

NOTA BENE

PRIOR TO THE EXAM

- Choose your examiner wisely. Make sure s/he is conscientious and will follow the directions on the blue sheet. If the blue sheet is not returned signed, your exams will not be scored until the blue sheet is returned and after all other exams have been processed.
- Advise your examiner that answer sheets must be mailed in the envelope provided on the same day that the exam is given. If different levels are given on different days, the examiner must secure ALL answer sheets and mail them on the last day your students take the exam.
- In mid-February, confirm with your examiner that the exam materials have arrived, have been counted and are stored in a secure location. “Lost” packages are almost always somewhere in the school having been signed for by an Administrative Assistant, mailroom person, custodian, etc. Check thoroughly before calling. If you still cannot locate the materials, you may get a UPS tracking number by e-mailing clementtestingservice@verizon.net or by calling 1-800-459-9847.
- Make sure that there is just one application from your school. Each application is assigned a code number. If there is more than one application from one school, the students’ answer sheets are invariably returned in one package but the computer company is expecting two packages to be returned. That means at least one teacher will receive a letter saying that their answer sheets have not been returned and unnecessary panic ensues.
- If you live in an area where snow days are a distinct possibility, plan an early administration date. If possible, plan an alternate date as well.
- **NB:** Teachers are now permitted to have their students fill in the demographic information at the top of the answer sheet prior to the administration of the exam. The teacher should obtain only the answer sheets and the blue “Instructions to Examiner” sheet from the exam administrator, have their students complete the demographic information in class, collect all the answer sheets and blue “Instructions to Examiner” sheet, and then return them to the exam administrator as soon as possible. **For those schools that choose to complete the demographic information early, the testing time will be reduced to 40 minutes.** For those schools that choose to complete the demographic information at the administration of the exam, the testing time will remain 45 minutes, 5 minutes for the demographic information and 40 minutes for the exam.
- **NB:** The National Latin Exam Committee will now allow the Latin teacher to be present during the administration of the exams to their students. The teacher must serve as an assistant proctor only but may not be the head administrator of the exam and may not handle exam materials. The NLE has made this change after numerous requests and long discussions!
- LASTLY BUT MOST IMPORTANTLY, know that you are not allowed access to the exams prior to the release date listed on the Instructions to Examiner sheet.

WHEN RESULTS ARE RETURNED

- Count your awards immediately. Award problems can be resolved in April by e-mailing clementtestingservice@verizon.net or by calling 1-800-459-9847.
- Inscribe your certificates when first received. Don’t be caught with a misspelled name on a certificate on your awards ceremony day! (Please inscribe all certificates before calling about any mistakes.)
- If you do not get your results by April 25, you may get a UPS tracking number by contacting Clement Testing Service at 1-800-459-9847.
- Check for correct spelling of names for students with perfect papers. If there is a discrepancy, contact the National Latin Exam Office at 1-888-378-7721.

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