOUR/MINUTE). The purpose of this interview is to demonstrate my ability to assess your language speaking proficiency in standard (*language*). Please use (*language*) throughout the interview.

The interview is being recorded and will last between 15 and 30 minutes. As this is a practice interview, it will not be scored with an Official ACTFL OPI rating, but I will be happy to provide you with some feedback on what you can and cannot do with language according to the ACTFL Proficiency Guidelines.

During the interview, we will discuss a variety of topics. If you are uncomfortable with a topic that I may introduce, please let me know and we will discuss another topic. There may be instances when I need to interrupt you in order to change to a different topic.

Your personal opinions and points of view will not in any way affect your rating. However, in some cases, your ability to state and support opinions will be evaluated.

At some point during the interview I may ask you to participate in a role play situation with me. I will introduce the role play in English; then you and I will act out the situation in (*language*). Your participation in the interview is very important and will help you to show your (*language*) ability at its best.

Do you have any questions before we get started?
If the candidate has no questions, then begin the interview in the target language.

ACTFL OPI TESTER CERTIFICATION
INDEPENDENT ROUND RATING SUMMARY SHEET

Candidate Name: _____   Workshop Location: _____

Language: _____   Workshop Date: _____

Email: _____   Certification Type: ☐ Full   ☐ Limited

RATING SUMMARY		
#1 – Interviewee Name	**Candidate Rating**	**Reviewer* Rating**
#2 – Interviewee Name	**Candidate Rating**	**Reviewer* Rating**
#3 – Interviewee Name	**Candidate Rating**	**Reviewer* Rating**
#4 – Interviewee Name	**Candidate Rating**	**Reviewer* Rating**

The ratings assigned to certification interviews by Tester Candidates and Reviewers are for training purposes only. Under no circumstance should these ratings be represented as Official ACTFL OPI ratings. For questions on certification, contact: opicert@actfl.org

As you review your submitted OPIs and continue to prepare new interviews, remember to follow the ACTFL OPI testing and rating protocols described in your *OPI Tester Training Manual*.

An online resource for the *ACTFL Proficiency Guidelines (Revised 2012)* can be found here.

*ACTFL REVIEWER TO SELECT INTERVIEWS, ENTER REVIEWER RATINGS, AND CRITIQUE OPIS

OPI TESTER CERTIFICATION EVALUATION

	ELICITATION MANNER	INTERVIEW STRUCTURE	RATING RELIABILITY
3 POINTS (EXCELLENT)	☐ Tester is effective in eliciting interviewee's best performance. Topics are drawn from interviewee's interests and experiences, developed at level and spiraled as probes. For the most part, questions are selected purposefully. Tester demeanor and behavior are appropriate for the level of proficiency and the linguistic needs of the speaker.	☐ Interview structure elicits a clearly ratable sample. Warm-up and wind-down are effective. Level checks and probes clearly prove a floor and ceiling over a variety of topics. The role-play is used fruitfully, and integrated into the interview as either a level check or probe.	☐ Ratings are reliable. Ratings of applicant and facilitator correspond precisely on at least 50% of interviews, and within a contiguous sub-level on the remaining interviews.
2 POINTS (GOOD)	☐ Tester is generally effective in eliciting a ratable sample, though some elicitation may be ineffective. For example, speaker may be allowed to ramble or focus on a "hot house special." Some topics may not be successfully developed and/or spiraled. Some questions may not be fruitful. There may be a tendency to be too formal/informal and/or too helpful/demanding.	☐ Interview structure generally elicits a ratable sample, although warm-up, role-play, and wind-down may not always be used to advantage. Level checks and probes may not be appropriately alternated and/or too much time may be spent on one or the other.	☐ Ratings may occasionally be unreliable due to errors at a particular level or at major borders.
1 POINTS (FAIR)	☐ Elicitation manner impedes the ability to accurately assess the language of some interviewees. Tester may favor/ignore topics, impose topics, and/or fail to develop topics. Common problems include: changing topics abruptly, abandoning probes, and exhibiting "teacher behaviors" such as summarizing, rephrasing, and/or correcting.	☐ Interviews exhibit some adherence to the OPI structure, but, for the most part, do not result in ratable samples. Common problems include: standardized or inadequate warm-ups and wind-downs, ineffective role-play situations, insufficient testing of functions, and failure to prove floor/ceiling.	☐ Ratings are unreliable, either consistently over- rated or under-rated.
0 POINTS	☐ Elicitation manner is inappropriate and impedes accurate evaluation of most interviewees.	☐ Most interviews exhibit a lack of structure. Common problems include: neglecting phases of the OPI, failing to prove functions, pitching the interview at the wrong level, and asking random questions.	☐ Ratings are unreliable with no evident pattern of error.

Comments: (For Mentor Use Only)

For your next round, please prepare and submit a total of _____ OPI's, one each at the following levels:

Tester/Rater:	Interview Date:	Interview Length: --:--	Rating:
Speaker/IVR #:	Rating Date:	Language:	
Warm-Up Topics:	Warm-Up - Linguistic Features Observed:		

TIME CODES	TOPIC OF CONVERSATION	QUESTIONS FQ= FOLLOW-UP QUESTIONS (WHEN ADDED)	FUNCTIONS *	LEVEL (N/I/A/S)	LC/P **	QUALITY OF PERFORMANCE AT LEVEL			EVIDENCE/COMMENTS
						MEETS FULLY	MEETS MINIMALLY	DOES NOT MEET ***	
	Wind Down								

Rating Rationale:

CERTIFICATION ROUND SUBMISSION FORM

Candidate Name: _____   **Workshop Location:** _____

Language: _____   **Workshop Date:** _____

Email: _____   **Certification Type:**   ☐ Full   ☐ Limited

RATING SUMMARY

#1 – Interviewee Name	Candidate Rating	Reviewer* Rating

#2 – Interviewee Name	Candidate Rating	Reviewer* Rating

#3 – Interviewee Name	Candidate Rating	Reviewer* Rating

#4 – Interviewee Name	Candidate Rating	Reviewer* Rating

The ratings assigned to certification interviews by Tester Candidates and Reviewers are for training purposes only. Under no circumstance should these ratings be represented as Official ACTFL OPI ratings. For questions on certification, contact: opicert@actfl.org

As you review your submitted OPIs and continue to prepare new interviews, remember to follow the ACTFL OPI testing and rating protocols described in your *OPI Tester Training Manual*.

An online resource for the *ACTFL Proficiency Guidelines (Revised 2012)* can be found here.

*ACTFL REVIEWER TO SELECT INTERVIEWS, ENTER REVIEWER RATINGS, AND COMPLETE NEXT PAGE

OPI TESTER CERTIFICATION EVALUATION

	ELICITATION MANNER	INTERVIEW STRUCTURE	RATING RELIABILITY
3 POINTS (EXCELLENT)	☐ Tester is effective in eliciting interviewee's best performance. Topics are drawn from interviewee's interests and experiences, developed at level and spiraled as probes. For the most part, questions are selected purposefully. Tester demeanor and behavior are appropriate for the level of proficiency and the linguistic needs of the speaker.	☐ Interview structure elicits a clearly ratable sample. Warm-up and wind-down are effective. Level checks and probes clearly prove a floor and ceiling over a variety of topics. The role-play is used fruitfully, and integrated into the interview as either a level check or probe.	☐ Ratings are reliable. Ratings of applicant and facilitator correspond precisely on at least 50% of interviews, and within a contiguous sub-level on the remaining interviews.
2 POINTS (GOOD)	☐ Tester is generally effective in eliciting a ratable sample, though some elicitation may be ineffective. For example, speaker may be allowed to ramble or focus on a "hot house special." Some topics may not be successfully developed and/or spiraled. Some questions may not be fruitful. There may be a tendency to be too formal/informal and/or too helpful/demanding.	☐ Interview structure generally elicits a ratable sample, although warm-up, role-play, and wind-down may not always be used to advantage. Level checks and probes may not be appropriately alternated and/or too much time may be spent on one or the other.	☐ Ratings may occasionally be unreliable due to errors at a particular level or at major borders.
1 POINTS (FAIR)	☐ Elicitation manner impedes the ability to accurately assess the language of some interviewees. Tester may favor/ignore topics, impose topics, and/or fail to develop topics. Common problems include: changing topics abruptly, abandoning probes, and exhibiting "teacher behaviors" such as summarizing, rephrasing, and/or correcting.	☐ Interviews exhibit some adherence to the OPI structure, but, for the most part, do not result in ratable samples. Common problems include: standardized or inadequate warm-ups and wind-downs, ineffective role-play situations, insufficient testing of functions, and failure to prove floor/ceiling.	☐ Ratings are unreliable, either consistently over-rated or under-rated.
0 POINTS	☐ Elicitation manner is inappropriate and impedes accurate evaluation of most interviewees.	☐ Most interviews exhibit a lack of structure. Common problems include: neglecting phases of the OPI, failing to prove functions, pitching the interview at the wrong level, and asking random questions.	☐ Ratings are unreliable with no evident pattern of error.

NOTE: A TOTAL OF 7, 8, OR 9 POINTS IS REQUIRED TO RECOMMEND A TESTER CANDIDATE FOR CERTIFICATION. NO CATEGORY MAY RECEIVE 0 OR 1 POINT.

Certification recommendation:

☐ Recommend for Full Certification

☐ Recommend for Limited Certification

☐ Recommend for Additional Round of interviews (specify below)

☐ Unable to recommend for Certification

☐ Other (Please explain below)

Comments: (Required if Certification is not recommended. Enclose documents if needed)

| Tester/Rater: | | | Interview Date: | | Interview Length: --:-- | Rating: |

| Speaker/IVR #: | | | Rating Date: | | Language: | |

Warm-Up Topics: **Warm-Up - Linguistic Features Observed:**

| TIME CODES | TOPIC OF CONVERSATION | QUESTIONS
FQ= FOLLOW-UP QUESTIONS (WHEN ADDED) | FUNCTIONS
* | LEVEL
(N/I/A/S) | LC/P
** | QUALITY OF PERFORMANCE AT LEVEL | | | EVIDENCE/COMMENTS |
						MEETS FULLY	MEETS MINIMALLY	DOES NOT MEET ***	
	Wind Down								

Rating Rationale:

* FUNCTIONS: **E** = ELICITED FUNCTIONS; **O** = OFFERED FUNCTIONS

** **LC/P** = LEVEL CHECK/PROBE

*** **A** = ALMOST AT LEVEL; **S** = SOME EVIDENCE OF LEVEL; **N** = LITTLE OR NO EVIDENCE OF LEVEL

HOW TO SET UP A TELECONFERENCE FOR CONDUCTING INTERVIEWS

The OPI Tester Candidate will need to coordinate with the interviewee(s) to determine a mutually agreed date and time to conduct the interviews. Below are guided options to set up a teleconference call along with recording options to playback the call when conducting the OPI. **To prevent audio interruption, all participants should call in from a quiet place. Please also be sure that you have clear, strong phone service when calling to prevent any dropped calls during the conference.**

> **NOTE:** Interviewee should be informed beforehand that call may be recorded. Interviewee may also call into conference and does not have to be with the Tester Candidate face-to-face.

OPTION 1: How to set up a conference call on an **iPhone or Android**

1. Place a **call**.

2. From the **in-call menu**, tap **Add Call**. While you dial the second number, the first **call** will be placed on hold.

3. Once you have the other person on the line, tap **Merge Calls** to connect everyone.

4. Repeat steps two and three to add other people to the **conference**.

OPTION 2: Tester Candidates may set up a teleconference using a free teleconferencing service. For this, ACTFL recommends http://www.freeconferencecall.com/. To create a service account, the OPI Tester Candidate will need to provide only a host username and valid email address. Once the teleconference account is created, you will receive an email at the email address used to set up the account containing the following:

- Conference Call Number

- Host Access Code

- Participant Access Code

At the time of the teleconference appointment, the Tester Candidate can use Conference Call Number and Host Access Code to initiate the conference. The interviewee may call into the teleconference using Conference Call Number and Participant Access Code.

The Tester Candidate may record the call at any point by dialing *9. An announcement will then be made that the call is being recorded. To stop recording, dial *9 again. Immediately upon the end of the call, the Tester Candidate may download an mp3 file of the recorded segments by accessing the file in the teleconference account.

OPTION 3: www.zoom.us

This website offers simplified video and audio conferencing and messaging across any device. The basic plan is free of charge and it includes the following options:

- Host up to 100 participants

- Unlimited 1 one 1 meetings

- 40 mins limit on group meetings

- Unlimited number of meetings

- Online support

EXTRA CHARGES AND FEES
ACTFL will not reimburse any incurred calling charges for Tester Candidates or interviewees to call into conference. Tester Candidates may avoid any long-distance phone charges by calling in from university office phones or Skype calls.

ACTFL OPI
ORAL PROFICIENCY INTERVIEW

THE 4 PHASES OF THE OPI CERTIFICATION PROCESS

YOU ARE HERE

	PHASE 1	PHASE 2	PHASE 3	PHASE 4
ACTIVITY DESCRIPTION	**RATER ACTIVITY & PERSONAL OPI**	**GUIDED INTERVIEWS**	**INDEPENDENT INTERVIEWS**	**CERTIFICATION INTERVIEWS**
SUGGESTED TIMELINE FOR COMPLETION	45 days from enrollment email	45 days from passing rater activity	75 days from passing guided interviews	60 days from passing independent interviews
FEEDBACK TURNAROUND TIME	Within 14 days of completing rater activity	Instant - Upon completion of Guided Interviews Phase	Within 60 days of submitting interviews	Within 45 days of submitting interviews

ACADEMIC INSTITUTIONAL UPGRADES

Advisory OPIs, conducted by a certified tester within your own academic institution, may be forwarded to the ACTFL Testing Office, LTI, to be made official. This process is called an **Academic Institutional Upgrade**.

To submit an OPI for upgrade, all of the following conditions must be met:

- The tester is currently ACTFL certified and is a tester in good standing.
- The Advisory OPI must be conducted within the certified tester's own academic institution.
- The candidate is a member of the same academic institution or academic community.
- The tester is not related to the candidate by family, friendship, employment, protracted academic contact or other relationship which might impinge on the neutrality of the test.

To administer and submit Advisory OPIs for Institutional Upgrades, you must:

- Verify the candidate's ID (picture ID required).
- Conduct and record an MP3 audio recording of a face-to-face OPI.
- Submit a **RATABLE SAMPLE** with completed *Academic Institutional Upgrade Application* and payment forms, along with $40 payment to: support@languagetesting.com.

For questions regarding submitting materials, please contact LTI at: testing@languagetesting.com.

To conduct a ratable sample and assign an Advisory OPI Rating, you should:

- Adhere to the OPI testing and rating protocols outlined in your ACTFL OPI Tester Training Manual.
- Refer to the *ACTFL Proficiency Guidelines – Speaking (Revised 2012)* to assign a rating.

Reporting an Advisory OPI Rating:

- Testers may not issue certificates for Advisory OPI Ratings nor represent Advisory OPI Ratings as Official OPI Ratings.
- Testers may report an Advisory OPI Rating for verification using an "Advisory OPI Rating Report" letter, which must include:
    - tester's name,
    - candidate's name,
    - language of the interview,
    - date of the interview, and
    - rating
- The letter must also state that the rating is an Advisory OPI Rating only.

ACTFL ORAL PROFICIENCY INTERVIEW
ACADEMIC INSTITUTIONAL UPGRADE APPLICATION

INTERVIEW CANDIDATE'S INFORMATION

_____
Name of Candidate's Academic Institution

_____
Candidate's First Name   Middle Initial   Last Name

_____
Candidate's Address

_____
City   State   Zip Code (Country if other than US)

_____
Phone (Day)   Phone (Evening)

_____
Email Address

_____
If the candidate is applying for teacher licensure for a particular state, please indicate to which state you would like LTI to report your official OPI rating.

_____
Candidate's Signature

TESTER'S INFORMATION

_____
Certified Tester's Name

_____
Date of Face to Face OPI

_____
Language

_____
Rating

_____
Certified Tester's Signature

In providing my signature as a certified Tester, I acknowledge that I have seen the candidate's photo ID confirming his/her identity as the interviewee in this OPI and verify that all other information provaided on this application form is correct.

Submit this completed application with the following materials and email to address below:

- The recording of the OPI
- The completed application with payment submitted via purchase link.
- Tel: 914-963-7110, Option 1
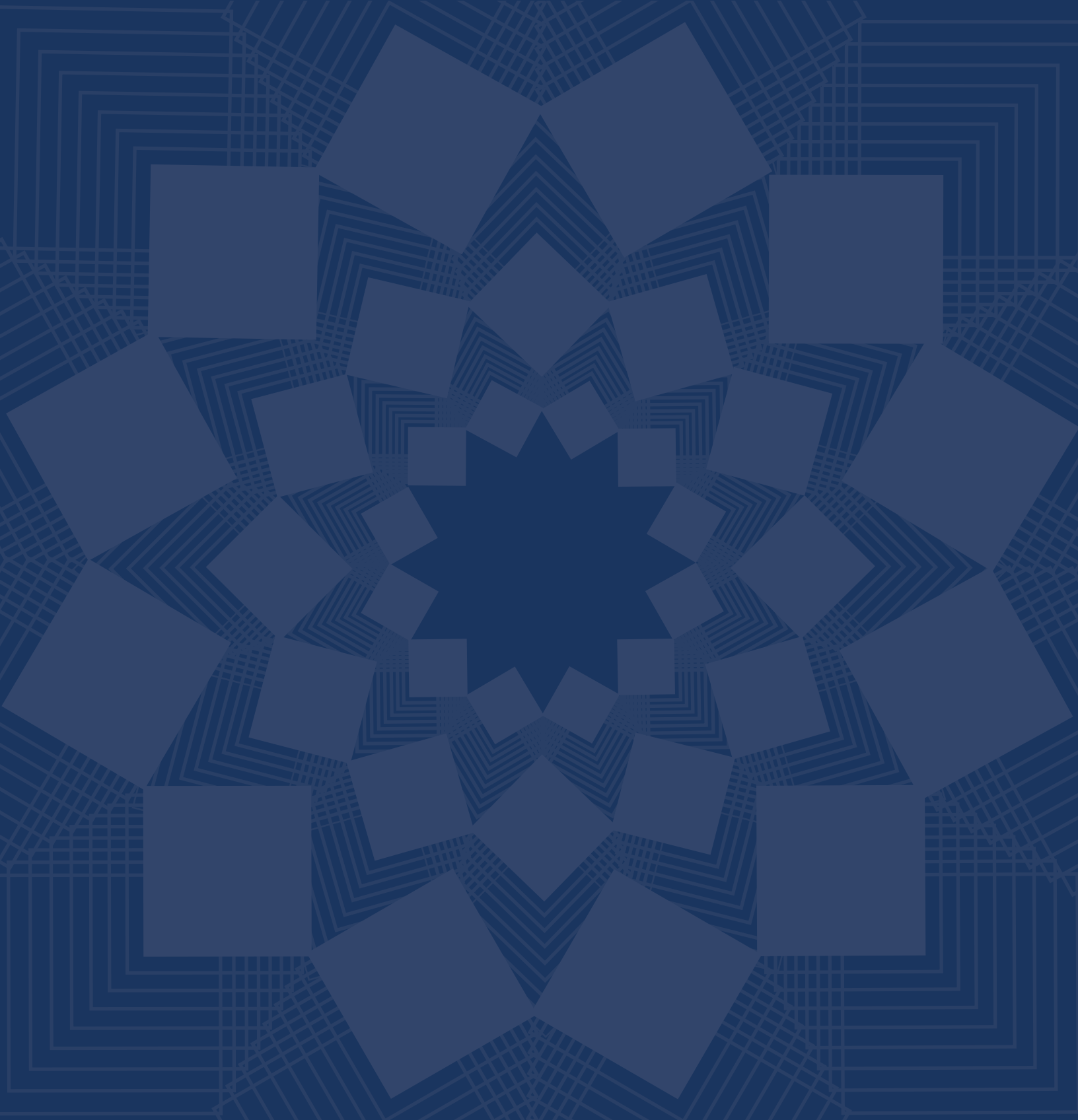- E-mail: support@languagetesting.com

Use this link to complete payment before submitting this request: https://languagetesting.com/OnlinePayment

Select One: ☐ Paid by Applicant ☐ Billed to Institution

_____
Paid By

_____
Payment Receipt Number

_____
Signature