

TIP SHEET FOR 2007 NATIONAL LATIN EXAM

DEADLINES

EXAM FEES ARE SET ACCORDING TO APPLICATION POSTMARK

REGULAR: JANUARY 17, 2007 POSTMARK DEADLINE

\$4.00 per Exam - \$6.00 Foreign - \$10.00 MINIMUM ORDER

NEW!

***** ADDITIONAL CHARGE: \$10.00 SHIPPING AND HANDLING PER APPLICATION *****

LATE: JANUARY 27, 2007 POSTMARK DEADLINE

\$50.00 LATE FEE plus REGULAR Fee (for order of 5 exams or more)

\$20.00 LATE FEE plus REGULAR Fee (for order of less than 5 exams)

APPLICATIONS POSTMARKED AFTER JANUARY 27 CANNOT BE ACCEPTED.

1. The National Latin Exam requires a check or money order with the application. If your school requires a purchase order to be sent and signed by NLE, start this process early.
2. Check with your financial officer to make sure the check was sent. Ask for the date it was sent. (Fifteen schools were unable to participate in 2006 because the check and application were never sent.) Application and check **MUST** be sent together or the application will be returned.
3. Postcards are sent to teachers upon the receipt of their applications. Look for your postcard acknowledging receipt of application and money. If you do not get a postcard, call to make sure you are registered.
4. Exams are sent to the principal, or the examiner (who may be the same person). Make sure you have someone other than yourself (preferably the test examiner) open and count exams when they arrive. Call 1-800-459-9847 if the number of exams is incorrect. **PLEASE REMEMBER THAT TEACHERS ARE NOT ALLOWED ACCESS TO EXAMS OR EXAM MATERIALS PRIOR TO THE TUESDAY FOLLOWING THE LAST TESTING DATE.**
5. If you have questions about students with special needs, e.g., vision, hearing, IEP, etc., call 1-888-378-772 1.
6. Check to see if your school is on vacation during the week of NLE testing (March 12-16) and check one of the other date boxes on the application.
7. Please include your home phone number and e-mail address since it is often very difficult to reach you at your school. **PLEASE PRINT LEGIBLY!**
8. Send only one application and check per school. If your school consists of a middle and high school with different principals, please send two applications.
- 9. Please check to see if you have given the correct SCHOOL zip code.
10. If you need more exams before the deadline, please be sure to indicate that you are sending an add-on. If you need extra exams and answer sheets for new students after the deadline, the cost is \$10 per exam plus additional postage. Call 1-888-378-772 1.
11. Be sure the test administrator counts the completed answer sheets and mails them in the envelope provided on the same day on which the exam was given.
12. In order to identify students for awards, please be sure students use their legal first and last names.
13. The National Latin Exam will **NOT** re-grade answer sheets for erasures. It is the responsibility of the student to erase completely.

ACL/NJCL NATIONAL LATIN EXAM
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