



Denver Public Schools

Berlitz Assessment
USER GUIDE

TABLE OF CONTENTS

Test Registration and Payment	3
Teachers	3
Paraprofessionals and Student Services Professionals	3
Scheduling Your Tests	4
Exam Day	8
Virtual Proctoring, Technical Requirements	8
Exam Space	8
Test Platform, Technical Requirements	9
Virtual Proctoring and Starting Your Test	12
Signing into the Test Platform	13
Frequently Asked Questions	14

Test Registration and Payment

- Visit the following website: <https://www.berlitz.com/corporate/dps>
- Select **Teacher, Paraprofessional** or **Student Services Professional**
- Click **Register Now**

Teachers

1. Select the appropriate DPS testing option.
(If it is your first attempt, please select the “DPS Complete Test”)
2. Select how many times you have taken the test.
3. Click **get started** to add your test to the cart.
4. Complete checkout and payment process.

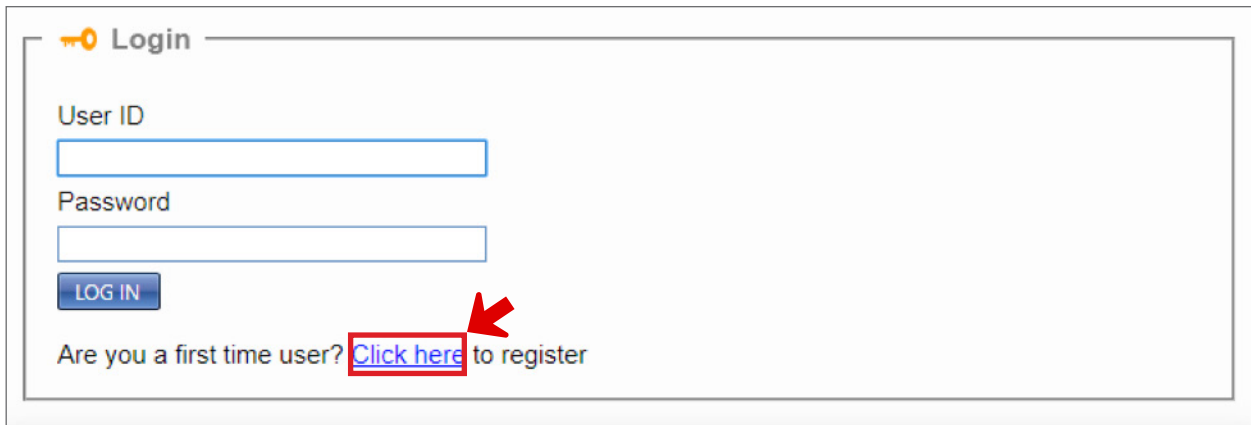
Paraprofessionals and Student Services Professionals


1. Select how many times you have taken the test.
2. Click **get started** to add your test to the cart.
3. Complete checkout and payment process.

You will receive an email with your receipt of payment. Within 1 business day, you will receive a second email from Berlitz that includes a link to schedule your Spanish assessment(s) with Examity, our virtual proctoring site. This email will list the tests that you have registered to take. Keep this email handy as you will be asked to show this to the proctor just before you begin your test.

Scheduling Your Tests

Visit the following website: <http://prod.examity.com/dps/>



 Login

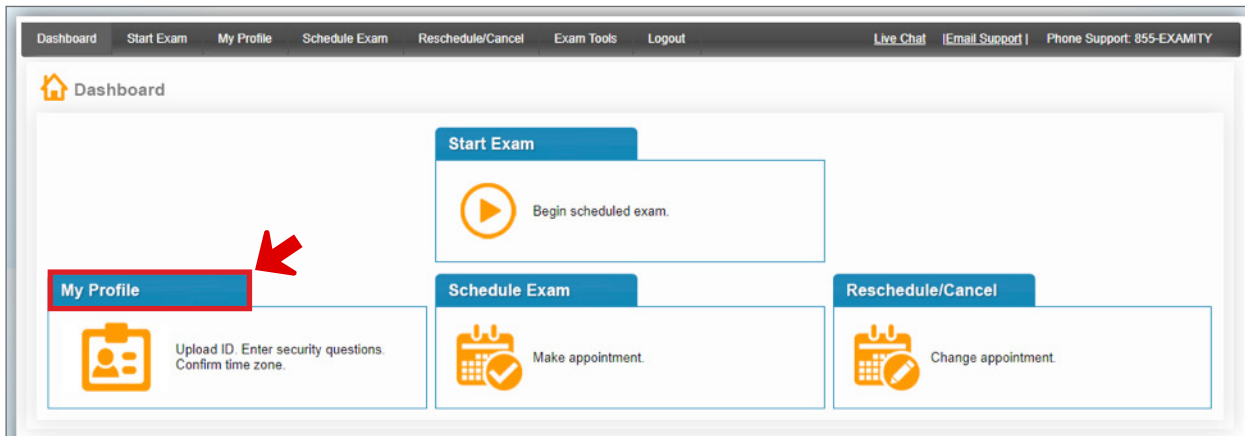
User ID

Password

Are you a first time user? [Click here](#) to register

- To create an account, select **click here**.
- Enter your name and email address.
- Examity will send you a temporary password >> proceed with the process for setting a new password.

- Once you have logged into the website, click **My Profile** to set up your account.



- On the “My Profile” page, proceed with the following steps:
 1. Check that your system has the necessary software by running the “Computer Requirements Check.”
<https://prod.examity.com/systemcheck/ComputerReadinessCheck.aspx>
 2. Verify your user information.
 3. Upload a picture of your photo ID.
 4. Set up your security questions.
 5. Set up your keystroke biometrics.
(For this step, you will simply type your name as you naturally would.)
 6. Save the page when finished.

Once your profile is set up, you can proceed with scheduling your test.

- Click the **schedule exam** option at the top of the screen.
- On the exam scheduling page, select **enroll**.

Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Exam Tools Logout Live Chat Email Support Phone Support: 855-EXAMITY

Schedule/Reschedule Exam

Available Unavailable Scheduled

To SCHEDULE an Exam:

- Select Instructor, Course and Exam.
- Select Date and Time.
- Click "Schedule."

To RESCHEDULE an Exam:

- Click "Reschedule Exam."
- Select new Date and Time.
- Click "Reschedule."

To CANCEL an Exam:

- Click "Cancel Appointment."
- Yes in pop-up message.

If you do not see your course information in the drop down, click here to [enroll](#)

Instructor Name	Course Name	Exam Name	Exam Duration	Exam can be scheduled between
--Select instructor--	--Select course--	--Select exam--		

- A new window will pop up.
- In this window, select all of the tests that you registered to take.

Test Enrollment

Test Name

- Check All
- Reading Test - Paraprofessionals
- Reading Test - Teachers/SSPs
- Oral Test
- Writing Test

- Refresh the page.
- Under Instructor Name, select **Berlitz Testing**.
- Under Course Name, select the test you would like to schedule.
- Under Exam Name, select **Spanish**.
- Once you complete this step, scheduling options will appear. (See below.)
- Select your preferred time, and click **Schedule**.
- **Note:** If you are taking more than one test, then you will need to complete this process for each test that you need to schedule.

Instructor Name	Course Name	Exam Name	Exam Duration	Exam can be scheduled between
Berlitz Testing	Oral Test	Spanish	25 Minutes	05/01/2019 12:00 AM - 05/01/2020 11:59 PM

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Select Time							
12:00 AM	12:30 AM	01:00 AM	01:30 AM	02:00 AM	02:30 AM	03:00 AM	03:30 AM
04:00 AM	04:30 AM	05:00 AM	05:30 AM	06:00 AM	06:30 AM	07:00 AM	07:30 AM
08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM
04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	07:00 PM	07:30 PM
08:00 PM	08:30 PM	09:00 PM	09:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM

Schedule

Exam Day

Virtual Proctoring, Technical Requirements

Examity's Technical Requirements

- A desktop or laptop computer
Note: Exams cannot be taken on a tablet, Chromebook, or cell phone.
- A Microsoft Windows or Apple operating system
- A built-in (or external) webcam and microphone
- An Internet speed of at least 2 Mbps download and 2 Mbps upload
- To run a computer check, visit this website:
<https://prod.examity.com/systemcheck/ComputerReadinessCheck.aspx>

Exam Space

Find a quiet space to take your test.

- Make sure that no one will bother you during the testing time. Other people entering the room during the test may be flagged as potential cheating.

Clear your desk of clutter.

- The virtual proctor will ask to scan the room prior to testing using your webcam. If there are papers and books on your desk, the proctor will ask you to put them away before starting the test.

Close all other programs on your computer.

- Through Examity, the proctor will be able to view what is open on your computer to ensure that no cheating takes place during the test.
- The **ONLY** thing that should be open, other than your browser, is a copy of the email you received from Berlitz, confirming your test registration.

Test Platform, Technical Requirements

Current System Recommendations

A Modern Web Browser

OWL Test Management System supported browsers in order of preference

1. Firefox – Latest version - Currently the best browser available for web apps
2. Chrome – latest version
3. Edge – latest version

** Supported but NOT RECOMMENDED

1. IE11* ** (older versions of IE are not supported)
2. Safari – Fully supported for testing only

Current OS Recommendations

Windows 10

Mac OSX 10.12 ***

iPads as well as Android tablets and phones have been tested with many features; please ask for the latest information about your specific case.

IE11 does not support HTML5 audio or video playback nor does it support HTML5 audio recording. If you are using IE11 you will need to have the latest version (currently 8.11) of Java to record audio. The OWL website that you are using must be added to the Java Exception List both with and without the “www.”

** If you are using IE11 you will need to have the latest version of Flash for audio/video playback.

*** Some versions of OSX including 10.68 require special configuration to run Java. Java is only required for older browsers (see IE11 notes).

Other:

For the best quality response capture, we recommend examinees use USB headsets to record Oral Responses.

Test Platform Browser Check

The browser check page launches a system check similar to that of an Oral Response activity. It can help you determine if your system is set up properly to use OWL for an Oral Response activity. You can launch to the browser check page without logging into OWL by going to: <https://hosted.owlts.com/browser/test>

Pre-Test Checklist

1. Close all other programs.
2. Close all open internet browser windows.
3. Launch a fresh new browsing session.
We usually recommend Firefox or Chrome.

Troubleshoot Test Platform System Check Failure

1. Check Your Computer's Speakers/Headset

Can you hear the “ding” when you change the volume level in Windows?
Does the computer have speakers?
Is the headset cord plugged into the correct jack?
Is the speaker volume low or set to 0?

2. Check Your Computer's Microphone

Does the computer have a microphone?
Is it plugged in correctly?
Is the microphone muted?
Are you sharing the wrong mic?
Is there other audio software hijacking the mic?
Is Skype hijacking the mic?
Test your computer using the Windows Voice Recorder App on your computer.
If this doesn't work, something is wrong with your computer.

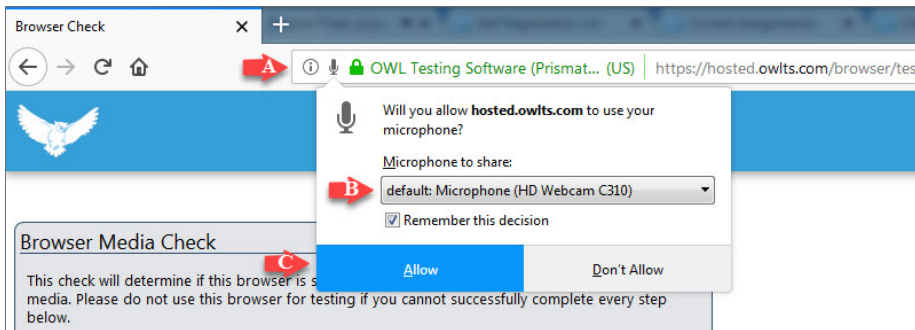
3. Check your Browser

A. Using Firefox go to <https://hosted.owlts.com/browser/test>

- A dialog box should appear in the upper left corner of the browser.
- If it does not appear automatically, click on the grey microphone icon.

B. Be sure to select the correct microphone option.

C. Check **Remember this decision** and Click **Allow**



Once the microphone is enabled, the microphone icon should turn from grey to red and you should have an icon at the top center of your screen.

4. Check your Firewall

much less likely problem is a Firewall issue between the server and the client.

Virtual Proctoring and Starting Your Test

- Fifteen minutes before you are scheduled to begin your test, log into <http://prod.examity.com/DPS>
- On your Examity dashboard, select **Start Exam** and click on **Connect to Proctor**
- Proctor support will walk you through the authentication process. You will be asked to:
 1. Verify your identity. Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
 2. Review the exam rules.
 3. Show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any unauthorized materials.
 4. Verify that you paid for the test that you are about to take by showing the proctor the email you received from Berlitz that confirms your test registration.
- Answer one of the security questions that you previously entered on your profile.
- Type your unique biometric signature as per your profile setup.
- Agree to the user agreement and exam rules.
- Once you have finished the authentication process, click on the **Begin Exam** link.
- After this point, the proctor will sign off, but your webcam, audio, and computer will be monitored until the test is complete and you exit from the site.

Signing into the Test Platform

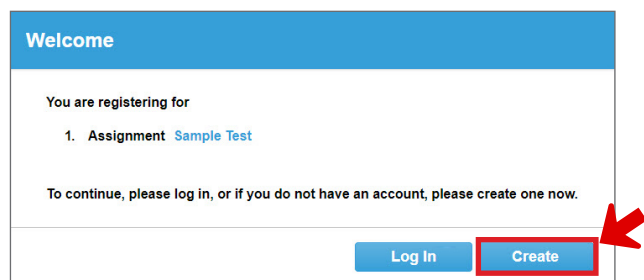
Registration

OWL Self-Registration

Please click on the self-registration link provided to you. It will bring you to the self-registration page.

Once you proceed to the test platform:

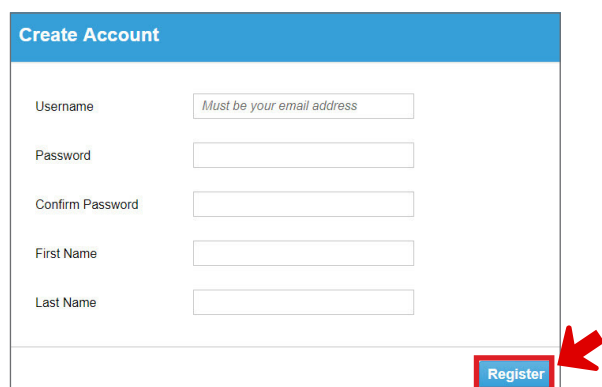
Click the **Create** button to register.



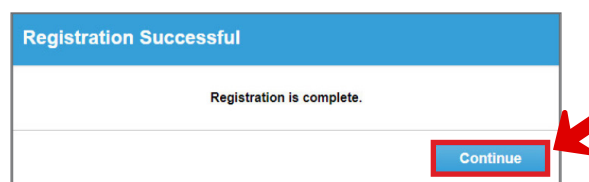
The screenshot shows a 'Welcome' page with a blue header. Below the header, it says 'You are registering for' followed by '1. Assignment [Sample Test](#)'. Below that, it says 'To continue, please log in, or if you do not have an account, please create one now.' At the bottom, there are two buttons: 'Log In' and 'Create'. The 'Create' button is highlighted with a red box and a red arrow pointing to it from the right.

Create Account window will open.

Enter the information requested. (Use the email address where you would like your results to be sent.)
Click **Register**.



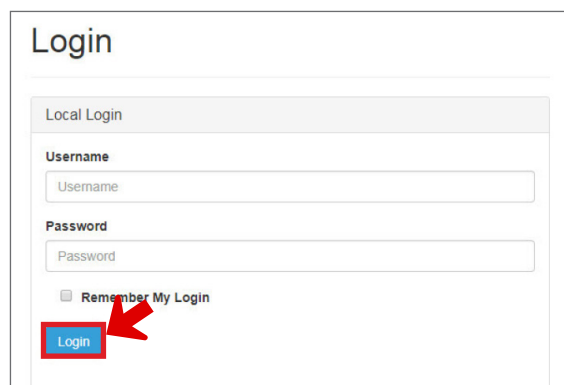
The screenshot shows a 'Create Account' form with a blue header. The form has several input fields: 'Username' (with a placeholder 'Must be your email address'), 'Password', 'Confirm Password', 'First Name', and 'Last Name'. At the bottom right, there is a 'Register' button highlighted with a red box and a red arrow pointing to it from the right.



The screenshot shows a 'Registration Successful' page with a blue header. The main content area says 'Registration is complete.' At the bottom right, there is a 'Continue' button highlighted with a red box and a red arrow pointing to it from the right.

Click **Continue** to proceed.

Enter the user name and password that you have created. Click **Login**.



The screenshot shows a 'Login' page with a blue header. Below the header, there is a 'Local Login' section with two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember My Login'. At the bottom left, there is a 'Login' button highlighted with a red box and a red arrow pointing to it from the right.

Note: After you have taken one section of the test, please use the same account information when you log in to begin a new section of the test.

Frequently Asked Questions

When should I expect to receive my results?

- For the reading test, you will receive an email from donotreply@owlts.com immediately after you complete your test.
- For the speaking and writing tests, you will receive an email from donotreply@owlts.com within three business days of having completed your test.
- All test results will be shared with Denver Public Schools at the same time that you receive your results.

What is a passing score?

Teacher and Student Services Professionals Reading Test:
Minimum 18 correct answers out of 25

Paraprofessional and Clerical Reading Test:
Passing score: Minimum 8 correct answers out of 12

Speaking Test:

- Teachers and Student Services Professionals: LB2, HB2, C1
- Paraprofessionals and Clerical Staff: LB1, HB1, LB2, HB2, C1

Writing Test:

- Teachers: LB2, HB2, C1

What does it mean if a Speaking Test score is “unratable”?

A score of “unratable” means that the rating center was not able to assign a score to a test. Common causes for an unratable test include a muted microphone or inaudible responses. If you receive an “unratable” score, please feel free to submit an inquiry to the following website to request additional information: <http://www.2lti.com/dps>

What should I do if I have other questions?

For questions about billing, test results, or any technical issues encountered when taking the test, please submit inquiries through the following website: <http://www.2lti.com/dps>

For all other questions, please contact the **DPS HR Connect team** at 720-423-3900.



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