

National Spanish Examinations

Test Administration During School Closures

Due to the current global health crisis, the NSE Board of Directors has approved modifications to both the test window and test administration.

Test Window: The test window will be open through May 15 to accommodate students whose schools are closed. If a school will offer classes remotely for an extended period of time, the test may be administered remotely as per one of the two options below:

Test Administration

OPTION 1 – Virtual Proctoring using Conferencing Platforms (Preferred Option)

One to two weeks before testing:

1. Teachers schedule a date and time for students to complete a practice test on home device/equipment to make sure that everything is working correctly.
(Click here to access [NSE Practice Examinations](#))
2. The teacher sets up a “meeting” for several days later to administer the test(s) using a video conferencing platform (such as Google Meet, Zoom, Canvas Conferences, etc.)
 - NSE recommends setting up the meeting at the class’s normally scheduled time.
 - If the teacher is administering the test on two different dates, then the teacher should set up two meetings on those two separate dates.
3. The teacher invites students to meeting(s).

One day prior to testing:

4. The teacher should send usernames and passwords to each student.
 - The teacher should NOT send the secret word at this time.
 - Do NOT send all usernames and passwords to all students. Send ONLY each student’s individual username and password.

Day of testing

5. A few minutes prior to the meeting, the teacher should log in to the teacher Quia account with the teacher’s username and password provided in the same email as the student usernames and passwords (sent on February 22-23).
Log in at: www.quia.com/web
 - NOTE: Teachers must be logged in to monitor progress of students during testing.
6. Once session has started . . .
 - Students should appear on camera and must show that phone is turned off.
Students should stand up and physically move the device out of reach.
7. The teacher then begins the National Spanish Exam as they normally would in the classroom using the [Test Administration Instructions](#) and monitors students as much as possible.

OPTION 2 – Virtual Proctoring using an Adult and the Honor System

If the teacher or the students are not able to log in to a video conferencing platform, then the administration of the exam will be on the honor system with the guidance of an adult proctor who may be a parent, guardian, or other responsible adult.

One to two weeks before testing:

1. Teachers schedule a date and time for students to complete a practice test on home equipment to make sure that everything is working correctly.
(Click here to access [NSE Practice Examinations](#))
2. The teacher sets up a date and time that the group will take the Exam.
 - NSE recommends test administration at the class's normally scheduled time.
3. The teacher requests that the student email to the teacher the name of the adult proctor.

One day prior to testing:

4. The teacher sends usernames and passwords to each student.
 - The teacher should send a separate email to each student and include:
 - i. The secret words.
 - ii. Each student's individual username and password.
 - NOTE: It will be the teacher's responsibility to tell the students that, if they log into the test ahead of time, their score will be disqualified. Teachers will know if the student has activated the test when the teacher logs into their teacher account on the day of the test.

Day of testing

5. Well before the test session is to begin, the teacher should log in to the teacher Quia account with the username and password provided in the same email as the student usernames and passwords (sent on February 22-23).
Log in at: www.quia.com/web
 - Teacher must verify that no student has activated the test. If any student has activated the test, then the teacher must make note of the student's name and send in an email to lmikenas@nationalspanishexam.org to have the student's score disqualified.
 - Teachers must be logged in to monitor progress of students during testing.