National Spanish Examinations
General Information - Test Administration

Emails sent prior to Exam Day
For security purposes, you should have received two (2) separate emails:
- (1) usernames and passwords
- (2) secret words

If you did not receive both of these emails, first check the SPAM (JUNK) folder of your email program. If the missing email is not there, please email lmikenas@nationalspanishexam.org or contact the NSE support line - (219) 465-2100.

Documents Needed during Test Administration
You MUST PRINT OUT three documents before administering the National Spanish Exam:
1. The email containing USERNAMES and PASSWORDS for your students.
2. The email containing the SECRET WORDS.
3. The PDF file containing the Test Administration Instructions.

Both the emails and PDF file are confidential. No student should be given access to any of these documents.

Test Administration Dates
The National Spanish Exam is to be administered between March 1 – April 10.
Technical support is available Monday through Friday, between the hours of 7:00 am and 4:00pm (Central time).

Exam Preparation
Teachers must complete the following steps 1 – 2 weeks prior to administering exam:
1. Print out Quia's Technical Requirements and give them to your school's technology department to ensure that all computers are set up correctly for the exam.
2. Administer a Past National Spanish Exam to your class   If the past exams work, then the actual exam will work.

NSE Quick Login
Students
1. go to www.quia.com/web
2. enter student username/password
3. gain access to the exam

Teachers
1. go to www.quia.com/web
2. enter instructor username/password
3. gain access to instructor account

VIDEO
Logging into Your
Teacher Quia Account

Note: Each teacher should be logged into his/her instructor account before the students arrive for the exam!

CHOOSING THE CORRECT CATEGORY

There is an information section at the beginning of the exam. Students will be required to fill out a category in which to compete for awards and prizes.

VIDEO:
Choosing the
Correct Category

Classroom Experience, Outside Experience, or Bilingual.

In order to allow students with like-exposure to compete against one another on the contest portion of the National Spanish Examinations, there are three categories in which students compete. This video discusses how to choose the correct category.

ADDING NEW STUDENTS

If you would like to register additional students to take the exam, follow these steps:

1. Navigate to the appropriate class roster using the Class drop-down menu in the upper left.
2. Type the students' first and last names into the blank rows of the roster. If you run out of space, click "Add more rows..." to add additional rows at the bottom.
3. When you have added all the students, click "Save changes".
4. A username and password will be generated for each new student. To see a student's password, click on the lock icon.

VIDEO:
Adding New Students

If you add any additional students, you must send payment to the NSE National Office (PO Box 2058; Valparaiso, IN 46384) for these students BEFORE NSE will release any scores. Please note that adding new students requires that you also pay the $2 late fee per new student registered.

SUBSTITUTING STUDENTS for others not taking the exam

If your roster contains students who will no longer be taking the exam, simply ignore their names on the roster. You cannot delete any students' names, and there is no refund for students previously registered. However, substitutions can be made for students not taking the exam.

1. Log into your teacher account.
2. Ignore the entry of the student who is not taking the exam.
3. Add the new student to the correct level.

The two entries will cancel each other out with regards to payment, provided that the username/password of the original student is not activated.

VIDEO:
Substituting Students

CHOOSING THE CORRECT EXAM LEVEL

VIDEO:
Choosing the
Correct Exam Level

The National Spanish Examinations are standards-based assessments. Students. Students must be registered in the exam level which corresponds to the same Spanish course in which they are currently enrolled and for which they are receiving credit on their transcript.

CHANGING A STUDENT'S EXAM LEVEL

If you need to change the level for which one of your students is registered, simply add him or her to the roster for the new exam level and ignore the entry for the original exam level. A new username and password will be generated for the student. Be sure that the student uses the new username when taking the exam, so that he/she can access the correct exam.

1. Navigate to the appropriate class roster using the Class drop-down menu in the upper left.
2. Type the students' first and last names into the blank rows of the roster. If you run out of space, click "Add more rows..." to add additional rows at the bottom.
3. When you have added all the students, click "Save changes".
4. A username and password will be generated for each new student. To see a student's password, click on the lock icon.

VIDEO:
Changing an Exam Level

PROVIDING STUDENTS WITH ADDITIONAL ATTEMPTS

Each student may only take the National Spanish Exam once. Students will be automatically barred from taking the exam multiple times. However, if something goes wrong (power / Internet outage, school emergency, etc.), the teacher may add an attempt for individual students.

NOTE: All teachers should be logged into his/her Quia account **BEFORE** the students arrive for the test.

1. Log into the instructor Quia account.
2. Click the "Quizzes" link in the upper left corner.
3. Click the folder next to the student's exam level.
4. Click "Add attempts" next to the exam for which you want to allow an extra attempt (achievement or performance).
5. Change the number of attempts to 2 using the drop-down menu labeled "Attempts" next to the student's name.
6. Click "Done".

VIDEO:
Adding Attempts

The student will now be able to log in and attempt the exam a second time USING THE SAME USERNAME AND PASSWORD.

VIEWING EXAM RESULTS

After students take the exam, teachers may view exam results by following these steps:
1. Log into your instructor Quia account.
2. Click the "Quizzes" link in the upper left corner.
3. Click the folder next to the student's exam level.
4. Click the reports icon next to the exam for which you would like to view results.
5. Select your report settings.
6. Click "View" to view a report of your students' results.

Non-Urgent Requests	Immediate Assistance
For non-urgent requests, please contact Quia Support at nse@quia.com.	For requests that require immediate assistance, please contact the NSE Support Line (219) 465-2100. Technical support is available during the test window Monday - Friday from 7:00 am - 4:00 pm (Central Time).