Instructions for Completing OPIc Testing

Your organization determines the location your candidates use to take the OPIc exam. Testing can be done on site (at the hospital, clinic, or other healthcare facility) or at The Language Center at Rutgers University–New Brunswick for an additional fee.

On-Site Testing

For on-site testing, it is recommended that you use a dedicated space that is quiet and in which one or more computers can be set up permanently to accommodate the OPIc exam-takers. For example, a computer lab or conference room would be appropriate. Each computer must have appropriate headphones with a microphone attached to ensure good quality audio delivery and recordings that are clear and audible. The sound of a candidate's voice should not interfere with the performance of others present. Refer to the ACTFL OPIc Examinee Handbook for the computer technical specifications (https://www.languagetesting.com/test-delivery-logistics).

Someone from the organization should serve as an on-site administrator/proctor to:
- coordinate with each candidate to schedule their test date/time and to confirm their identity prior to the start of a test session by checking an acceptable organization or government-issued identification;
- be present in the testing room throughout each session, which should be scheduled to last approximately one (1) hour;
- verify with the organization's IT department prior to initiating an OPIc testing program that the testing computers meet the minimal technical requirements; and,
- perform ongoing on-site technical trouble shooting in conjunction with the organization's IT department.

Testing at The Language Center at Rutgers University–New Brunswick

For any organization interested in arranging a testing date for their group at The Language Center at Rutgers University–New Brunswick, contact Carolyn Burger (burger@tlc.rutgers.edu) to discuss options.

Test-Taking Guidance

In the attached OPIc examinee handbook, please note the important information on pages 6-7, *Self-Assessment: Determining the Level of the OPIc*. This section is where you will find the self-assessment descriptions from which candidates must select and based on these responses, along with the background survey, the system will create customized test items. If you have any questions about the handbook, please feel free to reach out to Hank Dallman (dallmann@rwjms.rutgers.edu) or Carolyn Burger (burger@tlc.rutgers.edu) for clarification.

Headphones

Those who opt for on-site testing will need to utilize headphones that meet certain requirements. Refer to the ACTFL OPIc Examinee Handbook for the computer technical specifications (https://www.languagetesting.com/test-delivery-logistics).

Suggested headphones that meet these requirements include:

- [Jabra Evolve2 30 SE UC Stereo - headset - USB-A - 23189-989-979 (CDWG.com)](#)
- [Logitech H340 - Binaural Wired Headset - USB-A - Noise-Canceling Mic - Digital Audio - Black - 981-000507 (CDWG.com)](#)
- [Adesso USB Stereo Headset with Adjustable Microphone- Noise Cancelling- Mono - USB - Wired - Over-the-head - 6 ft Cable - XTREAMP2 (CDWG.com)](#)