



Guidelines for Implementation of Minnesota Bilingual and Multilingual Seals during Distance Learning due to COVID-19

The purpose of this document is to provide guidelines and recommendations for implementation of Minnesota Bilingual and Multilingual Seals during Distance Learning. It is important to remember that Bilingual and Multilingual Seals Awards provide opportunity for many Minnesota students to earn college credit at Minnesota State Colleges and Universities without paying tuition. Therefore, every reasonable effort should be made to make the testing opportunities available for students.

The key parameters and recommended practices are:

- Seals should be awarded for assessments already taken by students. Minnesota Department of Education (MDE) is continuing to accept seal requests. Send your completed [Seals Request Form](#) to mde.wordlang@state.mn.us
- Graduating seniors should be prioritized. MDE recommends postponing the testing with sophomores and juniors until next school year.
- The virtual proctoring option is encouraged. These options were made available from [AVANT \(STAMP 4S and WorldSpeak\)](#) and the American Council on the Teaching of Foreign Languages (ACTFL) for the [AAPPL assessment](#). This is an **online proctored setting** which allows a student take a test at home for a small additional charge. Please check with AVANT and ACTFL for the details.

Guidance on remote proctoring

Both AVANT and AAPPL have two options for remote proctoring.

Exam	Option 1	Option 2
AVANT 4S & WorldSpeak	Accepted: Online Proctoring	Accepted: Remotely proctored by a teacher or a school staff.
AAPPL	Accepted: Computer proctoring (same as online proctoring)	Not Accepted: At-Home proctoring. This option requires a parent or someone at home to proctor.

Important notice regarding open-book AP (Advanced Placement) Language and Culture exam

Due to the significantly modified exam components administered with an open-book environment, the results of AP exams **are NOT accepted** to fulfill any requirements for a bilingual or multilingual seal at this time.

Important notice regarding IB DP Language B and Language A (Spanish) exam

Due to the cancellation of external assessment, the results of IB DP Language B and Language A (Spanish) exams are NOT accepted to fulfill any requirements for a bilingual or multilingual seal at this time. Students do not have an opportunity to demonstrate the language skills in all four modalities in an unassisted environment.

Guidance on the implementation of Minnesota bilingual seal assessment in D/Lakota, Hmong, Karen, Ojibwe, Oromo, Somali, Tamil, and Vietnamese

This section applies only to the above languages.

- Wherever possible, remote proctoring of these tests is encouraged if the integrity of testing environment can be ensured and proctored remotely by a teacher or a school staff.
 - This option is **strongly recommended** in the languages where online proctoring option for speaking and writing tests are available from AVANT WorldSpeak in Czech, Hmong, Somali, Tamil and Vietnamese. MDE recommends this option keeping in mind of health and safety of students and staff involved. Also during this COVID-19 pandemic, rater availability may be an issue. Note that in order to award a seal, proficiency in reading and listening must be also demonstrated. Minnesota bilingual seals reading and listening assessments are available in these languages in paper and pencil format from MDE
 - While these reading and listening assessments are available in paper and pencil format, online proctoring option should be also explored if an existing technology infrastructure has capacity to deliver the assessment online within your school or district.
 - Reading and listening assessments for above languages should only be considered for in-person administration **IF** no online proctoring option is available in the district. (E.g. Zoom, Google Meet)
 - Contact mde.worldlang@state.mn.us for the test materials and questions.
- In-person assessments in school buildings are allowed **only when all virtual/distance options have been exhausted AND compliance with the health guidance can be ensured** as stated in [the guideline](#) developed by the Minnesota Department of Health. The following are the key areas that must be adhered strictly. The details in each area are found in [the guidelines](#).
 - Conduct in-person assessment by appointment only. Conduct health screening upon arrival.
 - Follow the guidelines when preparing assessment materials and equipment.
 - Follow the guidelines during and after the administration of the assessment.
- Any individual who plans for and proctors in-person assessments must read and become very familiar with [the guideline document](#).

Language(s)	Speaking & Writing Assessment	Reading & Listening Assessment
Czech, Hmong, Somali, Tamil, Vietnamese	AVANT WorldSpeak online proctoring available MN Seals Assessment available	MN Seals Assessment available
Dakota/Lakota, Karen, Ojibwe, Oromo	MN Seals Assessment available	MN Seals Assessment available

For questions, contact mde.worldlang@state.mn.us