2015 AP Procedure for Virtuoso Major / Minor With "E" Interface

TO: All Virtuoso Major and Minor AP Testing Schools
RE: Administration of the AP® Exam Speaking Section - Continuous recording during the speaking portion of the AP Exam

IMPORTANT: Please practice this multiple times before the actual AP Exam. Request that your IT Department not touch the Language Lab or change the network settings until after the AP exams are given.

Please create the AP collection folders prior to the Exam and perform pretest collecting to this folder to assure proper user access to this location.

Some of the steps outlined below are dependent on the version of the Virtuoso and Soloist you have – practicing before the exam will enable you to determine if your system can perform these steps without issues.

The Educational Testing Service (ETS) modifies the guidelines each year for the speaking portion of the AP exam. We have produced the following steps to allow you to administer the exam according to our interpretation of this year's directions from ETS. It is imperative that you obtain and review the directions to ensure that these steps will lead to the desired outcome.

The steps may be a little unfamiliar - but they are quite simple. The students will ***not*** control their Soloist recorders. You will place the students into Record when prompted by the exam instructions and leave the students in record for the *entire duration* of the speaking section (which will record both the audio of the exam along with the student voices). *You will not need to click Record on and off in Virtuoso.*

Steps for the Listening/Speaking portion of the AP Exam

1. Launch Virtuoso. Next have the students Launch Soloist as they normally would for any language lab session.

2. On Virtuoso ***right-click*** the Group 1 yellow button on the upper right side of Virtuoso's "Group Control" panel. A drop down menu will appear - scroll down and left-click the "Display Log in Dialog…" selection.
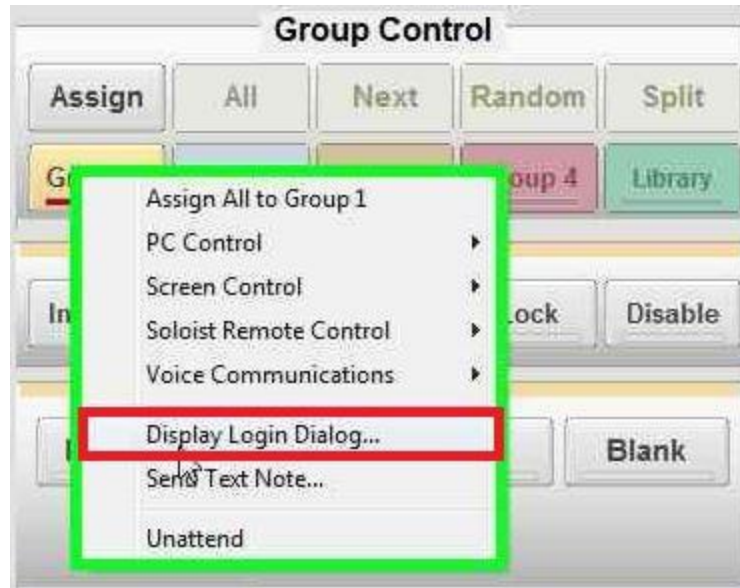
3. A log in dialog box will appear on the student's stations that have Soloist open. The students should enter their AP Exam numbers and click "OK". This will name their recordings with their AP number as required by ETS. You can verify the AP number they entered by looking at the student icons in Virtuoso (float your cursor over a student position to see the entire entry). If students make a mistake you can do step 2 over for everyone.
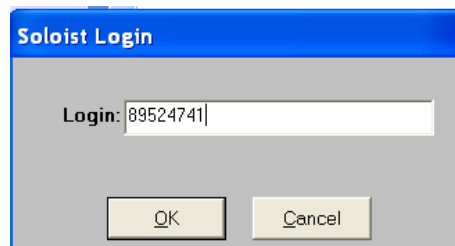
4. **Now the Proctor will instruct the students that they will record their AP number and then verify the recording. The recording (Drill) function is Controlled by the Proctor running Virtuoso.**

   a. **Proctor will use the Group Call 1 button to speak to the students regarding these instructions. Group Call 1 flashing red is ON. Not flashing is OFF. Turn off Group Call 1 after speaking instructions to students.**

b. **Proctor will use the Drill button located within the "Soloist Control" window within Virtuoso to record their AP number, once to start Drill and then once to stop Drill, stop is initiated after the last student is heard speaking their AP number.**

c. **Now select the Rewind button on the "Soloist Control" window and then Play. Each student must confirm they heard their recorded AP number in its entirety. This recording will be part of the AP recording! Do not close this file!**

d. **Do not rewind the file again unless a student had issues hearing their AP number recording. Each student status next to their Soloist Seat Number on the Virtuoso Interface, should now be "EOF" which means End Of File they just listened to.**

****If a student did not record properly****

- **Move this student to another booth.**
- **Unattend the Student station with the record issue. To do this, Select the "Attend" button on Virtuoso (it will flash red) and then select the problematic booth you just removed the student from. This function will remove the problematic station from the system.**
- **Student will launch Soloist on new station and connect to Virtuoso.**
- **Select Close File on Virtuoso screen (see screen shot above). Close file will remove the previously recorded AP number for all students.**
- **Re perform Step 2 for all students before proceeding to step 5.**

5. Next turn ON Group Call 1 (yellow button located in the lower right corner of Virtuoso's window). Again ask the students if they can hear you. If they cannot hear you, try "Reset Audio" within the Help options on the Virtuoso toolbar or move them to another seat in the lab. **Inform the students that they should not touch any controls on their Soloist recorders**.


**6.** In the upper right corner of Virtuoso click the "Volume Controls" button...

7. You will see a "Mic" slider for the Record side of the Volume Controls - Lower the Mic level to the bottom - this process will minimize the Teacher microphone level so the students will not hear your voice while you are playing the AP Exam CD. We recommend anyone at the Virtuoso station remains silent as very faint audio transmission from their microphone may go to the students recording depending on system setup.

Upon Opening Volume Control
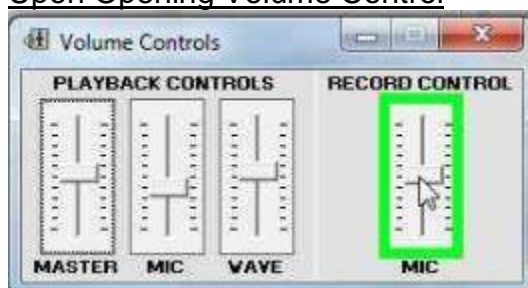
Lower the Record Control MIC
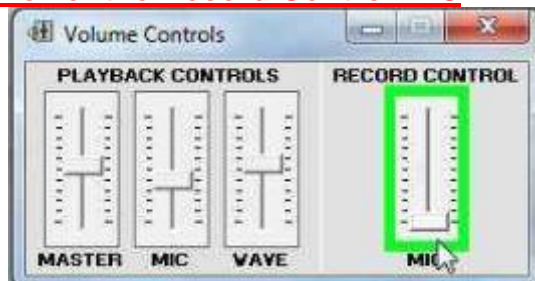
**NOTE: Do Not Close or Minimize the Volume Control Window as this will reset the MIC volume level to previous level! Drag the window to an empty portion of the screen for easy accessibility.

8. When Instructed, Place the Exam CD in the master console PC, the Proctor will use the CD drive located in the Virtuoso PC. We recommend using **Windows Media Player** to play the Audio CD. (DO NOT use Virtuoso's Source Control panel) – <u>NOTE: The CD may start playing automatically.</u>

9. Play the CD in Media Player and wait for the prompt to "place your recorder into the Record Position" – Proctor, at this time click the "REC" (Record) button in the Soloist Remote Control panel in the Virtuoso window.

<mark>You will not stop recording until the exam is over</mark>!

10. When the Exam is over you will be instructed to Stop All Recorders.

   The Proctor must select Stop in the "Soloist Control" Window of Virtuoso AND then turn off Group Call 1.

   <u>VERY Important</u>—During the Soloist file conversion process, DO NOT touch any other buttons on Virtuoso UNTIL EVERY "**WAIT**" indicator is satisfied for each Soloist station! The "Wait" indicator means Soloist is merging the AP recording for collection. Once each Wait status is complete, this will be replaced with "S" (Stop).
   ****EACH SOLOIST STATION MUST HAVE AN "S" NEXT TO THE SEAT NUMBER BEFORE PROCEEDING TO NEXT STEP!**

11. Now select the "Collect" button on the Virtuoso Interface to collect the student recordings.

12. In the Collect Work dialog box below, <mark>**before you click Collect**</mark>, verify these selections on the right side of the Collect Dialog Box.

    a. Monaural (Program + Student Track)
    b. Name file with just User ID is selected
    c. Open Windows Explorer after Collecting is Selected
    d. Collect Type is MP3
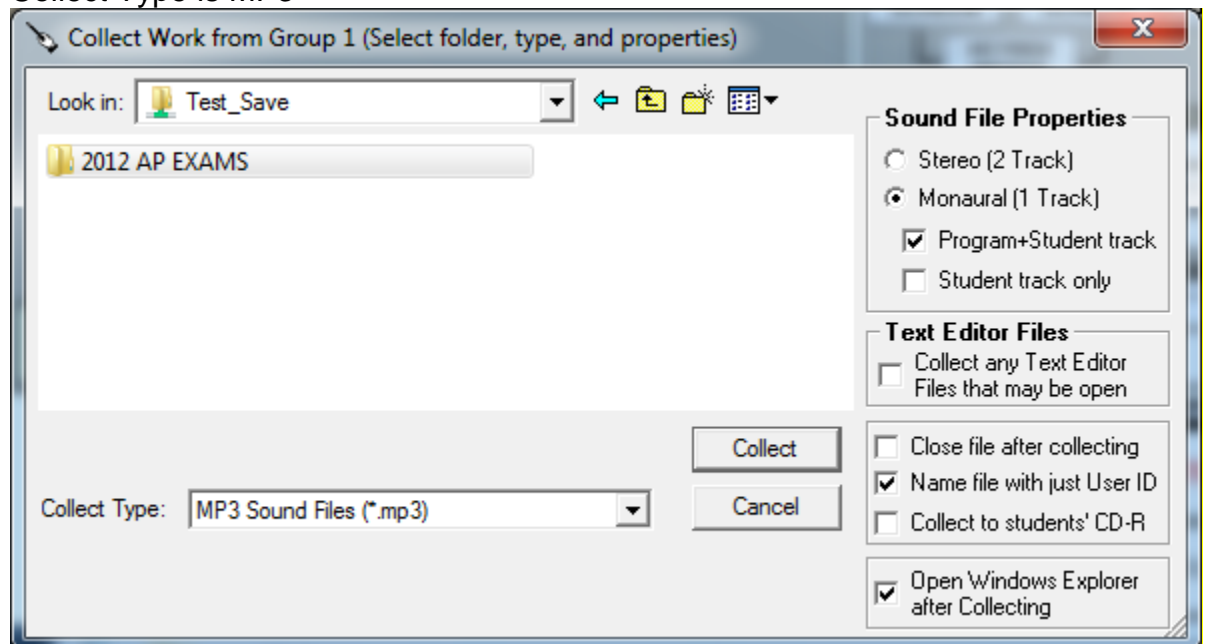
13. Select the pre created AP folder on your network and click Collect. **DO NOT** Select any Mapped Network Drives for a Collection location. Mapped Network

14. After conversion/collection is complete, Windows Explorer will automatically appear showing all recordings that were collected.

In the case where the counter at Virtuoso continues to increment showing 1 or 2 files remaining to collect after an unusual amount of time (typically most files are collected well within 120 seconds).

- Again, make sure the students do not touch anything on the computer or keyboard/mouse.
- Do not let the students leave the room! Ask they remain quite while this problem is rectified.
- When IT or the Proctor attempts to work on the identified problematic Soloist station, <u>DO NOT press the Soloist red record button in Soloist as this will wipe out any remaining files on the pc</u>!
- At Virtuoso click the "Don't Wait" button, and then click the "Continue" button. Then try Collecting again and saving into another subfolder within the previously chosen AP folder.
- If you still cannot collect, you now need to determine which booth(s) did not collect. Then go to the particular students PC and attempt to save the file(s) manually using the Save/Close File button in Soloist and selecting the correct folder or just save to the desktop of the pc and then move the file to a server location.
- If you are still unsuccessful retrieving the file, please call Chester Technical Services at 1-800-342-5285 and press 0. Ask for assistance with AP file retrieval.
  - Notes below for when you contact our office for retrieval assistance.
  - The following directions below assume the exam process performed without any incidents with previous steps 1 through 14.
  - Each Soloist station saves a copy of the file on the local machine in this location. You will most likely need IT to extract this file (admin rights). The path for the file is "C:\Users\%username%\appdata\local\temp". In this location you will find a file named "Solowave.tmp". This is the AP exam. <u>Make a copy of this file and place it on the student desktop</u>. Now rename the extension from tmp to wav. Play the file with the local media player and confirm

you hear the AP number and student recorded responses. If the file is good, rename the file with the Student AP number in this location. Then save a copy to the server. Ideally place this file in the same Collections folder with the rest of the AP exams for burning.

15. At the end of the Test DO NOT let the students leave the room. The Proctor must listen to each student recorded file and confirm that student recorded responses are on each file. Once **every** file is confirmed the students can leave.

16. Last you will need to burn a CD for each student recording. This would be performed on the Teacher Machine CD Burner or other identified CD burning station.

If a student file did not record properly call CTS at 1-800-342-5285 and press 0. Have on hand the Booth Number that this student was placed.

Please familiarize yourself with this manual and how these steps function with your system. Additional notes and alterations are recommended.

PRE Exam Recommendations:
- **Please Create a Folder in the "Collections" location named "201X AP Exams". Within this folder create a subfolder for each AP Exam using the naming convention requested by the AP Manual. Also, include another subfolder within the 201X AP Exams folder named "PRE-Testing" which would be used to confirm your AP students have the appropriate permissions to this folder structure during practice sessions.**
- **We highly recommended that you familiarize your students with how the system works by running mock AP trials using this manual. Doing so, will ease the stress for everyone involved during tests.**
- **Please advise CTS immediately if any of the AP students have issues with saving files to the Server (particularly within the 201X AP Exam Folder) or creating files locally at the students' machines.**
- **Highly recommend that the Proctor become familiar with these steps well before May. Not only become familiar and comfortable with these steps, but, also confirm that the Proctor(s) can successfully run the Software and perform the steps listed above.**