

TIP SHEET FOR 2014 NATIONAL LATIN EXAM

FEES AND DEADLINES

Exam fees are determined according to application postmark.

Regular Order: JANUARY 21, 2014 Postmark Deadline

1 or 2 exams \$10; 3 or more exams \$4 each

Foreign: 1 exam \$10; 2 or more exams \$6 each

All orders will include a \$10.00 charge for shipping and handling.

All credit card orders will include a \$5 convenience fee.

Late Order: January 31, 2014 Postmark Deadline

\$50.00 Late Fee + Regular Fee (for order of 5 exams or more)

\$20.00 Late Fee + Regular Fee (for order of 4 or fewer exams)

APPLICATIONS POSTMARKED AFTER JANUARY 31 CANNOT BE ACCEPTED.

1. The National Latin Exam requires payment with the application (Check, money order or credit card). If your school requires a purchase order to be sent and signed by NLE, please start this process early.
2. Check with your financial officer to make sure the check was sent. Ask for the date it was sent. (Over thirty schools were unable to participate in 2013 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 BY JANUARY 21 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., and/or your school will be administering different levels of the exam at different times, please call 1-888-378-7721.
6. Check to see if your school is on vacation during the week of NLE testing (March 10 - 14) 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 or after the deadline, please be sure to use the add-on application found on the NLE website.
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 last exams were 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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