

# National Latin Examination

## Online Test Administration Instructions

### General Instructions:

1. What the proctor reads aloud is “**in bold with quotation marks.**”
2. What the proctor is to do is written in normal type.
3. What the proctor is to observe is [within brackets].

### A few days prior to the testing session:

- ✓ Visit [www.nleonline.net](http://www.nleonline.net) and login with the teacher login code and password that were on the confirmation postcard you received. This is how you will obtain the login codes and passwords for each student. If you do not have your login information, please contact CTS (1-800-459-9847) or the NLE office (1-888-378-7721), as your students will not be able to access the exam without their login codes. NOTE: All teacher login codes and passwords are numeric. Student login codes and passwords, however, may be comprised of letters, numbers and other characters.
- ✓ Make certain to have enough usernames and passwords for the number of students taking the test. Please contact CTS if you do not have enough.
- ✓ Make certain to have a plan for distributing usernames and passwords to students on the day of the test.
- ✓ Make certain to know which students get which login codes. Each school will receive login codes based on the levels of the exam. For instance, all students taking the Latin 2 exam must be given Latin 2 login codes. Usernames begin with the level of exam. For instance, all Latin One users begin with “LatinI,” Latin Two users begin with “LatinII,” etc. The characters after “Latin” are in Roman numerals. ***This step is crucial for correct scoring of the exam.***
- ✓ Please note: Each student may take only **ONE** level of exam (that is, each student is only allowed to have **ONE** login).
- ✓ Verify with your computer staff members that your computers are functioning and meet minimum system requirements:
  - At least 512 MB of RAM
  - Internet connection speed of 56 Kbps or faster
  - Windows XP, Vista, 7, or 8
    - Internet Explorer 7 and above
    - Mozilla Firefox version 12 and above
    - Google Chrome
  - Mac OS X
    - Safari 3 and above
    - Mozilla Firefox version 12 and above
    - Google Chrome

### Immediately prior to the testing session:

- ✓ Turn on all computers.
- ✓ Open all computer browsers and have [www.nleonline.net](http://www.nleonline.net) loaded.
- ✓ Know how students will be assigned to computers.

**When students arrive to the testing session:**

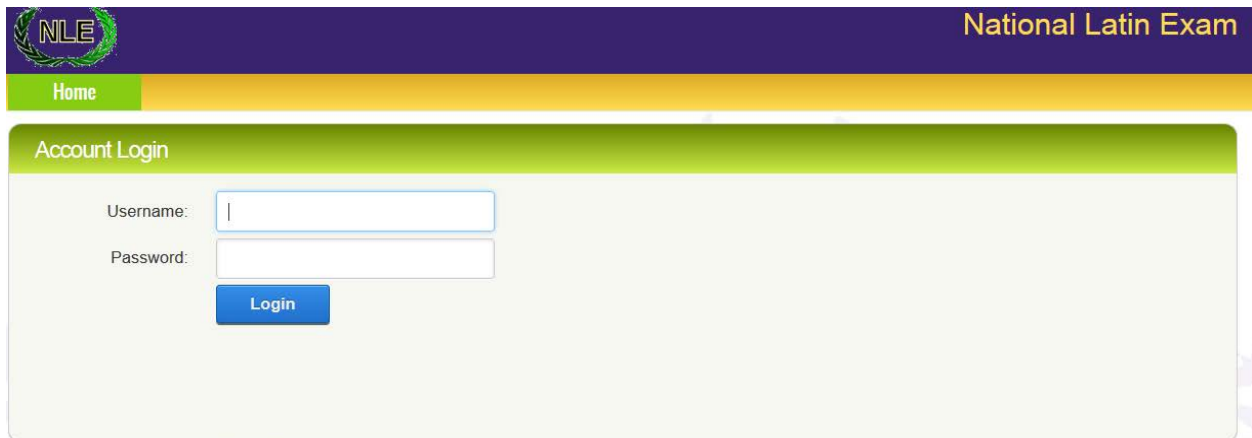
- ✓ Assign each student to a computer.
- ✓ Give each student his or her username and password.
- ✓ **PLEASE NOTE:** Each student is only permitted to take ONE level of exam per year.

**Instruction 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.”**

[wait for all students to be seated and quiet]

Say: **“Today you will be taking the online National Latin Examination. Before we begin, put your cellphone and other electronic devices away. You may not have them out at any time during this test. Your computer should be logged into [www.nleonline.net](http://www.nleonline.net). If it is not logged into that website, please do that now.”**

[wait for all computers to be successfully on the website. Students should see a login screen like the one pictured below]



The image shows a screenshot of the National Latin Exam (NLE) website's login page. At the top, there is a purple navigation bar with the NLE logo on the left and the text 'National Latin Exam' on the right. Below this is a yellow bar with the word 'Home' on the left. The main content area is white and has a green header that says 'Account Login'. Inside this area, there are two input fields: one for 'Username:' and one for 'Password:'. Below the password field is a blue button labeled 'Login'.

**Instruction 2:** Say: **“Now enter your username and password in the appropriate boxes. When you have correctly entered your username and login, click the ‘Login’ button.”**

[wait until students have all logged in. They should see a screen similar to the one below. The background color will be different, depending on the level of test].

## Student Information

Please enter your information.

First Name:  Required

Last Name:  Required

Grade:  ▾

School:

[Save Information](#)

**Instruction 3:** Say: “Verify that your school information is correct. Also, verify that you have logged into the correct test. The test type will appear in the top left of the form. If either of these is not correct, please tell me. Now enter your first name and last name. Select your grade from the drop down menu. Raise your hand if you have any questions. DO NOT click the ‘Save Information’ button until you are instructed to do so.”

[wait for students to enter information.] If school information is incorrect for any student, record that student’s name and login information. After the exam it will need to be reported to CTS at 800-459-9847. It will be corrected after students have taken the exam. If the student has logged into the wrong level, give that student a login code for the correct level. If you need more login codes, immediately contact the CTS office at 800-459-9847.

**Instruction 4:** Say: “Do not click ‘Save Information’ until you are instructed to do so. Once you click ‘Save Information’ you will begin the test. You will have 40 minutes to complete this test. You are not allowed to copy, paste or print anything regarding this exam. You are not allowed to have access to notes, books, phones or any other communication devices during this test. You are not allowed to have any other window or tab open on your computer during this test. Violating any of these regulations will immediately disqualify you. I will be moving around the room during the test. During the test you may use the ‘Next’ and ‘Prev’ buttons to navigate from question to question. You may also use the dropdown menu in the upper right of your screen to go to specific questions. The answers you have selected will *only* appear on the Summary screen. You may access this screen at any time during the test. You may go back to change answers at any time. However, once you answer a question you may not leave it blank. There is no penalty for guessing, so you should answer every question. Once you have completed the test and answered all of the questions, the Summary screen will appear. On that screen you may verify your answers. You may click on a question to return to that item. When you have completed the test, you MUST click the ‘Submit’ button to submit your answers. If you do not click ‘Submit’ your answers will not be recorded. Once you click ‘Submit’ your username is locked and you will not be able to change answers. When you finish your test, you may read silently or do non-Latin work. You may not access your

**phone or other communication device. You may not use the computer for any other purpose. Are there any questions?"**

[answer any student questions]

Say: **"You may now click 'Save Information' and begin the National Latin Examination. Good luck."**

Look at the clock. Add 40 minutes to the current time and post the end time on the board. During the test, walk around the room to maintain test security and to answer any student questions. If a student exits the exam before clicking 'Submit' he or she may log back into the test using the original login information. All progress will have been saved.

N.B.: The online test, like the paper and pencil test, is only as secure as the proctors make it. Vigilant proctoring is essential to maintain test security. Any student opening another browser, translator, or seeking unauthorized help – electronic or otherwise – should have his/her test voided. Students should be reminded of these rules, and to put cell phones away.

Instruction 5: After 35 minutes, say: **"You have five minutes remaining."**

Instruction 6: After 40 minutes, say: **"Time is up. Please stop working. If you have not already done so, please click the 'Submit' button on the summary screen. If you do not click the 'Submit' button your answers will not be recorded. Once you have clicked 'Submit' please close your browser. This concludes the National Latin Examination."**