

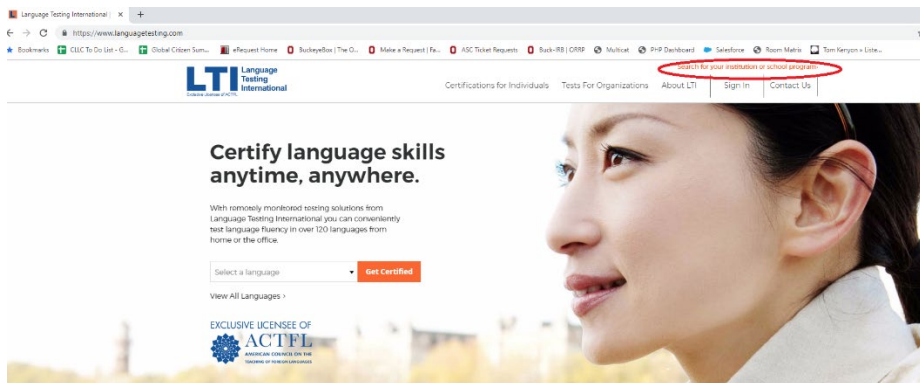
TCI Workshop Language Assessment Registration and Payment Steps:

To begin your registration for the language assessment required for the TCI training please follow these steps:

1) **Begin Registration at the LTI site:**

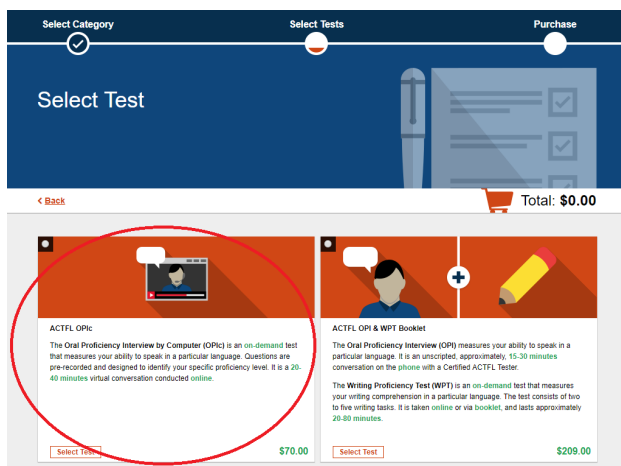
Please go to www.languageesting.com

On the main page go to the link at the top right of the page that states 'Search for your institution or school program'



- You will be asked if you are testing for State Teacher Certification. Answer No.
- Next you will look up the institution which is 'The Ohio State University' and then click 'Continue'
- Next page will just have the word 'Welcome' and you just need to click on the 'Continue' button at the bottom of the page.
- Next you will select the language you would like to be assessed for.

2) Next, you will select the test 'ACTFL OPic' for \$70.00 and click 'Continue' at the bottom of the page.



- Next, answer a question that will individualize your exam. Once you choose your option, please click 'Continue' at the bottom of the page.

Select Category Select Tests Purchase

Select Test Level

[Back](#) Configuring Spanish OPic Test Total: \$70.00

This self assessment will be used to generate an individualized test

- I can name basic objects, colors, days of the week, foods, 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 daily routines 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 forms 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 speak 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 abstractly, support my opinion, and construct hypotheses to explore alternatives. I am able to elaborate at length and in detail on most topics with a high level of accuracy and a wide range of precise vocabulary.

[Continue](#)

- The following page will ask you to choose a proctor location. Please choose "The Ohio State University" and click 'Continue'

Select Category Select Tests Purchase

Select Your Proctor

[Back](#) Configuring Spanish OPic Test Total: \$70.00

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. In some instances you will only have the web-based proctoring option to take tests from your own home, using a PC with a webcam and microphone.

- Web-Based Proctoring [\[view more information\]](#)
- The Ohio State University [\[view contact and pricing information\]](#)

[Continue](#)

- From this step, you will then choose a time to schedule your exam.

The screenshot shows a three-step progress bar at the top: 'Select Category' (checked), 'Select Tests' (current step), and 'Purchase'. The main heading is 'Select Date & Time'. Below the heading, there is a 'Back' link, a gear icon for 'Configuring Spanish OPIc Test', and a shopping cart icon with 'Total: \$70.00'. The form includes a 'Time Zone' dropdown menu with the text 'Select Your Timezone'. Below this, a note states: 'Pick a date at least 10 days from now, and a time range of at least 3 hours.' There are two sections for selecting dates and times: 'First Available Date & Time' and 'Second Available Date & Time'. Each section has three input fields: 'Select First/Second Date', 'Start Time', and 'End Time'. A 'Continue' button is located at the bottom of the form.

- The following page has upgrades you can choose to add for an additional cost.
- You will then be taken to the 'Review your Order' page with a summary of the chosen test, language and selected availability for test taking.
- You will be prompted to create an account at this point and also to fill out your candidate information.

The screenshot shows a three-step progress bar at the top: 'Payment & Account Information' (current step), 'Select Tests', and 'Purchase'. The main heading is 'Payment & Account Information'. Below the heading, there is a shopping cart icon with 'Total: \$70.00'. The form is divided into two main sections: 'Login Information' and 'Candidate Information'. The 'Login Information' section includes a link for 'Already a Registered User? Sign In', and fields for 'Email Address', 'Password', 'Confirm Password', 'Security Question' (a dropdown menu), and 'Security Answer'. The 'Candidate Information' section includes fields for 'Prefix', 'First Name', 'State', 'MI', 'Last Name', 'Zip Code', 'Address 1', 'Address 2', 'City', 'Daytime Phone Type' (radio buttons for Landline and Cellphone), 'Daytime Phone', 'Extension', and 'Evening Phone'. A 'Create Account' link is located at the bottom left of the form.

- Once you create an account you will be then sent to check out page where you will submit payment for the test.

3) Steps after payment and LTI test registration: Upon receiving payment and your registration, LTI will send a code to the OSU testing center for your test. In order to be able to take your test you must complete #4 on this instructions sheet.

4) OSU ACTFL OPic Registration

Upon payment, you should be rerouted to the page below. However, if you are not redirected please go to testing.osu.edu.

Click on 'Online Registration' under the Testing Services header. You will then be taken to the exam registration page where you will fill out your information. Your group will be ACTFL- Language Testing and then you will choose ACTFL OPic for the next option.

The ACTFL 'OPic' proctoring fee is \$25.00. OSU will confirm the scheduling date and time for your test once they have received the code from LTI after they have reviewed your registration.

For OSU Proctor assistance you can always call:

Testing Center – University Registrar
 614-292-2241
esue-testing@osu.edu