

TIP SHEET FOR 2019 NATIONAL LATIN EXAM

FEES AND DEADLINES

Exam fees are determined according to registration postmark.

Regular Order: JANUARY 22, 2019 Postmark Deadline

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

International: 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, 2019 Postmark Deadline

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

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

1. The National Latin Exam requires payment with the registration form (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. Consult your financial officer to make sure the payment was sent. Ask for the date it was sent. Registration form and check must be sent together or the registration will be returned. Many schools had to pay the late fee because their registration and payment were not postmarked by the deadline.
3. Postcards are sent to teachers upon the receipt of their registrations. Look for your postcard acknowledging receipt of registration form and payment. **IF YOU DO NOT RECEIVE A POSTCARD, CALL 1-888-378-7721 TO MAKE SURE YOU ARE REGISTERED.**
4. Exams are sent to the principal, his or her designee, or to the examiner (who may be the same person as the principal or designee). **The exams may not be sent to the Latin teacher, who may now serve as the exam administrator.** The person who receives the exams must open and count the 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 prior to your scheduled examination date and may not review, discuss, or distribute the exams prior to the release date listed on the Instructions for Examiners sheet.
5. Students who receive accommodations due to an IEP or 504 plan are allowed to receive those accommodations on the NLE. If you have questions or issues about this, please call 1-888-378-7721.
6. Check to see if your school is on vacation during the week of NLE testing (March 11-15) and check one of the other date boxes on the registration.
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 registration form and check per school. **If your school consists of a middle and high school with different principals, you must send two registrations.**
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 request form 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

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Clement Testing Service: 1-800-459-9847