

## Advanced Placement (AP) Language Testing

### INTRODUCTION

This application note provides a detailed guide to AP Language Testing procedures with the Symposium family of digital language lab systems.

The listening and speaking portions of an AP Test can be performed using the following systems:

- LogoLAB media player/recorder + Symposium LIVE intercom system
- LogoLAB media player/recorder + IntraLAB MM intercom system
- LogoLAB media player/recorder + Symposium MM intercom system
- IntraLAB LL combined media/player recorder and intercom system
- Symposium LL combined media/player recorder and intercom system

### AP TESTING

In the USA, a national non-profit organization called The College Board (whose members include some 4500 schools, colleges, universities, and other educational organizations) administers a number of different national programs.

One such program is called the Advanced Placement Program or AP for short.

The AP program provides a uniform method for evaluating student proficiency in a number of different course areas including languages. For example, students who score a grade 3 or higher on a French AP exam are able to begin their college careers without being required to take the first three years of courses in the language.

The AP exams are developed by a dedicated committee within The College Board, who also work with the content experts at ETS, (Educational Testing Service).

**LANGUAGE AP TESTING**

For languages, the AP test is subdivided into sections that separately focus on reading, writing, listening, and speaking abilities.

Digital language lab systems can be used for both the listening and speaking sections.

AP tests are typically administered by a test administrator and/or a “proctor”. The test materials that the administrator will use are provided in CD-Audio format – usually with separate disks for the listening and speaking sections.

For the listening portion of the AP test, the proctor will play the relevant tracks from the master CD-Audio. Students will listen to these materials and will respond in writing in their AP test booklets.

For the speaking portion of the AP test, the proctor will play the relevant tracks from the master CD-Audio. Students will listen to these materials and each student will respond orally and record their individual response as a single digital audio file using the MP3 file format. The file will be named with the student’s 8-digit AP number, (e.g. 12345678.mp3). Student responses must be transferred to CD-ROMs, with a separate CD-ROM for each student.

**AP TESTING GUIDELINES & RESTRICTIONS FOR SPEAKING TESTS**

- The master CDs cannot be saved to a computer hard drive before, during, or after an AP Testing session
- Students must not be able to control the starting and stopping of either the master speaking CD or the saving of their audio response files.
- The Master CD may not be stopped at any time
- Students should record their AP numbers as directed by the exam administrator.
- The exam proctor should assure that all student responses are fully captured on the file, and that the student’s AP number is clearly audible. If any student’s work was not properly saved, that student should immediately re-record their responses before leaving the lab.
- At the end of the speaking section, each student’s entire response file should be collected and saved as a single .mp3 file. Do not save responses to individual questions as separate files.
- Student response files must be transferred to CD-R with one student file per CD-R.

- After the exam administrator has replayed the saved CD files and confirmed that they have been copied properly, he or she must delete the original files from the digital lab's hard drive or file server.
- Using a permanent marker, write the following information (and only the following information) on each CD-R:
  - The student's AP number
  - The exam code (48 = French Language, 55 = German Language, 87 = Spanish Language)
  - The form code (Form 4ABP, Form A, Form B)
  - The word "NO" if the student does not give permission to use his or her exam materials for instructional or research purposes.
- Apply an AP number label to the front of the CD jewel case for each student
- Complete the information requested on the "Record of .mp3 Student Responses" form and write the AP numbers for all students whose responses are being returned. Verify that the AP number labels on the form agree with the AP numbers written on each CD and on each jewel case.

## LISTENING TEST PROCEDURE

The listening test can be performed with Symposium (MM, LL, or LIVE models) or with IntraLAB (MM or LL models). The procedure is identical for all product variations.

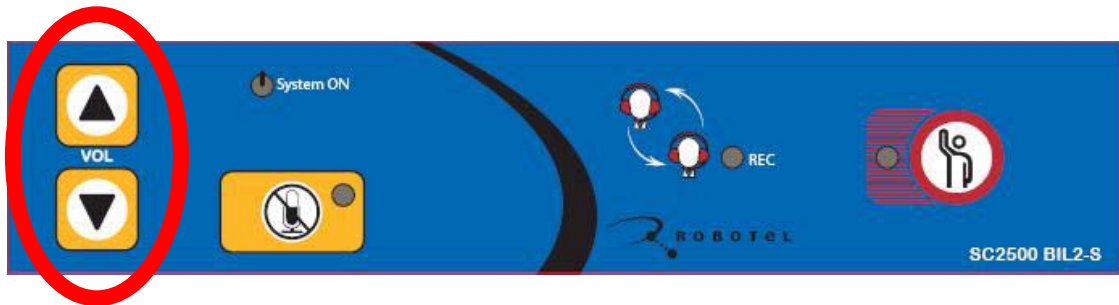
Note that the proctor must have a teacher or administer account on the Symposium (or IntraLAB) system.

1. Insert the test CD-Audio disk into the CD-ROM drive on the teacher's computer or into a separate CD-Audio player connected to the teacher station.
2. If running from the CD-ROM drive, open the Windows Media Player application to manage the playback of the CD-Audio disk. If running from a separate CD-Audio player, use the front-panel controls or IR remote control to manage the playback of the CD-Audio disk. (If the CD-Audio player is connected via a multi-port AV Switch, make sure the correct switch channel is selected.)
3. Ask students to put on their headsets and the test administrator should put on the teacher headset.
4. The proctor must launch the Symposium Controller (or IntraLAB Controller) application and login using his account.

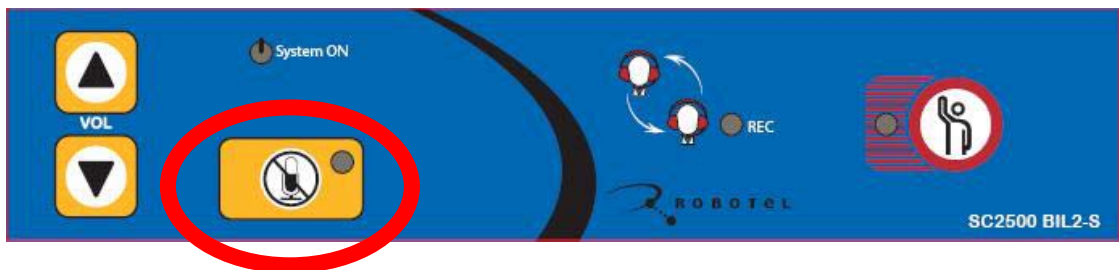
- Click on the All-Call hot-key on the language lab system control panel. This will send audio (a mix of the microphone, PC audio, and Auxiliary audio from the teacher’s station) to all students.



- Speak into the microphone and have all students adjust the digital volume control on the front panel of their audio interface for a comfortable listening level.



- Also, ask students to speak into their microphones. They should be able to hear themselves through their headsets. Students may leave their microphones enabled or they can mute their microphones using the mute button on their audio interfaces.
- The exam administrator should then click on the microphone mute button on his audio interface to mute his microphone.



- The exam administrator should then begin playing the test CD-Audio master disk, and should confirm that he can hear the audio in his headset. All students should also be able to hear the CD-Audio master disk.
- If there is a problem correct it immediately. Otherwise, proceed with the test.

- When the test is completed, click on the Reset hot-key on the language lab system control panel and eject the master CD-Audio from the teacher station.



## SPEAKING TEST PROCEDURE

The speaking test includes three main elements:

- Playing the master CD-Audio disk
- Recording student responses
- Copying student responses to individual CD-ROMs

The playing of the master CD-Audio disk for the speaking test will be the same for all product variations.

The recording of student responses and the copying of those responses to CD-ROMs will use a slightly different procedure depending on whether the media player/recorder is LogoLAB, or the built-in media/player recorder in Symposium LL and/or IntraLAB LL.

### Symposium LL and/or IntraLAB LL

Note that in order to save student responses, students must login to the Symposium LL (or IntraLAB LL) system. It is possible to import a list of student users in advance or to have students login using their AP number as new students at the beginning of the test. The procedure described herein assumes that all students are logging in as new students.

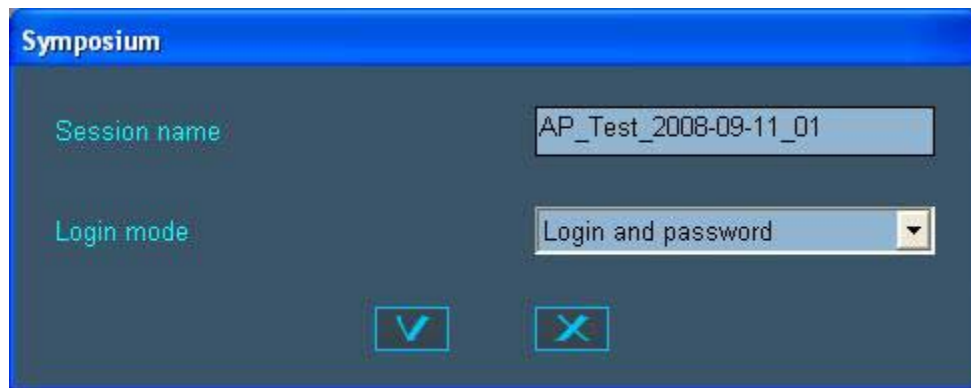
Note also that the proctor must have a teacher or administer account on the Symposium (or IntraLAB) system.

There should be at least one media file available in the document library for the proctor. Ideally this will be a blank audio file, (e.g. AP\_Test). The file duration is not significant.

Finally, the system administrator should set up a server-based file folder, (e.g. AP\_Test\_YYYY-MM-DD), accessible to all AP candidate students with write privileges and accessible by the proctor with read/write privileges.

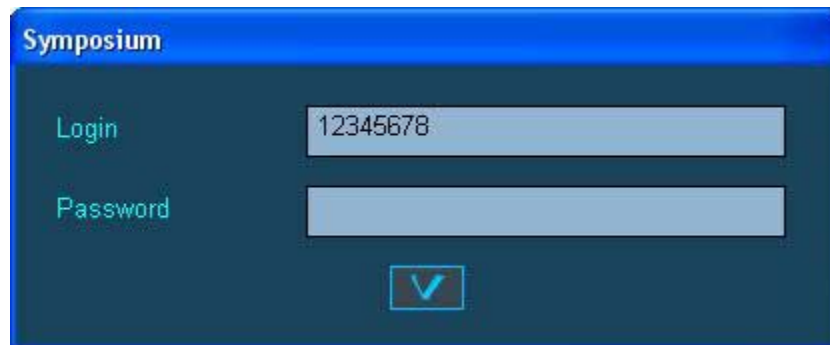
1. The proctor must launch the Symposium Controller (or IntraLAB Controller) application and login using his account.
2. The proctor should begin a new session by clicking on the Session hot-key. The session can be named AP\_Test\_YYYY-MM-DD\_01 (or something equally meaningful).






The screenshot shows a window titled "Symposium" with a dark blue background. It contains two input fields: "Session name" with the value "AP\_Test\_2008-09-11\_01" and "Login mode" with a dropdown menu set to "Login and password". Below the fields are two buttons: a green checkmark and a red X.

3. The proctor should instruct the students to login as new students using their AP number as the login name and a blank password. When prompted with the second login screen, students should use the first four digits (e.g. 1234) of their AP number for the first name and the second four digits (e.g. 5678) of their AP number as the last name.



The screenshot shows a window titled "Symposium" with a dark blue background. It contains two input fields: "Login" with the value "12345678" and "Password" which is empty. Below the fields is a green checkmark button.



The screenshot shows a window titled "Symposium" with a dark blue background. It contains five input fields: "First name" with the value "1234", "Last name" with the value "5678", "Login" with the value "12345678", "Password" which is empty, and "Email address" which is empty. Below the fields is a green checkmark button.

4. The proctor should click on the mode button and select the Media Activities teaching mode (as shown at right).
5. Insert the test CD-Audio disk into the CD-ROM drive on the teacher's computer or into a separate CD-Audio player connected to the teacher station.
6. If running from the CD-ROM drive, open the Windows Media Player application to manage the playback of the CD-Audio disk. If running from a separate CD-Audio player, use the front-panel controls or IR remote control to manage the playback of the CD-Audio disk. (If the CD-Audio player is connected via a multi-port AV Switch, make sure the correct switch channel is selected).



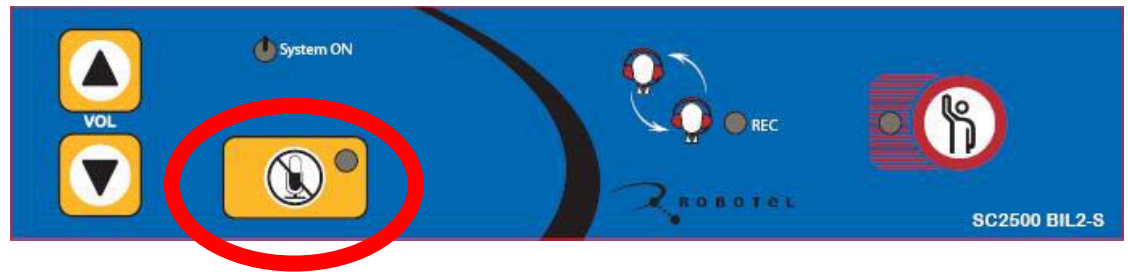
7. Ask students to put on their headsets and the test administrator should put on the teacher headset.
8. Click on the All-Call hot-key on the language lab system control panel. This will send audio (a mix of the microphone, PC audio, and Auxiliary audio from the teacher's station) to all students.



9. Speak into the microphone and have all students adjust the digital volume control on the front panel of their audio interface for a comfortable listening level.



10. Also, ask students to speak into their microphones. Students should ensure that their mute button is not activated, and they should be able to hear themselves through their headsets when they speak.
11. The test administrator should advise students that he will be launching their media player/recorders on their local computer screens, and remind them not to touch these recorders until explicitly told to do so. The proctor should then mute his microphone.



12. The proctor should click on the Media Source button and choose the blank AP\_Test file (or any other document file). (If there are no file shortcuts, it may first be necessary to go to the document library and choose the appropriate file. This will create a shortcut for the file so that it can be accessed directly from the Media Source menu.)



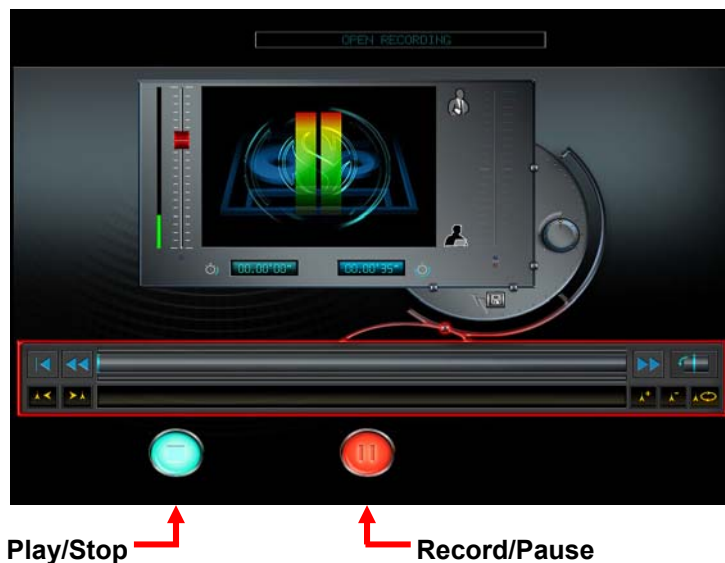
13. The proctor should select "Cancel" when prompted whether he wants to broadcast the selected file.
14. The proctor should acknowledge the pop-up message advising him that he can select an activity by clicking on the "OK" button.

15. The proctor should click on the Start Activity button and select the “Open Recording” activity. (This will launch the student media player/recorders.)



16. The exam administrator should then begin playing the test CD-Audio master disk, and should confirm that he can hear the audio in his headset. All students should also be able to hear the CD-Audio master disk.
17. If there is a problem correct it immediately. Otherwise, proceed with the test. The audio track on the test CD-Audio will instruct students when to start (Record) and stop (Pause) their recorders.

It is extremely important that students use the Pause button whenever recording is to be temporarily suspended and only use the Stop button when the test is completely finished. If the Stop button is pressed during the test, any responses recorded up to that point will be lost when recording is re-enabled.



18. When the AP test is complete, students should be instructed to click on the Stop button and wait for the proctor to collect all recordings.
19. The proctor should eject the master CD-Audio disk and cancel the All-Call function.
20. Next the proctor should sequentially take remote control of each student workstation, (using the View, Listen and Take Control functions).



21. The proctor must verify that each student recording is complete by playing the beginning and ending of each recording.
22. The proctor must then execute a local save of the student response, naming the file with the student's AP number, (e.g. 12345678.mp3), and saving it to the central AP\_Test\_YYYY-MM-DD folder created in advance for this purpose.



- 23.** When all student responses have been saved using the Local Save function, the proctor should then click on the End Activity button.
- 24.** A prompt asking to “Save Student Responses?” will appear. For redundancy, the proctor can reply “OK”, in which case a second copy of student responses will be saved within the Symposium (or IntraLAB) database. Alternately, the proctor can choose the “Cancel” function.
- 25.** At this point, if there has been a problem with any of the student responses, those students should immediately re-take the test.
- 26.** Once valid responses have been saved for all students, the process of copying responses to individual CD-ROMs will begin.
- 27.** Any workstation having a CD-R writeable drive can be used to copy student responses from the AP\_Test\_YYYY-MM-DD folder. The responses are already in the correct MP3 format, and should be correctly named with the students` AP number.
- 28.** Once the responses have been copied to individual CD-ROMs, the original recordings should be deleted from the server.
- 29.** If a second copy of the responses was saved to the Symposium (or IntraLAB) database, then these should also be deleted. (Note that at the response level, the database uses an abstract numerical reference for folders, so some familiarity with the database structure is required to identify the correct files.)

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### LogoLAB with Symposium LIVE, Symposium MM, or IntraLAB MM

Note that in order to save student responses, students must login to LogoLAB. It is possible to import a list of student users in advance or to have students login using their AP number as new students at the beginning of the test. The procedure described herein assumes that all students are logging in as new students.

Note also that the proctor must have a teacher or administer account on the Symposium (or IntraLAB) system and an administrator account for LogoLAB.

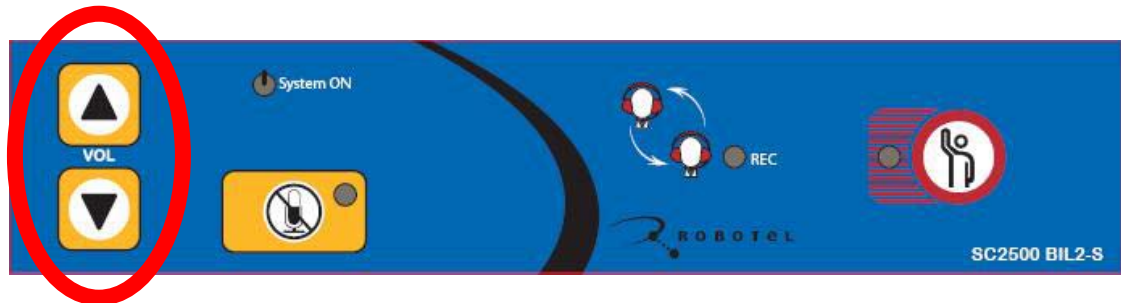
There should be at least one media file available in the LogoLAB document library for the proctor. This will be a blank audio file, (e.g. AP\_Test). This file must have a length equal to or greater than the duration of the speaking portion of the AP Test.

Finally, the system administrator should set up a server-based file folder, (e.g. AP\_Test\_YYYY-MM-DD), accessible to all students with write privileges and accessible by the proctor with read/write privileges.

1. The proctor must launch the Symposium Controller (or IntraLAB Controller) application and login using his account.
2. Insert the test CD-Audio disk into the CD-ROM drive on the teacher's computer or into a separate CD-Audio player connected to the teacher station.
3. If running from the CD-ROM drive, open the Windows Media Player application to manage the playback of the CD-Audio disk. If running from a separate CD-Audio player, use the front-panel controls or IR remote control to manage the playback of the CD-Audio disk. (If the CD-Audio player is connected via a multi-port AV Switch, make sure the correct switch channel is selected.)
4. Ask students to put on their headsets and the test administrator should put on the teacher headset.
5. Click on the All-Call hot-key on the language lab system control panel. This will send audio (a mix of the microphone, PC audio, and Auxiliary audio from the teacher's station) to all students.



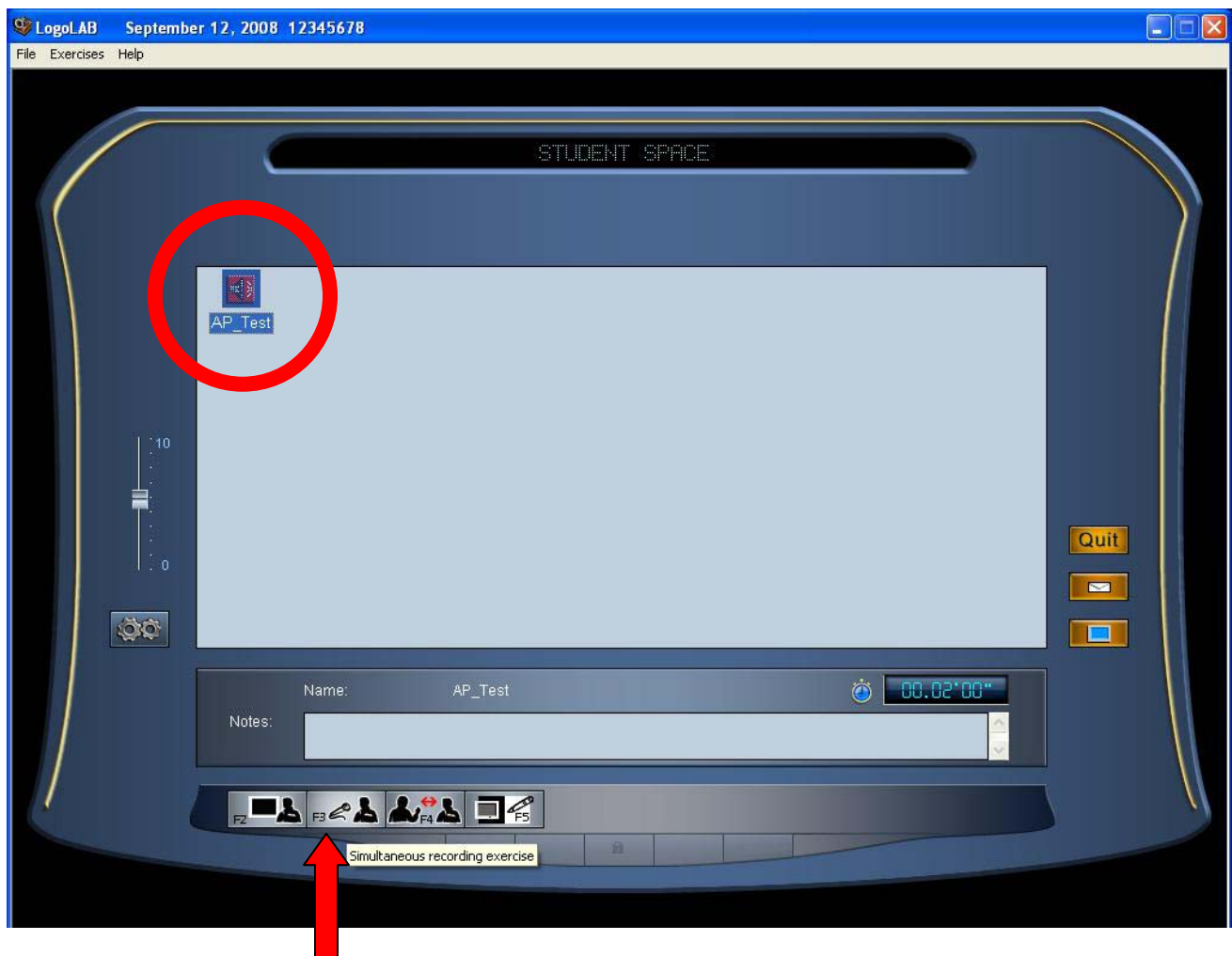
6. Speak into the microphone and have all students adjust the digital volume control on the front panel of their audio interface for a comfortable listening level.



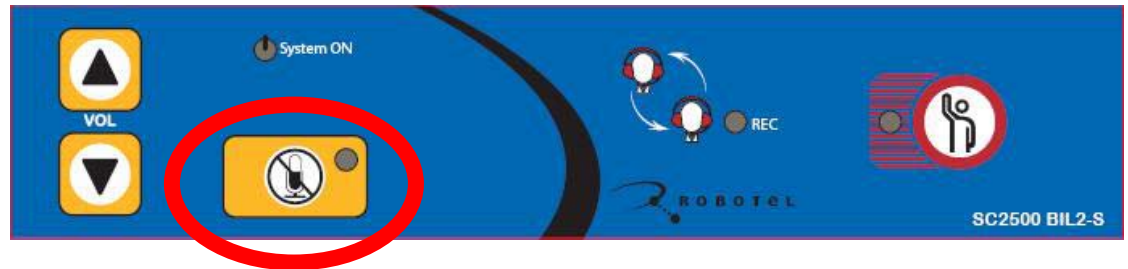
7. Also, ask students to speak into their microphones. Students should ensure that their mute button is not activated, and they should be able to hear themselves through their headsets when they speak.
8. The test administrator should advise students that they should launch LogoLAB on their local computer screens by double-clicking on the LogoLAB desktop icon.
9. Students should then be instructed to login to LogoLAB as new students using their AP number as their login ID and as their password. The students should also use their AP number as their complete name on the new student login screen.

The image is a screenshot of the LogoLAB Expert 4.5.0 login screen. The title bar reads 'New LogoLAB login ID'. The main window has a blue background with a yellow border. At the top, the 'LogoLAB Expert 4.5.0' logo is displayed. Below the logo are several input fields: 'Complete name' with the value '12345678', 'Login ID' with the value '12345678', 'Password' with asterisks, 'Confirm password' with asterisks, 'Keywords', and 'Email address'. At the bottom, there are two buttons: a yellow button with a blue checkmark and a yellow button with a blue 'X'.

10. Once all students have logged-in to LogoLAB, the proctor must login to LogoLAB and create a new class (e.g. AP Test Class). He must assign all of the AP student candidates to that class.
11. He must then make the AP\_Test blank file available to all of the students in the AP Test Class through their student space.
12. Students must be instructed to click on their Mailbox icon and then exit the mailbox by clicking on the Return button. This will refresh the library so that they can see the AP\_Test blank file.
13. The proctor should ask all students to select the AP\_Test file, and then select the Simultaneous Recording Activity. Students should not touch their recorders after this until explicitly instructed to do so.

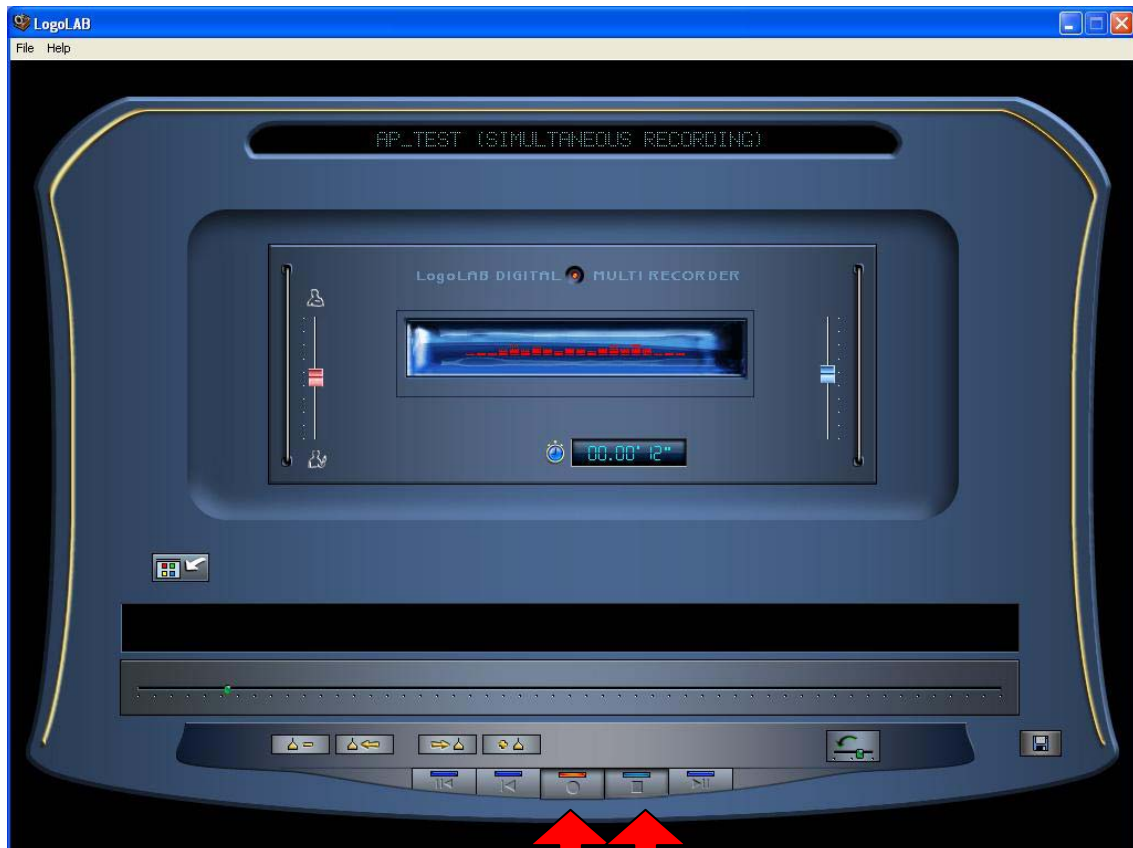


14. The proctor should then mute his microphone.



15. The exam administrator should then begin playing the test CD-Audio master disk, and should confirm that he can hear the audio in his headset. All students should also be able to hear the CD-Audio master disk.

16. If there is a problem correct it immediately. Otherwise, proceed with the test. The audio track on the test CD-Audio will instruct students when to start (Record) and stop (Stop) their recorders.



Record   Stop/Play

17. When the AP test is complete, students should be instructed to wait for the proctor to collect all recordings.
18. The proctor should eject the master CD-Audio disk and cancel the All-Call function.
19. Next the proctor should click on the Symposium (or IntraLAB) mode button and select Support mode.
20. He should then sequentially take remote control of each student workstation, (using the View, Listen and Take Control functions).



21. The proctor must verify that each student recording is complete by playing the beginning and ending of each recording.
22. The proctor must then execute a local save of the student response, naming the file with the student's AP number, (e.g. 12345678.mp3), and saving it to the central AP\_Test\_YYYY-MM-DD folder created in advance for this purpose.



23. After executing a local save, the proctor should click on the Return button on the LogoLAB media player/recorder screen, and then quit the LogoLAB application sequentially on each student computer.

24. At this point, if there has been a problem with any of the student responses, those students should immediately re-take the test.
25. Once valid responses have been saved for all students, the process of copying responses to individual CD-ROMs will begin.
26. Any workstation having a CD-R writeable drive can be used to copy student responses from the AP\_Test\_YYYY-MM-DD folder. The responses are already in the correct MP3 format, and should be correctly named with the students' AP number.
27. Once the responses have been copied to individual CD-ROMs, the original recordings should be deleted from the server.
28. A second copy of the responses (albeit in a WAV format) was also saved to the LogoLAB database: These files should also be deleted. (The proctor must login to LogoLAB and delete all responses for the users with the corresponding AP number names.)

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