

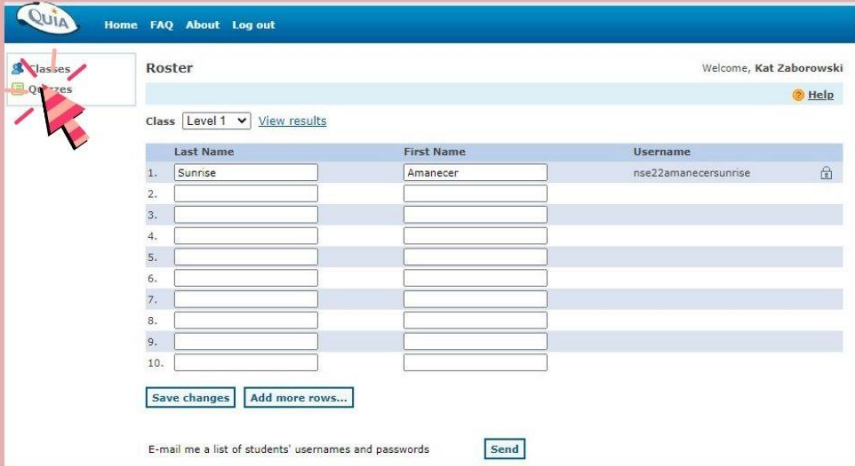


HOW TO : ADD ATTEMPTS

National Spanish Exam

1

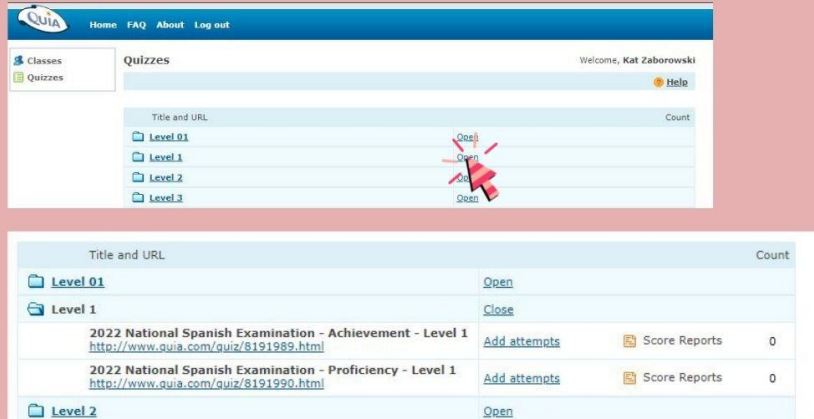
Log in to Quia Instructor Account and Click "Quizzes."



How To:
Add Attempts

2

Choose the Level in which the student is enrolled. Click "Open."



How To:
Add Attempts



3

Choose the section of the Exam that the student needs an additional attempt in. Click "Add Attempts."

**Notice: There are two parts to the NSE!*

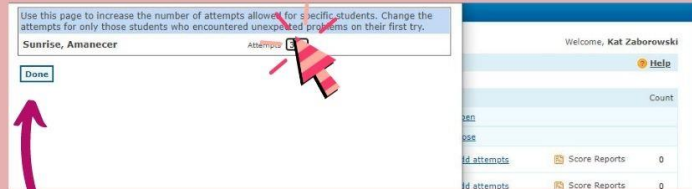


How To:
Add Attempts



4

This window will pop up. Select the amount of additional attempts to give the student. Choose "2" on the drop-down menu.



Click "Done" when finished.

How To:
Add Attempts



Adding "Additional Attempts" without permission from the NSE National Office is strictly forbidden and will *automatically disqualify* the student. This option is only available for special circumstances and technological difficulties.

How To:
Add Attempts




For further help with NSE Exam Administration, contact Quia's Customer Support!

Email: nse@quia.com

Phone: (855)255-6676 ext. 4029



Quia displays the students you registered for the exam in a corresponding roster. Quia shows each student's username on the right-hand side. To see a student's password, click  .

Adding students

If you want to register additional students to take the exam, navigate to the appropriate class roster using the **Class** drop-down menu in the upper left. Enter 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. When you have added all the students, click **Save changes**. Quia will generate a username and password for each student.

Removing students

If your roster contains students who will no longer be taking the exam, simply ignore their names on the roster; there is no need to remove them.

Transferring students between levels

If you need to change the exam for which one of your students is registered, simply add him or her to the roster for the new exam and ignore the entry for the original exam. 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.

If you need further assistance, please contact us at help@quia.com.