

# National Spanish Examinations

## Instructional Videos

**REGISTRATION** (November 1 – January 31 and February 15 – 25)

[AATSP Member Registration](#) – gives AATSP members step-by-step directions on how to register students for the National Spanish Examinations.

[Non-Member Registration](#) - gives non-members step-by-step directions on how to register students for the National Spanish Examinations

### **LEVEL and CATEGORIES**

[Choosing the Correct Exam Level](#) – explains the many levels of the National Spanish Examinations and how to choose the correct one for your students.

[Choosing the Correct Category](#) – describes the three different categories in which students compete on the National Spanish Examinations.

### **EXAM ADMINISTRATION** (March 1 – April 10)

[Logging into Your Teacher Quia Account](#) – shows how to log into your teacher account so that you can add/substitute students, change exam levels, or provide additional attempts.

[Adding New Students to an Existing Registration](#) – provides instructions on how to add students who were not previously registered to take the exam.

[Changing an Exam Level](#) – presents the correct way to change a student registered in an incorrect exam level to the correct exam level.

[Substituting Students](#) – shows you how you can substitute a student to take the exam in place of a student who will not take the exam.

[Providing Additional Attempts](#) – gives directions on how to allow the student to take the exam another time if he/she was unable to complete the exam the first time.

(NOTE: Students may only take the National Spanish Exam once and are barred from taking the exam multiple times. However, if something goes wrong (power / Internet outage, school emergency), teacher can add an attempt for individual students.