



NOTA BENE

PRIOR TO THE EXAM

- The Latin teacher may now serve as the examiner for his or her students or may choose to appoint an examiner as in the past. In either case, the exams must be sent to a school administrator who will secure and hold the exams until the exam day. Teachers are strongly encouraged to have other examiners or proctors in the room, particularly if there is a large number of students testing.
- Both the teacher and examiner must follow all 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.
- **Teachers and examiners are reminded 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 teacher or examiner must secure ALL answer sheets and mail them on the last day your students take the exam.**
- In mid-February, confirm with your administrator 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.
- Teachers are 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 administrator to whom the exams were sent. The teacher should then 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 that same 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).
- **The teacher may not discuss, distribute, or otherwise release the exams to anyone until the release date listed on the Instructions to Examiner sheet. This includes students, teachers, parents, colleagues, internet, etc.**

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 clementtestingservice@verizon.net or by calling 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.