National Spanish Examination
Test Administration Instructions

THIS DOCUMENT IS CONFIDENTIAL.
NO STUDENT IS TO BE GIVEN ACCESS TO THIS DOCUMENT.

General instructions:
1. What you say is **"in bold within quotation marks."**
2. What you do is written in normal type.
3. What you observe is [within brackets].

SECRET WORDS
Secret words needed to access the exams were e-mailed to teachers separately. Teachers should print out the secret words and have them ready to provide to the students. Secret words are NOT to be given to the students until they have logged into the test.

A few days prior to students' testing session:
- ✓ Make sure that you have devised a plan to give students their **usernames** and **passwords** on the day of the test.
- ✓ Log into your Quia account and make any last-minute changes as outlined in the e-mail that accompanied this document.
- ✓ Verify with the computer technicians that the computers are up to date with the latest available operating system and browser updates. Running these operating systems and browsers without the latest updates may prevent certain Quia features from working properly. You can view Quia's technical requirements at http://www.quia.com/help/tech/system-requirements.html

  NOTE: The school's IT department **must** complete the following two steps:

  1. Review Quia's technical requirements posted at http://www.quia.com/help/tech/system-requirements.html

  2. Disable the translation feature of certain browsers. Instructions are posted at: https://www.nationalspanishexam.org/images/pdf/disabletranslation.pdf

Immediately prior to students' testing session:
- ✓ Post the **teacher's name** where students will be able to see them during the log in process.
- ✓ Turn on all computers.
- ✓ Using the instructions sent to you by Quia in the e-mail accompanying this document, **log in to your Quia account** in case you need to use it for any of the reasons outlined in the accompanying e-mail.
- ✓ When administering the Proficiency Exam or Levels 4, 5, 6 of the Achievement Exam, ensure that headsets (for listening to audio) are available and functioning at each computer station.

✓ It is suggested that you open up the correct Internet browser and have the page http://www.quia.com/web already on the computer screen when the students arrive. This will present one less step for student error to slow down the log in process.

✓ Know to which computers students will be assigned when they arrive.

✓ Secret words to access the exams were e-mailed to you. Print out the secret words and have them ready for use during Instruction 7 below.

<u>When students arrive for testing session:</u>

✓ Assign each student to a computer station.

✓ Give each student his/her username and password.

➤ <u>Instruction </u>1: Say: **"Please take your assigned seat and wait for my instructions. It is important that you do not touch the computers until instructed to do so."**

[when all students have been seated]
Say: **"Today you will be taking the online National Spanish Examination. We will access the National Spanish Exam through the Quia website."**
If you have already set the browsers to the Quia website, skip instruction 2 and proceed to instruction 3.

➤ <u>Instruction 2</u>: If you have not set the browsers to the Quia website, say:
"Open up your Internet browser and go to http://www.quia.com/web."
Make sure that the students open up the correct Internet browser and are all at the Quia website. When all students are at the website, proceed to instruction 3.

➤ <u>Instruction 3</u>: Say: **"In the spaces provided, enter your username and password."** When all students are at the following page, look at the page with them.

Student Zone		
		❓ Help
Class:	Level01	My account
Instructor:	Walter Moore ✉	
Class web page:	http://www.quia.t:11300/pages/wmoore/page1	

➢ Instruction 4: Say: **"Click on the class web page link."**
   Wait until all students have advanced to the next webpage and say: **"You should now see links to both the NSE exams: one for achievement and the other for proficiency. We are now going to read the final instructions together."** (NOTE: For the Level Pre01 exam, there is only one link.) Read the instructions on the page.

You must complete two separate exams (Achievement and Proficiency) in order to be eligible to compete for prizes. In addition, you must declare a category in the information section at the beginning of the **Achievement Exam**.

Both exams require you to log in separately with (1) your username, (2) your password, and (3) a secret word.

[Note: You will use the **same** username and password for both exams; however, the Achievement Exam and the Proficiency Exam have **different** secret words.]

Click on the link of the exam you are taking today.
Be sure that you take the correct exam.
You will only have one attempt per exam.

My Quia activities and quizzes

QUIZ **2019 National Spanish Examination - Achievement - Level 1**
https://www.quia.com/quiz/7129109.html
QUIZ **2019 National Spanish Examination - Proficiency - Level 1**
https://www.quia.com/quiz/7129110.html

➢ Instruction 5: After you have finished reading the instructions on the page, say: **"Click on the link of the exam you are taking today.** *Be sure you are taking the correct exam. You will only have one attempt per exam."*

➢ Instruction 6: When the students have the following log in screen up, say: **"Do not type in any usernames or passwords until I have finished the instructions. When you type in your username and password, be careful to type them in accurately. They do not have any spaces before or after them.   You will only have one attempt per exam, so you must log in correctly in order to take the exam. After you have typed in your username and password, click the start now button and wait for the rest of the group. Go ahead and type in your username and password."**

This quiz requires you to log in.
Please enter your Quia username and password.

Quiz Log In

Username: [   ]
Password: [   ]

⬅ Enter your username and password.

Start now >>

➢ Instruction 7: When the students have the following "secret word" screen up, say: **"In order to access today's exam you will need a secret word. After you have typed in the secret word, click the start now button and wait for the rest of the group. The secret word is: _____"**

Write **only one** of the following secret words on the board. If you give out an incorrect secret word, the student could log in to another test from home. Students who log in incorrectly will be disqualified, as the computer log will show what date and time the student logged in to the exam.

SECRET WORDS
Secret words needed to access the exams were e-mailed to teachers separately. Teachers should print out the secret words and have them ready to provide to the students.

This quiz requires a secret word.

Secret word

Start now >>

⬅ Enter the secret word provided by your teacher.

➢ <u>Instruction 8</u>. Read the instructions for the exam that you are currently administering.

Achievement Examination	Proficiency Examination
When the students have advanced to the exam page, say: **"Before you begin the exam, there are some things that you need to know about the test. Do not scroll down until you are told to do so.** **I am now going to read the instructions that appear on the test. During this test, you will need to type accent marks. In order to have the accent bar available when you need it, please select *click to float* above these instructions so that the accent bar will move with you as you complete the exam.** **In addition to being a tool to assess your achievement and proficiency in Spanish, the National Spanish Exam is also a contest. Please provide the following information so that your test score will be entered into the correct chapter contest, level and category. Failure to complete the information correctly will result in your disqualification from the contest."** Then tell the students: **"Type in your first name."** Pause. **"Type in your last name."** Pause. **"Type in the name of your school."** Pause. **"Scroll down and select the state where your school is located. You need to know that scroll boxes are a little tricky to use. Immediately after selecting your state, you need to click outside of the scroll box in order to lock in your response. If you don't click outside of the box, you can inadvertently change your answer. You should remember this as you complete the test. If an answer is a in a scroll box, make sure that you click outside the box to lock in your answer."** **"Type in your teacher's last name."** Pause. **"Type in your teacher's first name."** Pause. **"Select your grade. Remember to click outside the scroll box to lock in your answer."** Pause. **"Answer questions 8 and 9 and then declare your category in question 10."** Pause. **"PLEASE NOTE: Failure to declare a category will result in your score being disqualified."** Pause. Go to Instruction 9 on the next page.	When the students have advanced to the exam page, say: **"Before you begin the exam, there are some things that you need to know about the test. Do not scroll down until you are told to do so.** **In addition to being a tool to assess your achievement and proficiency in Spanish, the National Spanish Exam is also a contest. Please provide the following information so that your test score will be entered into the correct chapter contest, level and category. Failure to complete the information correctly will result in your disqualification from the contest."** Then tell the students: **"Type in your first name."** Pause. **"Type in your last name."** Pause. **"Type in the name of your school."** Pause. **"Scroll down and select the state where your school is located. You need to know that scroll boxes are a little tricky to use. Immediately after selecting your state, you need to click outside of the scroll box in order to lock in your response. If you don't click outside of the box, you can inadvertently change your answer. You should remember this as you complete the test. If an answer is in a scroll box, make sure that you click outside the box to lock in your answer."** **"Type in your teacher's last name."** Pause. **"Type in your teacher's first name."** Pause. Go to Instruction 9 on the next page.

➢ Instruction 9: Say: **"This is the end of the student information section. Please look at the warning in the box."** Pause. **"For security purposes, copying, pasting, printing and any other features using the control key have been disabled.**

You are not allowed to have any other window open during this examination. Opening any other window will immediately disqualify you.

I will be moving around the room while you are taking your exam.
Teachers/proctors are expected to walk around the room to supervise and make sure the integrity of the test is not compromised.

Once you have completed the exam and answered all of the questions, click _Submit answers_ to submit the exam. Remember, clicking _Submit answers_ will submit the exam. There is no way to go back and change your answers after the exam is submitted. Be sure to review your answers before submitting. After you click _Submit answers_ your exam will be computer graded and your score will be sent to your teacher in early May.

Submit answers   ← Clicking _Submit answers_ will submit the exam. There is no way to go back and change your answers after the exam is submitted. Be sure to review your answers before submitting.

Say: **"Good luck. You have 40 minutes to complete this examination. You may now begin the National Spanish Examination."**

Look at the clock, add 40 minutes to the current time and post the end time on the board.

NOTE: The students will have 40 minutes to complete **each** examination: 40 minutes for the achievement and another 40 minutes for the proficiency.

This document was last updated on
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