

# TIP SHEET FOR 2017 NATIONAL LATIN EXAM

## **FEES AND DEADLINES**

Exam fees are determined according to application postmark.

### **Regular Order: JANUARY 20, 2017 Postmark Deadline**

1 exam \$10 total (+ S/H); 2 or more exams \$5 each

Foreign: 1 exam \$10; 2 or more exams \$7 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: February 1, 2017 Postmark Deadline**

\$50.00 Late Fee + Regular Fee (for order of 21 exams or more)

\$20.00 Late Fee + Regular Fee (for order of 20 or fewer exams)

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. Application and check must be sent together or the application will be returned. Many schools had to pay the late fee because their application and payment weren't postmarked by the deadline.
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 BY JANUARY 20, 2017, CALL 1-888-378-7721 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 or answer sheets is incorrect. **PLEASE NOTE THAT IF YOUR EXAMINER/PRINCIPAL WAITS UNTIL THE LAST MINUTE TO CHECK YOUR MATERIALS AND DISCOVERS THAT YOU ARE SHORT EXAMS OR ANSWER SHEETS, YOUR SCHOOL WILL HAVE TO PAY FOR EXPEDITED SHIPPING OF THESE MATERIALS.** Please remember that teachers are not allowed access to exams or exam materials prior to the release date listed on the Instructions for Examiners sheet.
5. If you have questions about students with special needs, e.g., vision, hearing, IEP, etc., please call 1-888-378-7721.
6. Check to see if your school is on vacation during the week of NLE testing (March 13-17) and check one of the other date boxes on the application.
7. You must 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, you must 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 the exam is administered, or on the last day the exam is administered, if different levels are given on different days.**
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

University of Mary Washington

1301 College Avenue

Fredericksburg, VA 22401

Tel: 1-888-378-7721 • Fax: 1-540-654-1567 • E-mail: [nle@umw.edu](mailto:nle@umw.edu) • Website: [www.nle.org](http://www.nle.org)

Clement Testing Service: 1-800-459-9847