



## Higher Ed Student Instructions for Ordering Tests (Self-Pay)

To register for your online assessment, please follow the directions below.

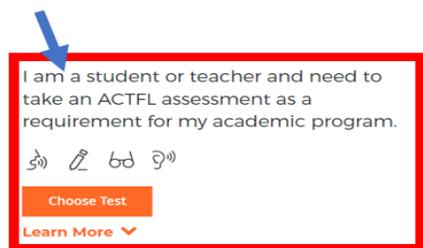
- Go to: [www.languagetesting.com](http://www.languagetesting.com) to purchase your test and create your account.
- On the left side of the screen, select the **language** to be tested, and click **Schedule a Test**:



- On the next screen, go to the righthand column, and choose **I am looking to test for teacher certification or as part of my school program.**



- Scroll to the 2<sup>nd</sup> box down, and select **I am a student or teacher and need to take an ACTFL assessment as a requirement for my academic program.**



- Enter your institution name in the search field for “What school or institution.” (**If your institution does not appear**, contact your institution’s administrator). Click **Continue**.
- On the next page, select your test(s) – click **Select Test** so it turns **blue**; then click **Continue to Schedule**.
- On the next page, select the proctoring option **Web-Based Proctoring** (or select your institution if you’ll be testing at a physical location/on campus).
- Select your time zone and choose the date and time you’d like to take the test.
- Select your Certificate Format and Delivery Method, if relevant. Then click **Next**.
- If you have an existing LTI account, login. Otherwise create one and follow the payment instructions.
- You can review your order or order an additional test before final checkout.
- An email with test instructions will be sent to you once you have finalized your payment.

**Good luck on your test!**

**For Customer Support:** 800-486-8444 (or +1 914.963.7110), Option 1  
Or email [support@languagetesting.com](mailto:support@languagetesting.com)  
Monday-Friday, 8am - 7pm Eastern time