

# Oral Proficiency Exam

## Apply by 6th week of quarter

### Instructions:

1. Go to Ohio University Department of Modern Languages' website:  
<http://www.ohio.edu/modlang/>
2. Click on "OPI Testing"
3. Read all information found in the documents: OPI Brochure, OPI Instructions, OPI Exam Schedule, etc.
4. Open OPI form
5. Save as: OPIyourname.doc
6. Fill out document
7. Schedule time for exam on form (M,W,F of exam week):
  - a. Please verify exact date with OU's exam schedule each quarter

2009-10 OPI exam dates	
Fall quarter '09	Wed. Nov. 18 Fri. Nov. 20 Mon. Nov. 23
Winter quarter '10	Mon. Mar. 15 Wed. Mar. 17 Fri. Mar. 19
Spring quarter '10	June 7 June 9 June 11
Summer	No exams are scheduled for summer

- b. Choose 2 dates and a window of time
    - i. ex. Mon., June 9 from 10am to 2pm
    - ii. ex. Wed., June 11 from 2pm to 4pm
  - c. Should you choose to take your exam at a site other than OU Athens Campus, you will need a proctor and a land line\* (cell phone not permitted). This person should be a teacher, librarian, person of some authority. Please send in the proctor approval form to LTI (see DML web site) for this person long before you plan to take the exam. Proctor is provided if test taken in Athens at arranged times.
    - \*Note that the call is not toll free. You should buy a calling card and use that with your land line when making the call. It will take about 20 minutes.
8. Check your method of payment (\$134.00)
- a. If paying by check, make it out to: LTI
  - b. If paying by credit card, include required information
  - c. If you want an official certificate sent to you, add \$10.00 to the fee
  - d. Print out "Consent Form" and sign. This is a Test-Taker Acknowledgement Consent and Waiver Form that LTI must have on their records.
  - e. Send your forms and payment by fax or US mail to:
    - LTI, The ACTFL Testing Office
    - 3 Barker Avenue, Ste. 300
    - White Plains, NY 10601
    - tel: 914-963-7110, 800-486-8444
    - fax: 914-963-7113
    - admin@languagetesting.com
9. Send a copy of your completed application to Dr. Partyka at: [partyka@ohio.edu](mailto:partyka@ohio.edu), or leave a hardcopy in her mailbox Gordy 283 (do NOT send checks or credit card numbers to Dr. Partyka)
10. Await confirmation from LTI for test date (this will come about a week before the exam). Save the e-mail as it has information about how to retrieve your rating. If you do not receive your confirmation time, please e-mail Dr. Partyka ([partyka@ohio.edu](mailto:partyka@ohio.edu)).

11. Test Date and place:

- a. Student should arrive 10 minutes before scheduled phone interview with proper ID
- b. Testing will take place in the basement of Gordy Hall in the recording studio. Look for signs.
- c. Interview will last approximately 20 minutes
- d. Interview delay, postponement or cancellation could result in a NO SHOW CHARGE of \$55.00

12. If you cannot retrieve your test results, contact Dr. Partyka at [partyka@ohio.edu](mailto:partyka@ohio.edu). LTI can take up to two weeks to post ratings since the interview is double rated.

13. For Complete Description of Proficiency Ratings:

<http://www.yearoflanguages.org/i4a/pages/index.cfm?pageid=3349>