

# SUGGESTIONS FOR PROCTORING THE NATIONAL LATIN EXAM

The actual administration of the National Latin Exam remains a continuous source of problems and frustrations for Latin teachers. The most common problems include exams that were never ordered or were lost after they arrived, misinformed students and administrators, exam answer sheets that were not collected and therefore not sent in for grading, instances of cheating, general confusion, etc. All of these things which can and do go wrong could be prevented through planning by the Latin teacher and careful selection of the test administrator. Along with the list of hints we send out with the applications, here are some suggestions to insure a smooth experience on exam day:

- Choose test administrator and proctors wisely. You want to insure that the person administering the exam is knowledgeable and reliable and that the integrity of the exam is uncompromised. Let's face it – not every testing coordinator or guidance counselor is as excited as we are about the NLE. For them it is just another test and another item added to the already teetering stacks on their desks. Ask colleagues in whom you have confidence to take on this task, and be sure to reward them with a thank-you or a little gift afterwards.
- Go over the procedures with your test administrator and proctors before the day of the exam. Sometimes the administrator may not read the directions until the day of the exam or may be unfamiliar with the procedures. Find the time to meet with those giving the exam and offer suggestions. Remember to include a list of all students taking the exam and which exam they are to take.
- Get the date of the exam on your school's calendar, and remind your school's administration a day or two before the exam date to insure that there are no assemblies or fire drills during testing time.
- Remind your students specifically when and where the exam is being given. Perhaps reminder slips taped to #2 pencils can be distributed the day before.
- Have your test administrator place the names of each specific test on Post-It notes, and have them placed around the room in which the exam is being given so that no students taking the same exam are sitting next to each other. Cheating is always a problem, and a savvy proctor can anticipate this issue.
- Have your test administrator count the number of tests before mailing them away to insure that the number of test takers equals the number of answer sheets being placed in the envelope. Teachers find answer sheets left in test copies every year, and students are disappointed because these exams cannot be scored or receive awards.
- Have the test administrator collect all copies of test and hold them for you until the designated day for release of exams to the teachers.