

# NSE Registration FAQ

**Question 1:** If I hit “submit” after this screen, can I edit my responses?

## National Spanish Examinations 2022

### Registration Confirmation (Step 2 of 3)

**ALERT: You are not finished yet! You must review your registration and click the “Submit” button at the bottom of this page in order to complete your registration.**

Teachers: This form lists a summary of what you entered on the previous page. Please read this to VERIFY that all information is correct.

**Your registration is not final until the SUBMIT button is pressed.** If you need to make changes, click on the MAKE CHANGES button below.

This information will also be shown on the invoice page when you submit your order.

VERIFY the accuracy of your name, school, and email address.

**Teacher Information**

### Registration Summary

Total Number of Registered Students:

**Level 5: 1**  
**Total: 1**

### Fees

	Number of Students	Exam Fee Per Student	TOTAL
2022 National Spanish Exam	1	\$5.00	\$5.00
<b>TOTAL AMOUNT DUE (must be postmarked by February 11, 2022)</b>			<b>\$5.00</b>

### Agreement Summary

I have agreed to pay the full amount and understand that no refunds will be issued (including any exams not administered). I have also agreed that no deletions of registered students will be allowed.

**NOTE: By clicking “Submit NSE 2022 Registration,” you are obligated to pay the AMOUNT DUE by February 11, 2022. No refunds will be issued and no deletions will be allowed.**

By submitting this invoice

I agree to pay the full amount and understand that no refunds will be issued (including any exams not administered).

I agree that no deletions of registered students will be allowed.

**Answer 1: YES. You MUST hit “SUBMIT.”**

On the following screen, you will be given an Invoice/Confirmation Number. Print that screen. If you forget to write down your Invoice/Confirmation Number, don't worry! You will receive an e-mail with this information to the e-mail that you used for Registering your students.

# NSE Registration FAQ

**Question 2:** What happens if I don't click "SUBMIT?"

**Answer 2:** *Your responses will not be saved.*

**Question 3:** If I hit "SUBMIT" can I change my responses later, or are they permanent?

**Answer 3:** You CAN change your responses after hitting "SUBMIT."

**National Spanish Examinations 2022**

**Invoice (Step 3 of 3)**

Thank you. Your registration has been submitted. This page will serve as your invoice.  
Your NSE registration confirmation number is **E17268ERRA**.

**OPTION 1: Pay by Check**

1. Please **PRINT OUT** this page.
2. Make **CHECK** payable to NATIONAL SPANISH EXAMINATIONS.
3. **MAIL** this invoice and payment postmarked by **February 11, 2022** to:  
National Spanish Examinations  
1070 S. Calumet Rd.  
PO BOX 1059  
Chesterton, IN 46304-9998

**OPTION 2: Pay by Credit Card**

1. Go to <https://www.nesep.org/registration/credit-card-verification-of-payment-confirmation>
2. Follow instructions on the payment page.
3. Click on the button: **Pay for Registration**.
4. Submit payment by **February 11, 2022**.

If you have any questions, please call the National Spanish Exam office at (219) 465-2100 or e-mail [nesep@indiana.gov](mailto:nesep@indiana.gov).

**Teacher Information**

First name: [REDACTED]  
Last name: [REDACTED]  
E-mail address: [REDACTED]  
Alternate e-mail address: [REDACTED]

**School Information**

School name: [REDACTED]  
School type: [REDACTED]  
School address: [REDACTED]  
School city: [REDACTED]  
School state: [REDACTED]  
School zip code: [REDACTED]  
School telephone number: [REDACTED]  
Type of Schedule: [REDACTED]

**Registered Students**

Student #	Student first name	Student last name	Grade	Exam level
001	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**Registration Summary**

Total Number of Registered Students:  
Level 0: 1  
Total: 1

**Fees**

	Number of Students	Exam Fee Per Student	TOTAL
2022 National Spanish Exam	1	\$5.00	\$5.00
<b>TOTAL AMOUNT DUE</b> (must be postmarked by February 11, 2022)			\$5.00

**Agreement Summary**

I have agreed to pay the full amount and understand that no refunds will be issued (including any exams not administered). I have also agreed that no substitutions of registered students will be allowed.

The above picture is what your screen will look like after hitting "SUBMIT." It has the very important **\*INVOICE NUMBER/CONFIRMATION NUMBER** at the top of the screen.

# NSE Registration FAQ

---

The picture below is what the e-mailed invoice from Quia will look like. Notice that the **\*INVOICE/CONFIRMATION NUMBER** is at the top as well.

INVOICE

Thank you for submitting your registration for the National Spanish Examinations. Please keep a copy of this email for your records.

Your NSE registration confirmation number is E17965343B. 

OPTION 1: Pay by check

1. Please PRINT OUT this page.
2. Make CHECK payable to NATIONAL SPANISH EXAMINATIONS.
3. MAIL this invoice and payment postmarked by February 11, 2022 to:

National Spanish Examinations  
1070 S. Calumet Rd.  
PO BOX 1059  
Chesterton, IN 46304-9998

OPTION 2: Pay by credit card.

1. Go to <https://u22975898.ct.sendgrid.net/ls/click?upn=IKtBqFsjPApHaHGS8KXs3r8F8QpuelulvplqC9udY65xxatSMZcreJ6uYA81bN81eyGY1dmsOj-2BJH9s2vO1UuUIByNpvXkkfite7wxT82dKpsvWz-2FFtqJ5jdXU7awNZE-1-2BMbXuuUmCr8HkH0bse7NYUW55aOqISMb7uwPHMgv6-2F7vNgClgQ0x5m4IicDwXh8jY7EphYDKd2hgQrWkq1cnQE2HnoJPxxuGVlhb5jdgEML-2FDHJCo8-2Bru148D99jX5B1U5yWwFo-2FC7YXLOITTVgAc6UI9xjzpqsp-2FPq-2Fd0eKCrI3E9kRI4UXINXVMQLEBmAd8k9YrDXlmgdRdYEUfllox72MJ80dNMCMUvfrt4vRwE-3D>
2. Follow instructions on the payment page.
3. Click on the button: "Pay for Registration."
4. Submit payment by February 11, 2022.

If you have any questions, please call the National Spanish Exam office at (219) 465-2100 or e-mail [wsimms@aatsp.org](mailto:wsimms@aatsp.org).

## NSE Registration FAQ

---

**Question 4:** How can I make changes to my answers once I've submitted them?

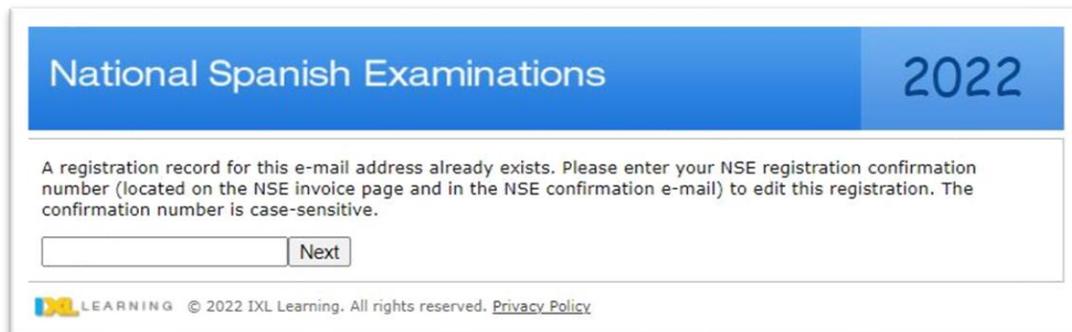
**Answer 4:** Like this:

- You can go back to the [NSE Registration](#) page (or click the corresponding link below).
- Scroll down to the Registration Link that you used (one of these links):
  - o [NSE Member Registration](#)
  - o [Register as a Non-Member](#)
- Click the link. Insert your email just like you're beginning again (it will look like this:)



The screenshot shows the 'AATSP Member Registration Form' for the 2022 National Spanish Examinations. The page has a blue header with 'National Spanish Examinations' and '2022'. Below the header, the title 'AATSP Member Registration Form' is displayed. The text reads: 'Teachers: Please use the following form to register yourself and your students for the 2022 National Spanish Examinations. Please note: Each teacher must fill out his/her own registration form. If there is more than one teacher in a school, each teacher must fill out a separate registration form.' Under the 'Teacher Information' section, there is a yellow highlighted instruction: 'To get started, enter your e-mail address below.' This is followed by two input fields: 'E-mail address' and 'Confirm e-mail address'. A yellow 'Next' button is located at the bottom left of the form area.

- After using the same e-mail that you used to Register, you will be taken to this page:



The screenshot shows a page with a blue header containing 'National Spanish Examinations' and '2022'. The main content area states: 'A registration record for this e-mail address already exists. Please enter your NSE registration confirmation number (located on the NSE invoice page and in the NSE confirmation e-mail) to edit this registration. The confirmation number is case-sensitive.' Below this text is an input field for the confirmation number and a 'Next' button. At the bottom of the page, there is a footer with the IXL Learning logo and the text: '© 2022 IXL Learning. All rights reserved. Privacy Policy'.

- **IMPORTANT:** Follow the directions and put your **INVOICE/CONFIRMATION NUMBER** here!
  - Once confirmed, all of the information that you submitted will show up.
-

## NSE Registration FAQ

---

**Question 5:** If a student drops my class after I registered them already, can I take them off of my list?

**Answer 5:** Part A & Part B

A- No. Once a slot is paid for, you cannot delete it. You can try, but this screen will pop up (image below) and it won't allow you to remove the slot that was agreed to be paid for.

**Registered students**

Please fill in the names, grades and exam levels of the students you are registering. For a description of levels, visit the [Competition Level](#) page on the NSE website.

After selecting the grade and exam level, click outside of the scroll box in order to lock in your response.

Student #	Student first name	Student last name	Grade	Exam level
001	Kat	Zaborowski	9	3
002	Kat	Zaborowski	10	4
003	Kat	Zaborowski	11	5
You cannot remove students from your registration. You can add students and modify student information only.				
004				
005				
006				
007				
008				
009				
010				

[Add more students](#)

B- Yes. For example, if one student drops your class and another student joins it, you **CAN** change the student's name, grade, and level accordingly. You can also **ADD** students to your list, but you simply **cannot REMOVE** them.

**Registered Students**

VERIFY spelling of names, grade level placement and exam level.

Errors made here in incorrect grade placement or exam level will result in DISQUALIFICATION from competition.

Student #	Student first name	Student last name	Grade	Exam level
001	Crazy	Banana	9	3
002	Loca	Manzana	10	4
003	Espacio	Galactico	11	5
004	Amor	DeMiVida	12	6

**Registration Summary**

Total Number of Registered Students:

**Level 3:** 1  
**Level 4:** 1  
**Level 5:** 1  
**Level 6:** 1  
**Total:** 4

**Fees**

	Number of Students	Exam Fee Per Student	TOTAL
<b>2022 National Spanish Exam</b>	4	\$5.00	\$20.00
<b>TOTAL AMOUNT DUE</b> (must be postmarked by February 11, 2022)			\$20.00