



## Proctor Guidelines for ACTFL Writing Exam For CASA Program Application

**BEFORE agreeing to proctor**, please review the following:

- **The proctor must not be a teacher/professor, and if at all possible, not a speaker of Arabic.**
- There may be several applicants taking the exam at a given institution, but **there can only be one proctor per institution**. Traditionally, the CASA Selection Exam has been proctored by a staff member from the Department or Center for Middle Eastern Studies or Arabic Language Department.
- **Proctors agree to monitor the applicant for the duration of the ACTFL exam** (up to 5.5 hours). Please see the bottom of the [Exam](#) page for timing of sections. Proctors may determine the start times and sequence of the exam as well as breaks on the designated date. Make sure to overlap with the tech support team's hours at Language Testing International (9-6pm EST) for the online sections. CASA will email you with further coordination details in mid-January, after the CASA Application deadline.

### **Preparing for the CASA Selection Exam:**

- **Please reserve a quiet room** for the number of students taking the exam.
- **Please coordinate the exam date and time that works best for you and the student(s) scheduled to take the test at your institution.** Make sure all students are informed of the location of the test site, scheduled exam time, and any other pertinent information.
- Each student may need a different level of exam, so the CASA Program Coordinator will share access to downloading the PDFs of each student's exams prior to the test.
- Proctors will need to print each student's exam prior to the test. Students may have different lengths allotted to them for the exam, so please help the students with timing and make sure they stop at the end of their allotted times.

### **Day of the Exam:**

- The exams **must be continually proctored**, even at universities where the honor system is used. Your presence in the room during all parts of the test is required.
- Each section is timed and the proctor must give only the allotted time.
- **Students are NOT allowed to bring dictionaries, textbooks, notebooks, or pieces of paper.**

### **After the Exam:**

Each stateside proctor will be required to email a scan of the students' written exams to a designated address **IMMEDIATELY** after the exam. The address will be shared with the student exam details closer to the exam.

***Please contact our office with any questions or concerns before or during the exam:***

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Harvard University, CMES

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**\*\*We sincerely appreciate your time and commitment with this process!\*\***