



extempore
The Speaking Practice App



DEPARTMENT
OF EDUCATION

Extempore Minnesota Seals Assessment Administration Handbook Spring 2024

Contact Information



FOR PURCHASING/RATING QUESTIONS

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FOR ASSESSMENT QUESTIONS AND SUPPORT

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To-Do List Prior to Facilitating Assessment

Step 1: Read Through Extempore MDE Seals Assessment Information Prior to Submitting a Request

Please, review all information before requesting an MDE Seals Assessment and coordinate with other administrators at your district or school, to avoid the same request is made by multiple individuals.

| Assessment Details for Each Language | | | |
|-------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Language(s) Being Assessed | Description of Assessment Options | Rating and Cost | Who to Contact for Support |
| Amharic, Hmong, Somali & Vietnamese | -Extempore for reading & listening assessments | Thanks to a grant, through 2025, all MN Seal assessments taken in these languages will be provided FREE of charge! | -Extempore (Listening & Reading) |
| | -Avant STAMP WS for speaking & writing Extempore will order for you. | | -Avant (Speaking & Writing) |
| | Karen & Oromo | | -Extempore for all four modalities |
| Dakota & Ojibwe | -Extempore for all four modalities | | MDE |
| Swahili, Ukrainian & Tamil* (possibly Czech) | -Extempore for reading & listening assessments (Swahili - only listening) | -Extempore: Free of charge | -Extempore (Listening & Reading) |
| | -Avant STAMP WS for speaking & writing (Swahili - reading, speaking & writing). | -AVANT STAMP WS: Price based on quantity of purchase | -Avant (Speaking & Writing) |
| Dari & Pashto | -Extempore for reading & listening | -Extempore: Free of charge | -Extempore (Listening & Reading) |
| | -ACTFL SOBL for speaking & writing | -ACTFL SOBL Bundle: \$55.00 w/AAPPL or \$209.00 w/o AAPPL | -ACTFL (Speaking & Writing) |

*If the student attends an area Tamil school (MN Tamil School, Twin Cities Tamil Padasalai), they will test all four modalities at their school.
Note: If you have a student or family member who is interested in testing in Slovak, please contact MDE.

- Students can take modalities (reading, listening, speaking, and writing if applicable) in any order. Students can take reading first, then listening, or vice versa.
- However, in the speaking and writing tests where there are Part 1 and Part 2, students should take Part 1 first, and then Part 2. This is applicable only in Karen, Oromo, Dakota, and Ojibwe.
- All questions in each assessment must be taken in order.
- If a student does not “Submit” an answer because the student wants to come back to the item, they can do so by clicking “Back.” The question will be still visible until the answer is submitted.
- Particularly for writing, please encourage students to write as much as possible. Once a student submits a written response, they cannot go back.

All proctors need to sign The Assurance of Test Security Form. If you are a proctor, please sign this form. Please share it with anyone in your institution who will be proctoring an Extempore MDE Bilingual Seals Assessment.

[CLICK HERE TO SIGN THE ASSURANCE OF TEST SECURITY FORM ONLINE](#)

Continuation of To-Do List Prior to Facilitating Assessment

| Assessment Format | | | |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Structure | Time | Other Notes & Considerations |
| Reading | <ul style="list-style-type: none"> 6 topics with several passages and each passage will include multiple choice questions. 24 questions total. | There is no time limitation. For most students, it takes 60-90 minutes. | It is allowable to provide printed copies of reading passages if students have issues reading them on Extempore. You can obtain a copy by emailing MDE. |
| Listening | <ul style="list-style-type: none"> 6 topics, each topic will have multiple passage with 1-4 multiple choice questions for each passage. 24 questions total. | There is no time limitation. For most students, it takes 60-90 minutes. | |

| Assessment Format | | | |
|-------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Structure | Time | Other Notes & Considerations |
| Speaking (Part 1) | <ul style="list-style-type: none"> 3 Topics 3 prompts per Topic 9 Responses Total | <ul style="list-style-type: none"> The first 9 prompts have a 90 second limit time to respond. Total of 13.5 Minutes maximum response time. PLUS time for students to listen to the topic introduction and prompts. 20-30 minutes total | <p>Students have only one attempt to record a response.</p> <p>Once students click "Record" they should not stop the recording until they have finished providing their response.</p> |
| Speaking (Part 2) | <ul style="list-style-type: none"> 3 Topics 3 prompts per Topic 9 Responses Total | <ul style="list-style-type: none"> The first 9 prompts have a 150 second limit time to respond per question. Total of 22.5 Minutes maximum response time. PLUS time for students to listen to the topic introduction and prompts. 30-40 minutes total | Please advise the students to record as much as they can, even if they make a mistake, it is advised that they do not stop. If a student exits or refreshes the page before submitting their response, they will be locked out of that question and must notify proctor. |
| Writing (Part 1) | <ul style="list-style-type: none"> 3 Prompts 3 Writing Responses | | Encourage them to write as much as possible. |
| Writing (Part 2) | <ul style="list-style-type: none"> 3 Prompts 3 Writing Responses | | Article on How to Configure Keyboard to the Target Language. |

Technical Questions & Procedures

- Have your IT department whitelist Extempore emails with the domain, @extemporeapp.com. If Extempore emails are not whitelisted this can cause issues when we are communicating back to students or administrators when help is needed.
- Extempore Is Accessible on laptops, Chromebooks, Desktops, iPads, Tablets, Smartphones, iPhones, Macs, essentially anything that has internet access.
- The preferred browser is Google Chrome. Extempore can also be used on Firefox, Internet Explorer, Safari, etc. but Google Chrome is the most up-to-date to work with Educational Software.
- Links to Download Extempore APP:
 - Apple Store: <https://apps.apple.com/us/app/extempore/id1062018455>
 - Google Play: https://play.google.com/store/apps/details?id=com.extemporeapp.mobile&hl=en_US

How-To Request & Facilitate an Extempore MN Seals Assessment

Step 2: Request an Extempore MN Seals Assessment

Please fill out and request for each language separately.

[CLICK HERE TO REQUEST AN EXTEMPORE MN SEALS ASSESSMENT](#)

After you have submitted a request for an Extempore MN Seals Assessment. You will receive a separate email for each requested language from Lisa Parra Staves, your Extempore point-of-contact.

Step 3: Facilitating The Extempore MN Seals Assessment

- What will be included in the email?
 - Link to the Extempore MN Seals Assessment
 - Helpful Videos for Administrator & Students (Give them an overview of how to accomplish their steps within the process).
 - Proctor Assurance of Test Security Form (Needs to be submitted before the test is facilitated).
- What do I do with the Links?: You will save the links Lisa will send you. When the date of assessment arrives, you will send the class link to each student (via email) taking that specific assessment. This is the only step the Administrator needs to do in order to facilitate the exam for the students.

Step 4: What Happens After the Test is Done?

1. Email the contacts listed on the right side to inform that your students have completed the assessment.
2. Wait to hear back about the results.

It should take about 2 weeks to receive results depending on the number of test takers at any given time.

| Language(s) Being Assessed | Who to Contact After The Test |
|-----------------------------------------------------------------------|-----------------------------------------------------------------|
| Amharic, Czech, Hmong, Somali, Swahili, Ukrainian, Tamil & Vietnamese | -Extempore (Listening & Reading) -Avant (Speaking & Writing) |
| Karen & Oromo | Extempore |
| Dakota & Ojibwe | MDE |
| Dari & Pashto | -Extempore (Listening & Reading) -ACTFL (Speaking & Writing) |