AAPPL Teacher Checklist
Updated 9/27/24

1. The Utah State Board of Education (USBE) mandated subtests:
    a. Grade 3,5,7,9: Interpersonal Listening/Speaking (ILS)
    b. Grade 4,6,8,9: Interpretive Reading (IR) & Interpretive Listening (IL); Presentational Writing (PW)
2. Setup your password:
    a. You'll receive an email from Language Testing September 30, 2024
    b. Bookmark the portal: LTI
    c. Explore the SITE
3. Set accommodations for students with IEP and 504 (10 days to process in LTI)
4. Check your list of students in LTI.
    a. If you are missing a class or missing students, submit a "Tech Ticket" in HALO; Choose Incident; and in the Agent Category choose DLI (AAPPL).
    b. If you have a student who moved, code as "Student Transferred Before Testing" in Test Status. Amanda will delete those students at the end of the window.
5. Create student login cards-_keep secure before, during, and after testing!_
    a. Making Labels (**STC or LMETC** can assist)
    b. Printing Labels
    c. Repeat process using DLI partner's account information to print labels for remaining students
    d. Take labels and create login cards
6. System Check:
    a. Use- System Check (Confirm with the **STC or LMETC**)
    b. Be sure to check both headset and microphone are compatible with the student device.
7. French and Spanish writing component:
    a. No additional set-up is required. Students taking the PW component on a Window-based computer may use the Special Characters Toolbar in the top left corner of the writing area, or use ALT codes, as described here.
8. Chinese (Mandarin) writing component set-up:
    a. Instructions for Windows 10, Windows 8, Chromebook, MacOS, iOS.
    b. Instructions for Chromebook
9. Practice the Demo with students:
    a. Use the Demo to help the students understand the instructions and test format.
    b. **Only** the Demo instructions can be translated as you help students understand what to do.
    c. **Do not** show students the actual test as that violates your professional ethics agreement.
10. Familiarize yourself with the Proctoring Guide
11. Create a Testing Schedule
   a. Share schedule with **STC or LMETC**

Resources:

- AAPPL Testing Platform
- AAPPL Measure FAQ's or GSD AAPPL FAQ's.
- Tasks and Topics from AAPPL that will be on the AAPPL Measure.
- Explore resources on https://www.languagetesting.com/utah-aappl-central

1. Secure Testing Environment
   a. No papers, pencils, notes, dictionaries, other devices, or cameras are allowed.
2. Run a System Check again!
   a. Make sure the microphone is working and compatible with the student's device!
3. Students login using their login cards to the AAPPL platform. *(Login cards are collected at the end of each session and stored securely)*
   a. Found in the student's "bookmarks" on their Chromebook entitled "AAPPL"
4. Check students are in the correct subtest(s)
5. **The instructions will be in English**
   a. **Students with an IEP, 504, or EL Testing Accommodation Plans can have directions orally translated. Directions are non-item content, introductions, and directions that appear at the beginning of the test or between testing sessions. The resource does not refer to the scripted directions for the item's stimulus or directions for answering specific questions, etc.**
   b. Proctoring Guide
6. **TEACHER actively** proctors during the test (up and moving around)
   a. Assist with *tech issues* but not with answering the questions.
   b. Make sure background noise is kept to a minimum.
   c. **STC or LMETC** stays in the lab to assist in monitoring students.
7. Automatic submission *14 days* after the student opens a test component. Complete the first component before beginning another.
8. UR (Unratable)
   a. Teacher will receive notification through email
   b. Student will receive a new code to re-test
   c. These need to be completed during the testing window
   d. To avoid UR's-
      i. Make sure to do system check on the day of testing
      ii. No background noise when students record
      iii. Students' responses were spoken clearly, on topic, and in tested language.
9. Double check ALL students have completed ALL portions of the test.
   a. Mark absences, illnesses, etc.
   b. ALL makeups must be completed by *November 26th.*
10. Troubleshooting problems
    a. AAPPL Support 1-800-486-8444
11. Reporting security issues
    a. Email Amanda Barnum (abarnum@graniteschools.org)
12. New Student
    a. 48-72 hours after student appears in Gradebook, the student will be uploaded to LTI
    b. If the student doesn't appear, submit a "Tech Ticket" in HALO; Incident; DLI (AAPPL)
13. Rating Review for ILS or PW (only if the student spoke clearly, on topic, in tested language, and with no background noise; or for a technical issue). 10 business days to process.
    a. Contact (abarnum@graniteschools.org)
14. Reissue or Re-Order or Second Attempt (only approved by the State for rare situations)
    a. Email Amanda Barnum (abarnum@graniteschools.org)

1. Shred student login cards.
2. Log into LTI and update the non-participation status for students who did not complete the test for any reason
   a. LTI
   b. Click on AAPPL Test Status
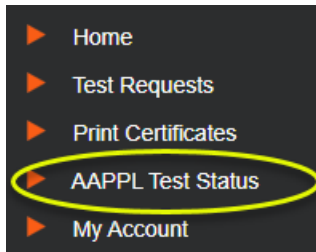
   c. Search from October 1 to now
   d. Click on Show Tests Not Started
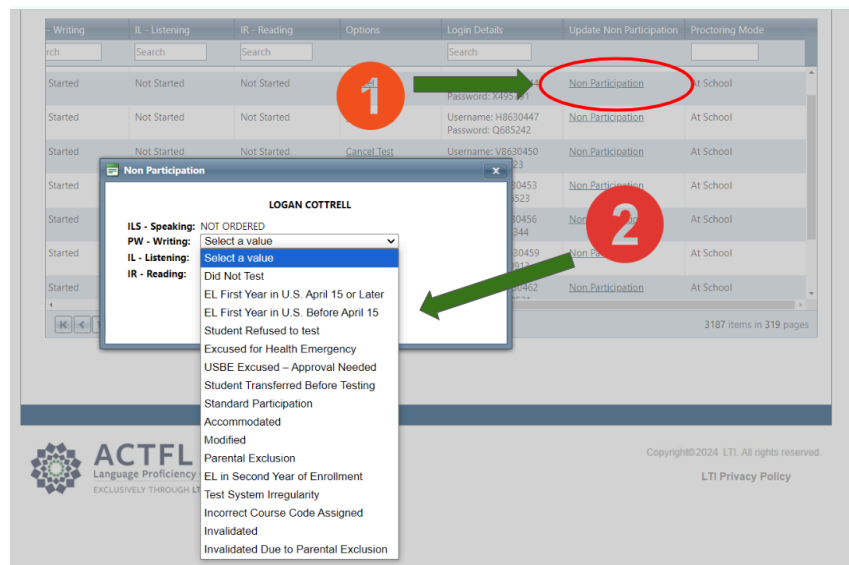
   e. Click Yes to submit

3. Print Reports for your records.
4. Send the Individual Score Reports home with each student *on the date specified by the district*
   a. The **district** will print the Individual Score Report certificates for each student in your class and send them to your school
   b. The **district** will also copy the Granite District document "Understanding the AAPPL Measure Score Report" cover sheet and send them to your school
      i. Staple a copy to each score report. For your reference, this is available on the Granite District Employee Intranet under Dual Immersion.
      ii. Chinese   French & Spanish