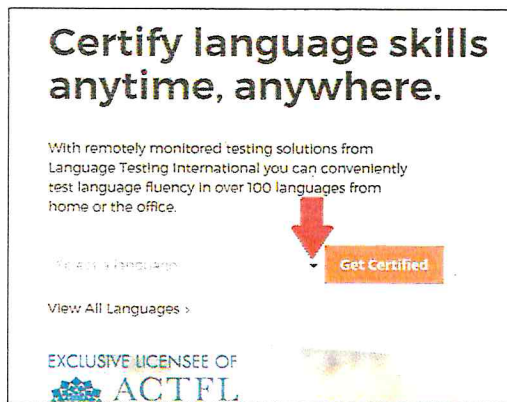


Directions for students to sign up for an LTI Language Test:

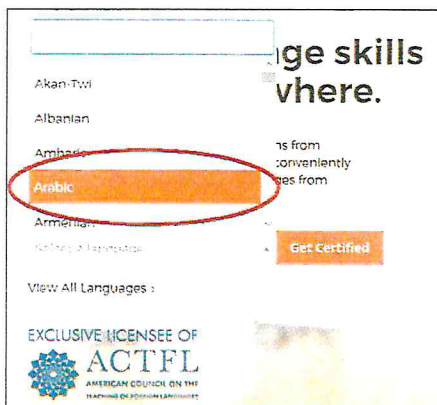
1. Open a web browser and go to: <https://www.languagetesting.com/>



2. Click on the drop-down arrow next to "Select a Language"



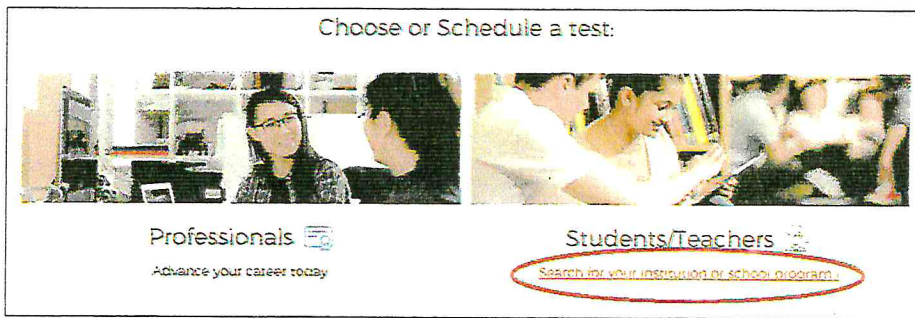
3. Select the language of your choice



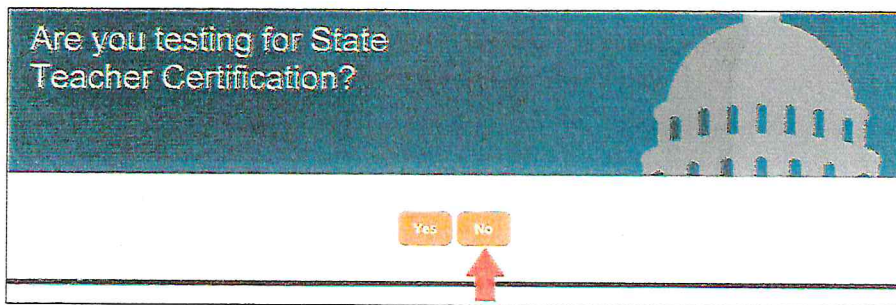
4. Click "Get Certified"



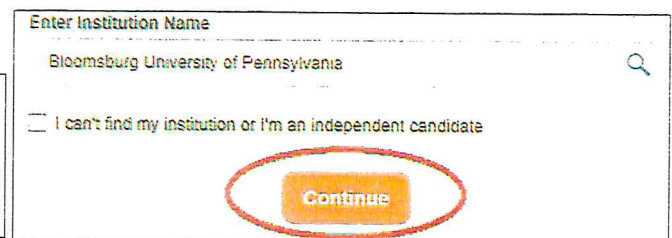
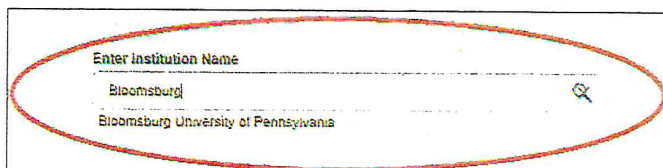
5. Under the “Student/Teachers” column, click on the orange text “Search for your Institution or school program”



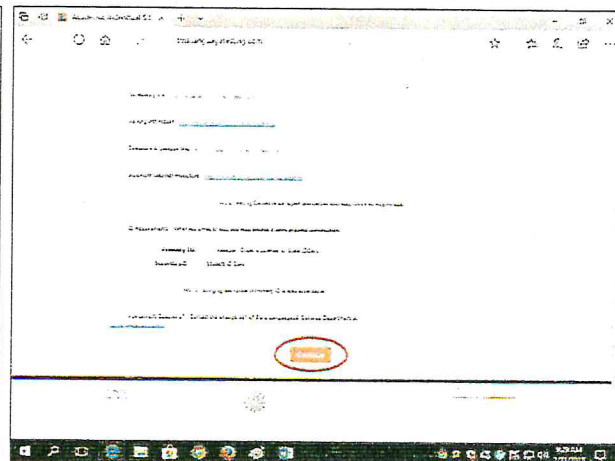
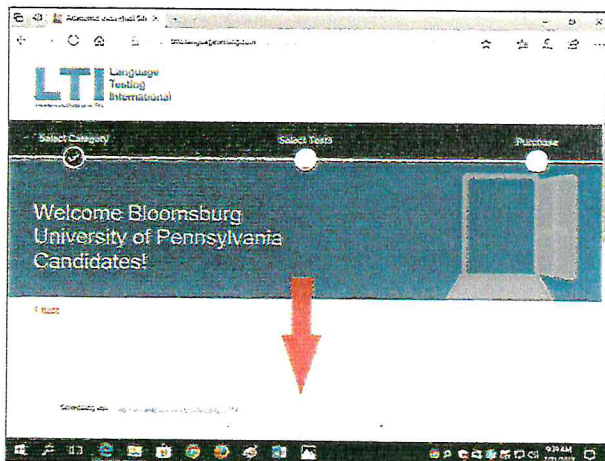
6. Select “No” to the question “Are you testing for state teacher certification?”



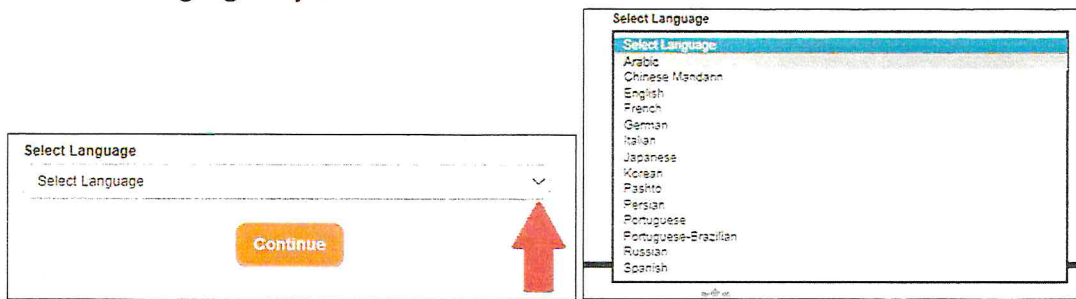
7. Type in the text field “Bloomsburg University of PA” and click continue



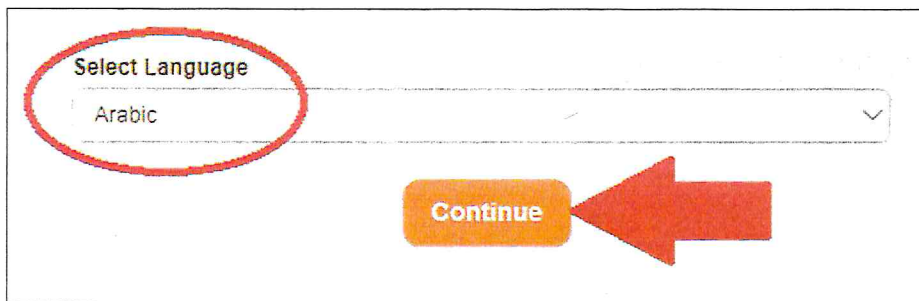
8. Read the information on the “Welcome” page, then click on the orange “Continue” button at the bottom



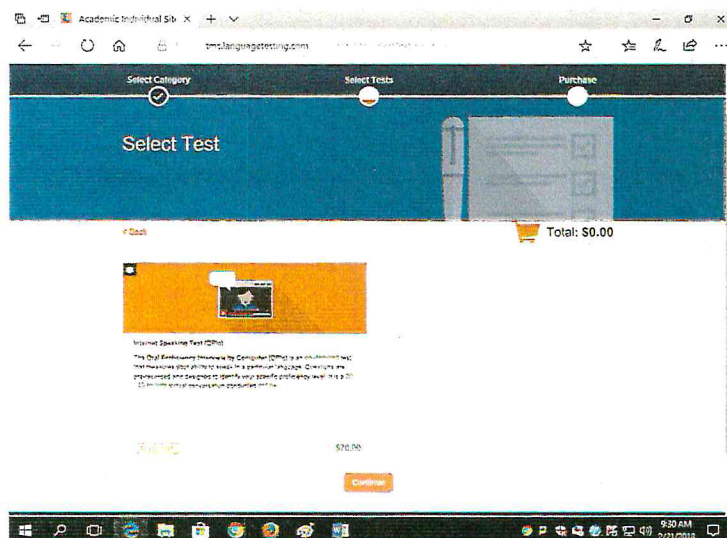
9. Select the language of your choice



10. Click the orange "Continue" button



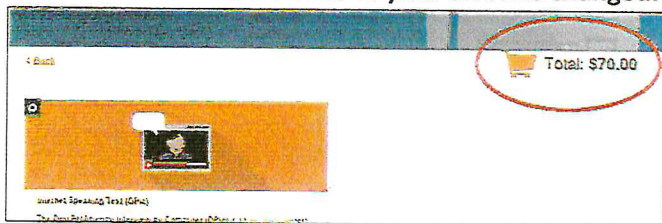
11. The OPIC option appears.



12. Click on the orange "Select Test" box



13. You will notice that the total in your cart has changed.



14. Click on the orange "Continue" button



15. Select your Test Level (choose one of the 5 options) and click the orange "Continue" button

This self-assessment will be used to generate an individualized test.

- ☐ I can name basic objects, colors, days of the week, months, clothing items, etc. I cannot always make a complete sentence or ask simple questions.
- ☐ I can give some basic information about myself, work, familiar people and places, and I can usually speaking in simple sentences. I can ask some simple questions.
- ☐ I can participate in simple conversations about familiar topics and routines. I can talk about things that have happened but sometimes my words are incorrect. I can handle a range of everyday transactions to get what I need.
- ☐ I can participate fully and confidently in all conversations about topics and activities related to home, work/school, personal, and community interests. I can describe in connected discourse about things that have happened, are happening, and will happen. I can explain and elaborate when asked. I can handle routine situations, even when there may be an unexpected complication.
- ☐ I can engage in all informal and formal discussions on issues related to personal, general, or professional interests. I can deal with these issues objectively. I can state my opinion, and contribute hypotheses to explore alternatives. I am able to elaborate at length and in detail on most topics with a high level of fluency and a wide range of precise vocabulary.

Continue

16. Select your Proctor (Click on the button next to "Bloomsburg University")

Select Proctor Location

What is a Proctor?

You will need someone to supervise/proctor your test. You may choose to go to a testing site approved by your institution or you may choose to use your own proctor. If you use your own, please check with your proctor for testing availability prior to completing your application. On some accounts, you can now use web-based proctoring to take tests from your own home, using a PC with a webcam and microphone.

☐ Web-Based Proctoring [\[view more information\]](#)

☒ Bloomsburg University [\[view contact and pricing information\]](#)

Continue

17. Select your Time Zone (UTC-05:00) Eastern Time (US & Canada)

Select Date & Time

[Back](#) **Configure Arabic OPic Test** **Total: \$70.00**

Time Zone

Select Your Timezone

Pick a date at least 10 days from now and a time range of at least 3 hours.

Select Your Timezone

- UTC-05:00: Eastern Time (US & Canada)
- UTC-06:00: Central Time (US & Canada)
- UTC-07:00: Mountain Time (US & Canada)
- UTC-08:00: Pacific Time (US & Canada)
- UTC+05:00: Eastern Kazakhstan
- UTC+06:00: Nepal
- UTC-09:00: Alaska
- UTC+03:00: Vienna, Riyadh
- UTC+04:00: Abu Dhabi, Moscow
- UTC+02:00: Bahrain

18. Enter first and second date/time options and click the orange "Continue" button

Time Zone

(UTC-05:00) Eastern Time (US & Canada)

Pick a date at least 10 days from now, and a time range of at least 3 hours.

First Available Date & Time

Select First Date	Start Time	End Time
03/05/2018	12:30 AM	03:30 PM

Second Available Date & Time

Select Second Date	Start Time	End Time
03/12/2018	12:30 AM	03:30 PM

Continue

19. The "Review Your Order" screen appears. You will see PROPOSED dates/times, *but these are not the actual appointment.*

[Back](#) **Total: \$70.00**

Test Type	Proctor Type	Proposed Dates & Times	Upgrades	Subtotal
OPic Test (Arabic)	Bloomsburg University	3/5/2018 12:30 AM - 3:30 PM 3/12/2018 12:30 AM - 3:30 PM (Eastern Standard Time)		\$70.00

Total: \$70.00

Continue [Add A New Test](#)

20. Complete "Payment and Account Information" fields

The left screenshot shows the 'Payment Information' section with a total of \$70.00. The right screenshot shows the 'Account Information' section with fields for Name, Address, City, State, and Country.

21. Read and agree to the LTI Terms and Conditions by clicking the "I agree" button

The screenshot shows the LTI Terms and Conditions page. A red arrow points to the 'I Agree' button.

22. Input your payment information to pay for the test itself and click the orange "Submit" button

The screenshot shows the LTI Payment Information form. A red arrow points to the 'Submit' button.

23. Go to <http://intranet.bloomu.edu/testing/ACTFL>

24. Read through the information on BU's ACTFL OPIc information page.

25. Click **REGISTER ONLINE** to sign up for a seat in BU's Testing Center to take the test.

When you arrive to test, you must provide 2 forms of photo identification (required by the testing company). A passport, driver's license, or state ID card are acceptable as the primary ID and student ID's are acceptable as a secondary ID.