



Extempore Wisconsin Seal of Biliteracy Assessment Administration Handbook 2025-26

Contact Information



*FOR ASSESSMENT, RATING, PURCHASING
QUESTIONS AND SUPPORT*

Name: Lisa Parra Staves

Role: Extempore Bilingual Seals SME & DEI

Email: Lisa.Parra.Staves@extemporeapp.com

[CLICK HERE TO SCHEDULE A 1-1](#)

Table of Contents

Page 1: Contact Information & Table of Contents

Page 2: Step 1: Read Through Extempore WI Seal of Biliteracy (SBL) Assessment Information

- Assessment Options & Language Configuration
- Proctor Assurance of Test Security Form

Page 3: Continuation of Page 2 & Technical Procedures

- Assessment Format
- Technical Questions & Procedures

Page 4: Steps 2, 3 & 4

- Requesting an Extempore WI SBL Assessment
- How to Facilitate Assessment
- What Happens After the Test is Done?

To-Do List Prior to Facilitating Assessment

Step 1: Read Through Extempore WI SBL Assessment Information Prior to Submitting a Request

Please, review all information before requesting an WI SBL Assessment and coordinate with other administrators at your district or school, to avoid the same request is made by multiple individuals.

Language Assessments	Assessments by Skill Domains	Assessment Costs	Assessment Vendors & Support
Amharic, Czech, Hmong, Pashto, Slovak, Somali, Swahili, Ukrainian, Tamil, Telugu & Vietnamese	-Extempore for reading & listening assessments -Avant STAMP WS for speaking & writing	-Extempore: \$37 Per Student -AVANT STAMP WS: Price based on quantity of purchase	-Extempore (Listening & Reading) -Avant (Speaking & Writing)
Dakota, Karen Ojibwe & Oromo	-Extempore for all skill domains	\$87.00 Per Student	Extempore
Dari	-Extempore for reading & listening -ACTFL SOBL for speaking & writing	-Extempore: \$37 Per Student -ACTFL SOBL Bundle: \$55.00 w/100+ AAPPL tests or \$209.00 w/o AAPPL	-Extempore (Listening & Reading) -ACTFL (Speaking & Writing)
Extempore Seals Practice Assessment	-Amharic, Hmong, Somali & Vietnamese (Listening & Reading) -Karen & Oromo (Listening, Reading, Writing & Speaking)	\$50.00 per test <i>(cost waived for students who also complete SBL assessment)</i>	Extempore

- Students can take modalities (reading, listening, speaking, and writing if applicable) in any order. Students can take reading first, then listening, or vice versa.
- However, in the speaking and writing tests where there are Part 1 and Part 2, students should take Part 1 first, and then Part 2. This is applicable only in Dakota, Karen, Ojibwe and Oromo.
- All questions in each assessment must be taken in order.
- If a student does not “Submit” an answer because the student wants to come back to the item, they can do so by clicking “Back.” The question will be still visible until the answer is submitted.
- Particularly for writing, please encourage students to write as much as possible. Once a student submits a written response, they cannot go back.

All proctors need to sign The Assurance of Test Security Form. If you are a proctor, please sign this form. Please share it with anyone in your institution who will be proctoring an Extempore WI SBL Assessment.

[CLICK HERE TO SIGN THE ASSURANCE OF TEST SECURITY FORM ONLINE](#)

Continuation of To-Do List Prior to Facilitating Assessment

Assessment Format			
	Structure	Time	Other Notes & Considerations
Reading	6 topics with several passages and each passage will include multiple choice questions. 24 questions total.	There is no time limitation. For most students, it takes 60-90 minutes.	It is allowable to provide printed copies of reading passages if students have issues reading them on Extempore. You can obtain a copy by emailing MDE.
Listening	6 topics, each topic will have multiple passage with 1-4 multiple choice questions for each passage. 24 questions total.	There is no time limitation. For most students, it takes 60-90 minutes.	

Assessment Format			
	Structure	Time	Other Notes & Considerations
Speaking (Part 1)	3 Topics 3 prompts per Topic 9 Responses Total	- The first 9 prompts have a 90 second limit time to respond. - Total of 13.5 Minutes maximum response time. - PLUS time for students to listen to the topic introduction and prompts. 20-30 minutes total	Students have 2 attempts to record a response. Once a student clicks "submit" they cannot record again. Once students click "Record" they should not stop the recording until they have finished providing their response.
Speaking (Part 2)	3 Topics 3 prompts per Topic 9 Responses Total	- The first 9 prompts have a 150 second limit time to respond per question. - Total of 22.5 Minutes maximum response time. - PLUS time for students to listen to the topic introduction and prompts. 30-40 minutes total	Please advise the students to record as much as they can, even if they make a mistake, it is advised that they do not stop. If a student exits or refreshes the page before submitting their response, the attempt will be lost and they will have to record again.
Writing (Part 1)	3 Prompts 3 Writing Responses	No time limit	Encourage them to write as much as possible. Handwriting option available.
Writing (Part 2)	3 Prompts 3 Writing Responses	No time limit	Article on How to Configure Keyboard to the Target Language.

Technical Questions & Procedures

- Have your IT department whitelist Extempore emails with the domain, @extemporeapp.com. If Extempore emails are not whitelisted this can cause issues when we are communicating back to students or administrators when help is needed.
- Extempore Is Accessible on laptops, Chromebooks, Desktops, iPads, Tablets, Smartphones, iPhones, Macs, essentially anything that has internet access.
- The preferred browser is Google Chrome. Chrome is the most up-to-date to work with Educational Software. Do not use Safari.
- Links to Download Extempore APP for tablets & mobile devices:
 - Apple Store: <https://apps.apple.com/us/app/extempore/id1062018455>
 - Google Play: https://play.google.com/store/apps/details?id=com.extemporeapp.mobile&hl=en_US

How To Request & Facilitate an Extempore WI SBL Assessment

Step 2: Request an Extempore WI SBL Assessment

Please fill out and request for each language separately.

[CLICK HERE TO REQUEST AN
EXTEMPORE WI SBL ASSESSMENT](#)

After you have submitted a request for an Extempore WI SBL Assessment. You will receive a separate email for each requested language from Lisa Parra Staves, your Extempore point-of-contact.

Step 3: Facilitating The Extempore WI SBL Assessment

- What will be included in the email?
 - Link to the Extempore WI SBL Assessment
 - Helpful Videos for Administrator & Students (Give them an overview of how to accomplish their steps within the process).
 - Proctor Assurance of Test Security Form (Needs to be submitted before the test is facilitated).
- What do I do with the Links?: You will save the links Lisa will send you. When the date of assessment arrives, you will send the class link to each student (via email) taking that specific assessment. This is the only step the Administrator needs to do in order to facilitate the exam for the students.

Step 4: What Happens After the Test is Done?

1. Email the contacts listed on the right to inform that your students have completed the assessment.
2. Wait to hear back about the results.
3. Lisa will send an invoice.

It should take about 2 weeks to receive results depending on the number of test takers at any given time.

Language(s) Being Assessed	Who to Contact After The Test
Amharic, Czech, Hmong, Pashto, Slovak, Somali, Swahili, Ukrainian, Tamil, Telugu & Vietnamese	-Extempore (Listening & Reading) -Avant (Speaking & Writing)
Dakota, Karen, Ojibwe & Oromo	Extempore
Dari	-Extempore (Listening & Reading) -ACTFL (Speaking & Writing)