Dear All,

                If you joined the Global Program *last year,* feel free to hit the Delete button now.

                I know you’re looking forward to scheduling the third of your ***four required*** OPIs.  I’ll continue to coordinate all the details on your behalf with Language Testing International (LTI).  *The current cycle runs from August 29 through October 5.*

* LTI requires that I submit your availability at least **2 weeks in advance** of your requested test dates.  Thanks for using the grid below.  (No tests will be scheduled on September 2 or 5.)

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| --- | --- | --- |
|  | ***LTI Requires 3 Separate Dates*** | ***One Block of, Minimally, 90-120 Minutes for Each Date; Tests Are Scheduled M-R, 9:00 A.M.-4:30 P.M., and F, 9:00 A.M.-1:00 P.M.*** |
| Date 1 |  |  |
| Date 2 |  |  |
| Date 3 |  |  |

* Your proctored OPIs (which will be recorded digitally and blind-validated by a second rater) will take place here at Lauder on a ***wired landline*** in a private office.  (Cell, speaker, and cordless phones; headsets; and Skype create interference that prevents the assessment from being recorded.)
* Per LTI policy, you won’t be permitted to have any resources—paper, electronic, writing, etc.—with you.
* With the exception of those who entered the Global Program last year, all members of the Class of 2017 ***must*** participate in this OPI cycle.  (If you’re transferring to the Global Program, you need one final test in your original Lauder language.)  If you missed your second OPI last spring, be sure to allow sufficient time for 90 days (LTI’s required waiting period) between each of your three required OPIs this year.
* ***Your graduation date will be delayed if you don’t have the required number of test results on record,*** so please plan carefully.

Once your test is scheduled (be sure to check your Junk folder from time to time), you’ll have a limited window for cancelling without a fee, per LTI policy.  You’ll receive your certified rating (and diagnostic feedback if your rating is lower than Superior) within 2 weeks.

I look forward to hearing from you.

                        Best,

                        Selma

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