

**WFM – Supervisor ACTFL OPIc Information for Proctor**  
**Duration: 20-40 minutes**

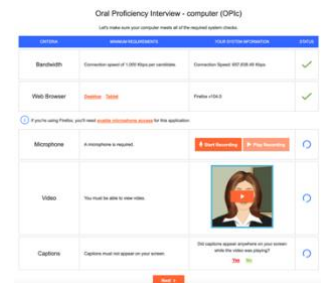
The ACTFL Oral Proficiency Interview (OPIc) is a web-based assessment that simulates live interviews to measure general language proficiency. **Your role is to:**

- 1. Start the testing interface**
- 2. Confirm submission of time required away from work duties**

Each participant will be given a date and time range to complete the exam. There is no specific “start time” for the test, so they can complete it at both the participant’s and the proctor’s earliest convenience. We will provide a completion deadline with their login credentials.

**Please follow these steps in order** (print this sheet for reference):

- Have on hand your employee’s online testing credentials and password. (Credentials are provided only to you by Jesús Osornio. They are not provided to the employee.)
- Locate a computer and space used for video visits with patients.
- Log in to the generic desktop (healthyhome password).
- Locate the testing link on the desktop. It will be a Chrome link entitled either “Spanish Proficiency Testing” or “Spanish Proficiency Testing Alternate.” (Only 1 of the 2 links will work depending on the computer.)
- Open the link to the system test page (see image to right).
- Complete each step on the test page checklist to verify that the audio system is working correctly. (Each box must have a green check to proceed.)
- Click “Next,” then provide the participant with their login credentials.
- Ensure there are no notes, mobile phones, dictionaries, etc. in the testing room or near the desk before the participant begins the assessment.
- Remind the participant that the entire exam should be completed orally in Spanish – no English.
- At the end of the exam, confirm that the time spent away from work duties is recorded using the link. Either the participant or supervisor can record the time required.



When the participant is ready to begin the exam, please leave the room to offer them privacy.

Please do NOT provide any assistance, guidance, or answers pertaining to the contents of the exam. Participants will receive their own detailed set of instructions about the exam content and what to expect. **Please encourage them to review that information before beginning their exam.**

If you have any questions, please contact Jesus Osornio at [jesusosornio77@gmail.com](mailto:jesusosornio77@gmail.com)

[Time recording link](#) (or use the QR code to the right)



Time recording link