



## Candidate Instructions – Automated Telephone Testing (Short Version)

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You have been registered to take ALTA's Automated Telephone Test (Short Version). This test is designed to assess your ability to speak a language. The evaluation is done over the telephone with pre-recorded questions. **Once you begin the assessment, it cannot be stopped. If for any reason you are disconnected, you have 3 minutes to call back and resume your test.**

***Please read all of these instructions before beginning your evaluation.***

Here are some important things to remember when taking the test:

- A variety of questions about you or about general topics will be asked so that a sample of your speaking ability in that language can be obtained. The questions will be asked in the language to be tested and you will answer in the same language.
- After each question you will hear a phrase "please answer after the beep" followed by 10 seconds in which to think of your response
- You can begin your response after you hear the beep
- You will have 50 seconds to provide your response to each question. Answer the questions to the best of your ability. There are no right or wrong answers.
- All of your answers will be recorded to hear how well you can use the language. It is to your advantage to use as much of the language as possible throughout the test.
- If you need a question repeated, please press the pound (#) key on your phone. You can have the question repeated only once. Note that questions will be repeated automatically if you do not answer after the beep. Your comprehension score will be penalized if you have more than 2 questions repeated.
- Your evaluation will officially begin after you answer your last practice question. Once you start the test, you will not be able to access it again using the same access code. You must finish the test – otherwise, it will not be scored.
- At the end of the evaluation, you will be instructed to hang up the telephone. You will be scored in the categories of communication, comprehension, grammar, and vocabulary. An overall score will be assigned and your results will be sent to the company requesting your test.
- Before starting the test, make sure that you are in a quiet place, and that you have a good phone connection. Please speak loudly and clearly into the telephone. The test lasts less than 20 minutes.



## Taking the test:

To take the test, log in to the ALTA portal ([www.altatesting.com](http://www.altatesting.com)), and click on the test that has been assigned to you. You may also go to [www.altatesting.com](http://www.altatesting.com) and click on "have an access code instead" and enter the access code provided to you in the email.

Below is the message you will see:

*To take your test, call the toll free number listed below (888) if you are located in the continental United States, Alaska, Hawaii, Canada, or the Caribbean. If you are outside those areas, either enter your phone number to request a call from the system (no phone charge applied) or call the long distance number (404). If you request a call, your phone number is not retained by the system. Please note that carrier charges may apply for international callers when dialing the US number directly.*

To be called, click on "enter your phone number", and you will be re-directed to a page where you will enter your phone number: click on the arrow beside the American flag to select the country code of the country where you are located and then enter your phone number. When you receive the call, you will be asked to enter your access code (using the keypad of your phone) to start the test.

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### Take A Test

To take your test, either call the telephone number below and enter the access code listed, or [enter your phone number](#) to request a call from the system.

**Test:**  
Arabic (MSA) Listening & Speaking Test

**Phone Number:**  
1.888.302.4927 or 1.404.994.2582

**Access Code:**  
9908637

**Important information**  
Make sure you've closed any possible distractions, such as music players and chat clients, prior to starting this test.



Below is what you will hear. **The sample and practice questions will be in the language tested.**

- Welcome to the language assessment line.
- Please enter your 7-digit code.
- Your [language] evaluation consists of 11 questions.
- Please respond loudly and clearly in [language] and speak as much as possible.
- To repeat a question, please press the pound (#) key on your phone.
- Be aware that repetitions will affect your final score.
- We will begin with two sample questions, and two practice questions:
- Sample question and answer:

**Q:** *Tell me three things you did today.* ... “Please answer after the beep”...

**Example of a thorough response:** *“Today was an average day. I woke up at my usual time, 6 a.m. I showered, dressed, had breakfast and got ready to go to work. When I arrived at work I went to my supervisor’s office to get my assignment and I also had lunch with some friends from another department.”*

**Example of a poor response:** *“I woke up, brushed my teeth and got dressed.”*

- Second sample question and answer:

**Q:** *“What is your favorite fruit and why?”* ... “Please answer after the beep”...

**Example of a thorough response:** *“I like apples because they are sweet, juicy, and nutritious. They contain a lot of vitamins, so they are good for you.”*

**Example of a poor response:** *“I like apples because they taste good.”*

- Now it’s your turn to answer.

- **Q:** *“What is your favorite fruit and why?”* ... “Please answer after the beep”...  
**(Say your answer into the phone)**



## ALTA Language Services, Inc.

Tel: 404-920-3800 Fax: 404-920-3801 [www.altalang.com](http://www.altalang.com)

- Last practice question:
- **Q:** *“Tell me about the last book you read.”* ... “Please answer after the beep”...  
**(Say your answer into the phone)**
- **Example of a thorough response:** *“Although I have not read a book in a long time, I have been doing a lot of reading at work lately. They just changed some procedures and implemented new policies, so I have been reading about this.”*  
**Example of a poor response:** *“I have not read a book in a long time.”*
- We will now begin with your evaluation.
- Please say your first and last name for the record. **(Say your first and last name into the phone)**
- Questions 1, 2, ... to last question **(Say your answer to each question into the phone).**
- This concludes your language evaluation.
- Please hang up. **(Hang up the phone)**