

ALTA Speaking and Listening Assessment

Telephone Instructions



How to schedule the oral interview portion of WLA

1. You will receive an email from A&R within 10 days of testing with the students listed below who are eligible for credit from the written portion of the exam. These students need to complete the Oral Interview part of the exam.
2. Determine 3 date and time options on the hour or half hour for each student, (see sample below) to complete the oral exam interview. These dates should be no less than 3-days from the date of submission to ALTA.
3. Email this list to ALTA at testing@altalang.com.

ALTA: Please do not schedule more than _____ call(s) at one time. This is the maximum number of phones we have available for testing.

<u>DSID</u>	<u>Student Name/Language</u>	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
12345	Jane Doe / Korean	11/29 @ 8am-9am PST	11/29 @ 12pm-1pm PS	11/30 @ 10am-12pm P

4. ALTA will send a confirmed testing time for each student with the phone number to call, and the access code to enter to be connected with the student's evaluator.

ALTA does NOT generate the call to the student, candidates must call in.

5. Confirm the test time with individual students. Make sure they understand that this time is specifically reserved for them and the testing fee is incurred for a no-show, unless they cancel by noon the day before at 888-465-4648.

Testing day – proctor

1. Students should arrive at the testing location 15 minutes early. They can call no earlier than 5 minutes before the scheduled time and no later than 10 minutes after without incurring a fee.
2. At the designated time, dial (9), followed by the number indicated for the student test. Then enter the access code to connect to the language tester.
3. Introduce yourself to the tester as the proctor and indicate the name of the student. Answer any questions—often the spelling of your name and the student's name and District ID number.
4. Pass the phone to the student when asked. The evaluation takes approximately 20 to 25 minutes.
5. Stay nearby in case of problems with connection.

Cancellation Policy

1. Tests can be cancelled or rescheduled with no penalty as long as ALTA is contacted by 12:00pm on the business day prior to the test.