OPSI / Extempore Custom Tests Student Handbook 2022-23 School Year

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Questions?

For any initial questions, please first check with your proctor and/or your district's testing contact.

For any technical questions, you may reach out to Extempore's support team via email at support@extemporeapp.com
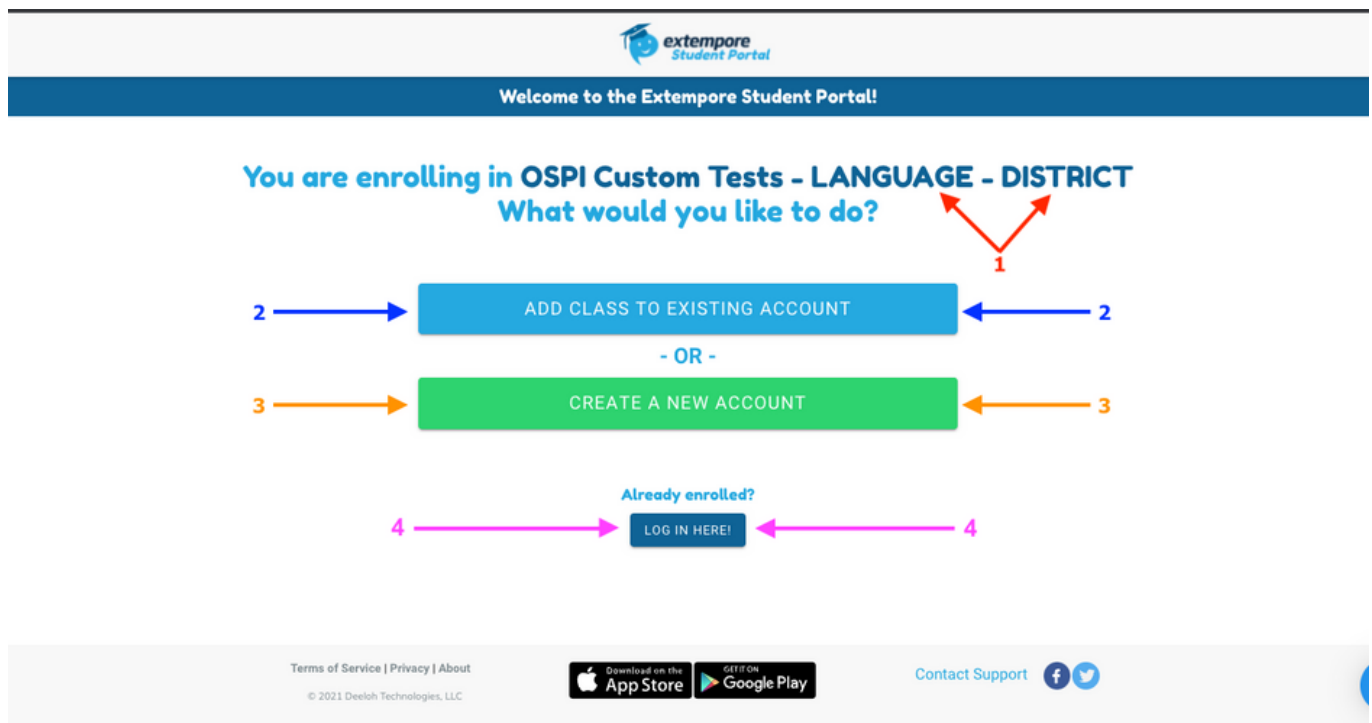
How to Enroll in an Assessment & Account Creation Information!

Step 1: Click on the Link to Enroll and Create Your Account

The Link to access your test will be provided by your administrator or proctor. These next steps will walk you through how to create your account and enroll in the proper assessment.

Step 2: Account Creation Page

After you have clicked on the link it will direct you to the similar page of the image showed below. The arrows on the image will display a different step and instruction below the image.

1. **Arrows 1** (Red): Make sure you see OSPI Custom Tests, the language you'll be testing on, and your school district.
2. **Arrows 2** (Blue): If you already have an Extempore Account through your district or school click the button (Blue Button) that says, "**Add Class to Existing Account.**" From there please use your username and password from your school account, or sign in through Google.
3. **Arrows 3** (Orange): If this is your first time on Extempore, please click on the button (Green Button) that says, "Create a New Account."
4. **Arrows 4** (Pink): If you have already enrolled in the class (i.e. to take to practice tests), you will want to click "LOG IN HERE!" to access your student dashboard.

Go to Next Page for Additional Steps

Continuation of Account Creation & Accessing Your Assessment

Step 3: Form Fill Out to Create Your Account & Enroll in Your Assessment

*If your school uses Google Email follow **Arrow 2.***

1. **Arrow 1:** Fill out the form on the right-hand side to create your account. Please use your school email to create your account. When creating a username you must use at least 8 characters long. Do not forget your username or password as you will need that log back in.
2. **Arrow 2:** If your school uses Google Emails, please click on "Sign in With Google," you will need your school email and password to log in.
3. **Arrow 3:** Before creating an account you must click on, "I'm not a robot," to create your account.

Step 4: Click On the "Student Portal" button
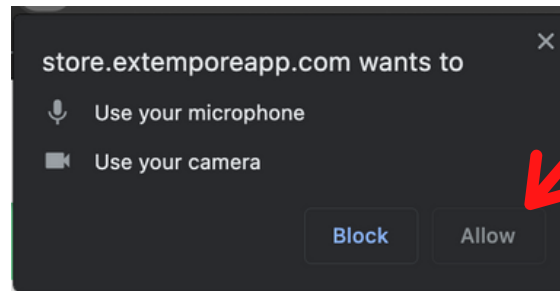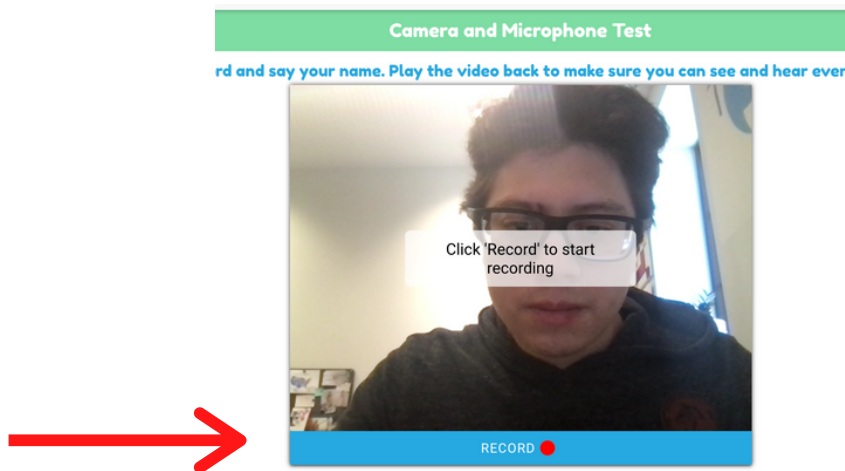

Go to Next Page for Next Steps

Enabling Microphone

*** Make sure your device has a built-in microphone or that your proctor has provided you with one to take the assessment.***
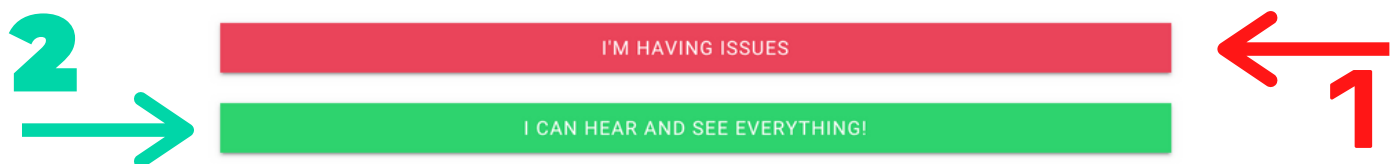
Step 5: Click "Allow" to Enable the use of the Microphone. Will be Required to Submit Answers

Step 6: Click "Record" to Test Audio and Video Camera

Step 7: Press Play to Listen - Follow Instructions and Image Below for More Instruction

- **Red Arrow (1):** If you are having issues hearing your response, please click on the red button that says, "I'm Having Issues." Notify your proctor if further assistance is needed email, michael.ramirez@extemporeapp.com
- **Green Arrow (2):** If you are able to hear your response and see yourself clearly. Please, click on the green button that says, I Can Hear And See Everything."
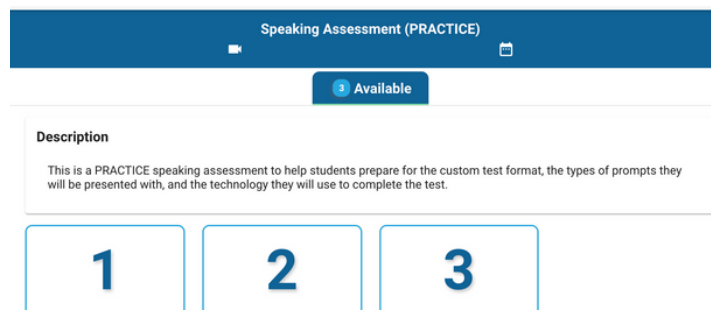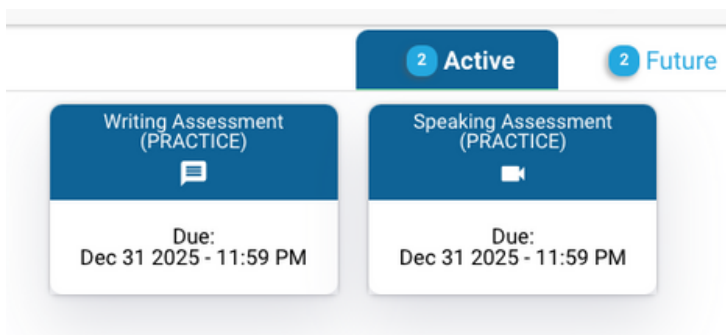
Go to Next Page for Next Steps

Accessing Assessment & Helpful TIps

Step 8: Click on the Class that has "OSPI Custom Tests" in title

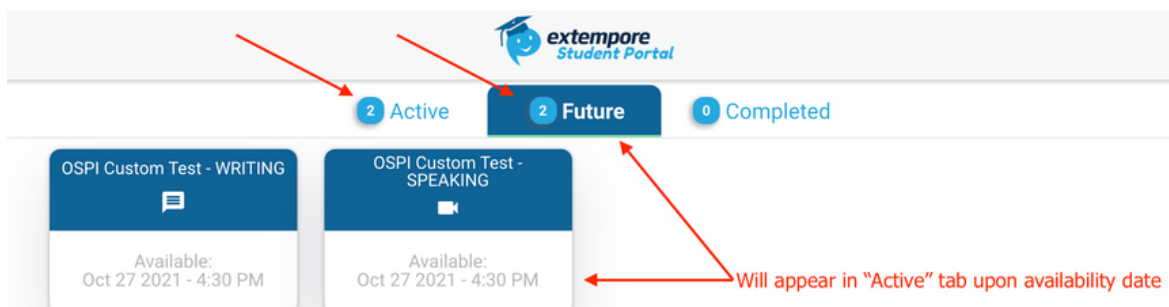OSPI Custom Tests -
LANGUAGE - DISTRICT

Step 9: Taking the Practice Tests

- Upon accessing the class, you will be able to take practice assessments for each skill.
- Click on the Writing or Speaking Practice Assessments, and you will see three prompts available for each.
- Click on the prompts to practice speaking or writing.

2 Active   2 Future

Writing Assessment
(PRACTICE)

Due:
Dec 31 2025 - 11:59 PM

Speaking Assessment
(PRACTICE)

Due:
Dec 31 2025 - 11:59 PM

Speaking Assessment (PRACTICE)

3 Available

Description

This is a PRACTICE speaking assessment to help students prepare for the custom test format, the types of prompts they will be presented with, and the technology they will use to complete the test.

1   2   3

Step 10: Accessing formal custom tests

- If custom test is not populating within the "Active" tab of the class dashboard, please check the "Future" tab for date/time it will be made available.

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Student Portal

2 Active   2 Future   0 Completed

OSPI Custom Test - WRITING

Available:
Oct 27 2021 - 4:30 PM

OSPI Custom Test -
SPEAKING

Available:
Oct 27 2021 - 4:30 PM

Will appear in "Active" tab upon availability date

Writing Assessment Instructions

Online vs. Handwritten Options

Students will choose whether they would like to complete the written test online or by hand. Please note, some languages may not have the option to access an online keyboard.
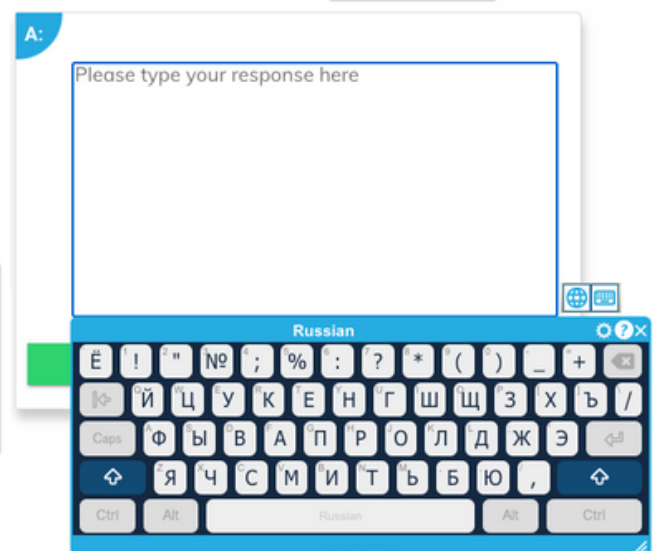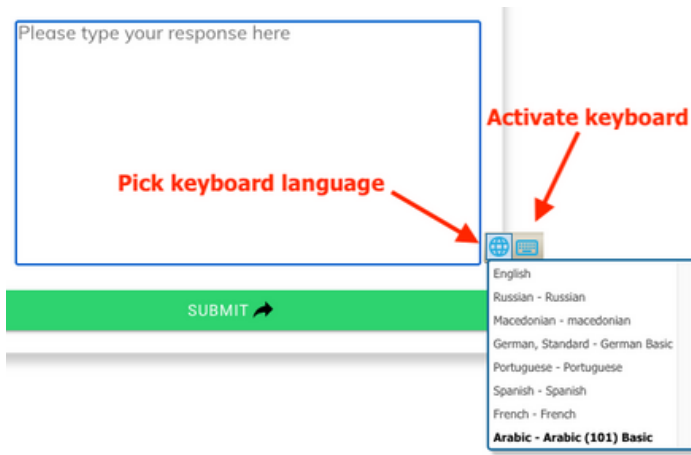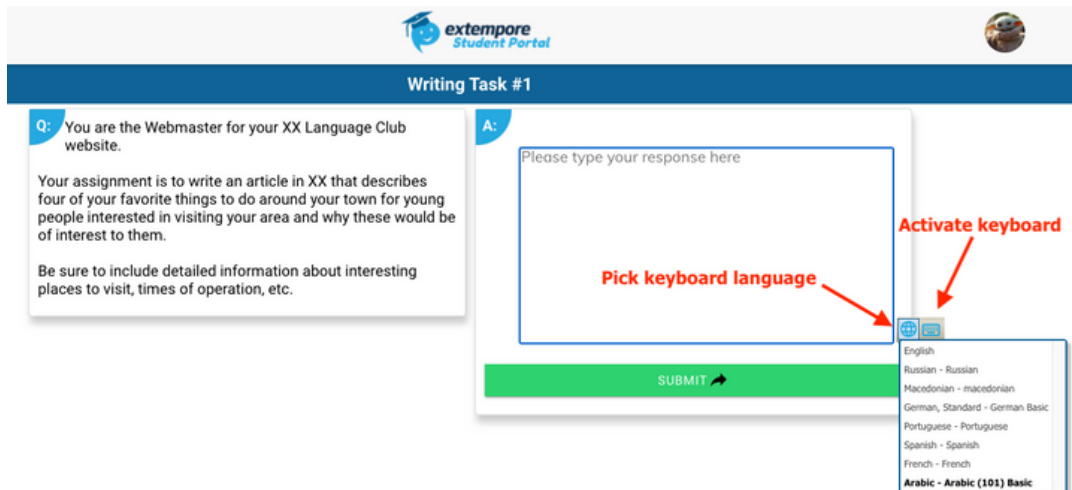
A PDF copy of written prompts will be provided to testing administrators / proctors. This is to be printed out ahead of the test date and provided to the student if they elect to handwrite their submissions.

Students submitting their responses online may need to change their default device keyboard, or change the keyboard option available within Extempore (instructions below).

Activating Extempore online keyboard for writing

Languages with an Extempore online keyboard include: Cebuano, Dink, Fijian, Fur, Karen, Krio, Lingala, Mandinka, & Tongan

- See images below on how to select keyboard language and then activate the keyboard.
- Upon selecting the keyboard, typing will occur as seen in the keyboard image.

Writing Assessment Instructions

For languages WITHOUT an online keyboard

Languages without an Extempore online keyboard option includes: Bisaya/Visaya, Icelandic, Kirundi, Kosraean, Kunama, Palauan, Pohnpeian (Micronesian), Soninke, & Toishanese.

1. A PDF of the writing prompts will be provided to you by the proctor to write responses by hand
2. Access the prompts via Extempore
3. Type "Completed via hard copy" in the response window, and hit submit.
4. Provide completed handwritten responses to proctor to scan/send to raters

Speaking Test Instructions

- **Step 1:** Within student dashboard, select "OSPI Custom Test - SPEAKING"
- **Step 2:** Select prompt 1, 2, or 3
- **Step 3:** Review prompt and select "RECORD" when ready
- **Step 4:** Record submission, select "STOP RECORDING" when complete
- **Step 5:** After recording is complete, you may listen back to your response, re-record (if necessary), or submit your response

1

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Student Portal

4 Active | **0** Future | **0** Completed

OSPI Custom Test - WRITING
💬
Due:
Oct 13 2031 - 4:49 PM

OSPI Custom Test - SPEAKING
🎤
Due:
Oct 13 2031 - 4:49 PM

2

Speaking Assessment (PRACTICE)
🎥 | 📅
3 Available

Description
This is a PRACTICE speaking assessment to help students prepare for the custom test format, the types of prompts they will be presented with, and the technology they will use to complete the test.

1 | **2** | **3**

3

Speaking Task #1

Q: Your XX-speaking friends are talking about their favorite food or dessert. Describe your favorite food or dessert to them. Be sure to include all the steps necessary to prepare it, including all ingredients and how much of each item and the specific steps of putting it all together. If you are not sure how to make it, choose something that you do know or just do your best.

Be sure to use complete sentences as much as you can.

A: Response Time: **0:00**

RECORD ●

4

Speaking Task #1

Q: Your XX-speaking friends are talking about their favorite food or dessert. Describe your favorite food or dessert to them. Be sure to include all the steps necessary to prepare it, including all ingredients and how much of each item and the specific steps of putting it all together. If you are not sure how to make it, choose something that you do know or just do your best.

Be sure to use complete sentences as much as you can.

A: Response Time: **0:11**

STOP RECORDING ■

5

Speaking Task #1   **Listen back to response**

Q: Your XX-speaking friends are talking about their favorite food or dessert. Describe your favorite food or dessert to them. Be sure to include all the steps necessary to prepare it, including all ingredients and how much of each item and the specific steps of putting it all together. If you are not sure how to make it, choose something that you do know or just do your best.

Be sure to use complete sentences as much as you can.

A: Response Time: **0:16**

▶ 0:00 🔊

Re-record (if necessary)   RE-RECORD ●

Submit when ready   SUBMIT ATTEMPT ➤