

In order to set up your OPI, there are a few steps that you will need to take:

- You'll need to visit the Language Testing International (LTI) website and create a new user profile. You should be able to do this using the following link:

 >>> <https://tms.languagetesting.com/IndividualSite/Register.aspx> <<<

- Once you have done this, you'll need to login and register for the Oral Proficiency Interview (OPI). You will want to select your language, and provide my details so that I can serve as the proctor:
 - > **Name:** Jonathan Swigart
 - > **Email:** jswigart@illinois.edu
 - > **Phone:** (217) 300-7090
 - > **Title:** Office Support Specialist
 - > **Address:** 707 S. Mathews Avenue, Urbana IL, 61801 /University of Illinois Foreign Language Teacher Education Program.

- You will then be asked to provide three dates of availability with approximately 4 hours of open time for each date (ex: [Date 1] 12 p.m. - 4 p.m./ [Date 2] 9 a.m. - 12 p.m./ [Date 3] 1 p.m. - 5 p.m.). These dates must be - AT MINIMUM - 2 weeks from the date you are registering for the exam. So, if you registered for the exam on Tuesday, April 21, the earliest date you could submit as a testing date would be Tuesday, May 5 (just as an example).

- Once you have entered your preferred dates and times for testing, I will receive an email to confirm or change the requested testing dates. If the dates look fine (which they usually do), I will approve them, and you will be notified via email that I have approved/accepted your dates. If anything needs to be changed, I will propose an alternative date/time via the LTI system and you will be able to approve it/change it.

- When your times/dates are approved between the two of us, we will then wait for LTI send confirmation of which date and time they have scheduled someone to assess your oral proficiency. This process can take several days, depending on the dates submitted for consideration. However, your wait will not extend any more than 5 days prior to the scheduled date of the OPI.

- As soon as I know when your interview is scheduled, I will contact you with details for the day of the exam.

If you would like, you are more than welcome to email me the dates/times you are thinking of submitting, and I can confirm those with you via email so you need only submit them once. My hours of availability are 8:30 a.m. - 5 p.m.