

NSE Checklist

Each year, the National Spanish Examination has three (3) phases:

Phase 1: Test Registration

- Regular Registration (November 1– January 31)
- Late Registration (February 15 – 25)
 - There is a \$2 late fee per examination for late registrations

NOTE: Teachers must register their individual students only ONCE; however, registrations can be updated during the regular registration window by logging in to the original registration form and making the necessary updates.

Registration Checklist: Please have the following on hand BEFORE registering for the NSE:

- Each student's first and last name, grade level, and exam level
- A valid email address for each teacher (in order to receive a copy of the payment invoice, test administration documents and results)

NOTE:

Teachers must have paid their membership dues by January 31 in order to participate in the NSE at AATSP member rates. New members need to contact the AATSP office at (248) 960-2180 or online at www.aatsp.org.

Phase 2: Test Administration

- Test Window (March 1 – April 10)

Test Administration Checklist: Teachers MUST print out, read and understand the following three (3) documents prior to administering the NSE:

- NSE Test Administration Instructions (please click on the web-link which is provided in the Usernames and Passwords email to obtain this document)
- NSE Usernames and Passwords email
- NSE Secret Words email

NOTE: The above documents will be emailed (on or around Feb. 21) to the email address(es) provided by the teacher on the NSE Registration form PRIOR to the Test Window opening.

Phase 3: Test Results

- National Results Sent Out via Email (by May 1)
- Chapter Results Sent Out via Email (date varies by chapter)

Results Checklist:

- Upon successfully administering the NSE, teachers will be emailed national results for the students that they registered
- Please contact your chapter coordinator to learn more about chapter results and prizes

NOTE: A list of local coordinators and chapter prize structures is provided at <http://www.nationalspanishexam.org/index.php/about-us/chapters-and-coordinators>.