



**extempore**  
*The Speaking Practice App*



**DEPARTMENT  
OF EDUCATION**

# Extempore Minnesota Seals Assessment Administration Handbook

## Contact Information



*FOR PURCHASING/RATING QUESTIONS*

**Name:** Abbai Habte  
**Role:** Extempore MDE Representative  
**Phone:** 651-528-3668  
**Email:** [Abbai.Habte@extemporeapp.com](mailto:Abbai.Habte@extemporeapp.com)  
**CLICK HERE TO SCHEDULE A 1-1**



*FOR ASSESSMENT QUESTIONS AND  
SUPPORT*

**Name:** Lisa Parra Staves  
**Role:** Seals of Biliteracy Subject Matter  
Expert  
**Email:** [Lisa.parra.staves@extemporeapp.com](mailto:Lisa.parra.staves@extemporeapp.com)

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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 and Payment
Amharic, Hmong, Somali, Vietnamese	-Extempore for reading & listening assessments -AVANT STAMP WS for speaking & writing	-Extempore: \$15 Per Student -AVANT STAMP WS: Price based on quantity of purchase	-Extempore (Listening & Reading) -Avant (Speaking & Writing)
Karen & Oromo	-Extempore for all four modalities	\$50.00 Per Student	Extempore
Dakota/Lakota & Ojibwe	-Extempore for all four modalities	Cost: TBD	MDE
Tamil	-Extempore for all four modalities	Cost: TBD	MDE
Telugu	-Extempore for listening & reading	Cost: TBD	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 then, Part 2. This is applicable only in Karen, Oromo, Dakota, and Ojibwe.
- All questions in each assessment must be taken in subsequent order.
- If a student does not “Submit” an answer because the student wants to come back to the item, they can do so by just clicking “Back.” Then, the question will be still there until the answer is submitted.
- Particularly for writing, please encourage them to write as much as possible. Once a student submits an answer, they cannot go back to re-try the question again.

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"> <li>6 topics with several passages and each passage will include multiple choice questions.</li> <li>24 questions total.</li> </ul>	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"> <li>6 topics, each topic will have multiple passage with 1-4 multiple choice questions for each passage.</li> <li>24 questions total.</li> </ul>	There is no time limitation. For most students, it takes 60-90 minutes.	

## Assessment Format (Dakota, Karen, Ojibwe, Oromo, & Tamil)

	Structure	Time	Other Notes & Considerations
Speaking (Part 1)	<ul style="list-style-type: none"> <li>3 Topics</li> <li>3 Prompts per a Topic</li> <li>9 Responses Total</li> </ul>	<ul style="list-style-type: none"> <li>The first 9 Prompts have 90 seconds limitation to respond per a prompt.</li> <li>Total 13.5 Minutes maximum in response time.</li> <li>+ time for students to listen to the topic introduction and prompts</li> </ul>	Students have only one chance to record the response.  Once they click the "Record" button, the screen starts counting down from 3.
Speaking (Part 2)	<ul style="list-style-type: none"> <li>3 Topics</li> <li>3 Prompts per a Topic</li> <li>9 Responses Total</li> </ul>	<ul style="list-style-type: none"> <li>The first 9 Prompts have 150 seconds limitation to respond per a prompt.</li> <li>Total 22.5 Minutes maximum in response time.</li> <li>+ time for students to listen to the topic introduction and prompts</li> </ul>	Once the students start recording, they should not stop until the end. Please encourage them to speak as much as they can. Even if they made a mistake, it is advised not to stop. If a student exits or refreshes the page they will be locked out of that question and must notify proctor.
Writing (Part 1)	<ul style="list-style-type: none"> <li>3 Prompts</li> <li>3 Writing Responses</li> </ul>		Encourage them to write as much as possible.  <u><a href="#">Article on How to Configure Keyboard to the right Language</a></u>
Writing (Part 2)	<ul style="list-style-type: none"> <li>3 Prompts</li> <li>3 Writing Responses</li> </ul>		

## 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 Assessable 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, and etc... Although, 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](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 language you submit a request for, from Michael Ramirez, 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 signed and turned into MDE before the test is facilitated.)
- What do I do with the Links?: You will save the links, Michael will send you. When the date of assessment arises. 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 for Support and Payment
Amharic, Hmong, Somali, Vietnamese	<ul style="list-style-type: none"><li>- Extempore (Listening &amp; Reading)</li><li>- Avant (Speaking &amp; Writing)</li></ul>
Karen & Oromo	Extempore
Dakota/Lakota & Ojibwe	MDE
Tamil	MDE