NSA 2023-2024 Administration Guide

Welcome!

Lingco is excited to be hosting the National Spanish Assessment for 2023! We've created a modern online educational platform designed to help instructors more effectively teach students foreign languages. We're doing everything we can to make the assessment this year as smooth as possible, and we've created this guide to help get you started!

Technical requirements

Lingco is a modern web-based application that works best with the **latest version of Google Chrome**, running on a laptop or desktop computer (either Mac, PC or Chromebook). It should also work on the last two versions of Safari, Firefox, and Microsoft Edge, but **Chrome is highly recommended.** The activities used in the National Spanish Assessment courses are designed for larger screens, so we don't support using any mobile device or tablet at this time.

In order to take the National Spanish Assessment on Lingco you'll also need:

- A stable internet connection with at least 4 Mbps download and 512 Kbps upload speeds
- A screen size of at least 1280x720 pixels
- Functioning speakers or headphones connected to your laptop or desktop

❗ *Note: Certain school network components, such as VPNs and firewalls, can impact the quality of audio and video files in Lingco. Please discuss this with your network administrator if you discover such issues when testing out the Lingco platform* **before** *taking the National Spanish Assessment.*

Pre-assessment checklist

To help ensure a smooth assessment experience, instructors and students must complete the following checklists **at least one week before taking the assessment**. This way nearly all technical difficulties can be resolved well in advance.

Instructors

- [ ] Read completely through these instructions.
- [ ] Talk to your school's network administrator to see if emails from outside vendors are restricted. If the answer is "yes", ask them if they have a process for removing such a restriction (such as updating settings for your school's email system, or having Lingco sign a data privacy policy).
- [ ] Invite students to their appropriate assessment courses (you can find the instructions here: Adding Students to NSA courses).
- [ ] Assign students' seats on the Roster page of your NSA courses
  - [ ] **If you have any students with special needs for more time, follow these instructions to set up their extra time before the assessment begins**
- [ ] Preview the content for the practice material. This will help familiarize you with Lingco.
- [ ] Make sure each student has completed the checklist below.

Students

- [ ] Accept the email invitation to join Lingco.
- [ ] Review the practice materials and make sure they work as expected on your computer.
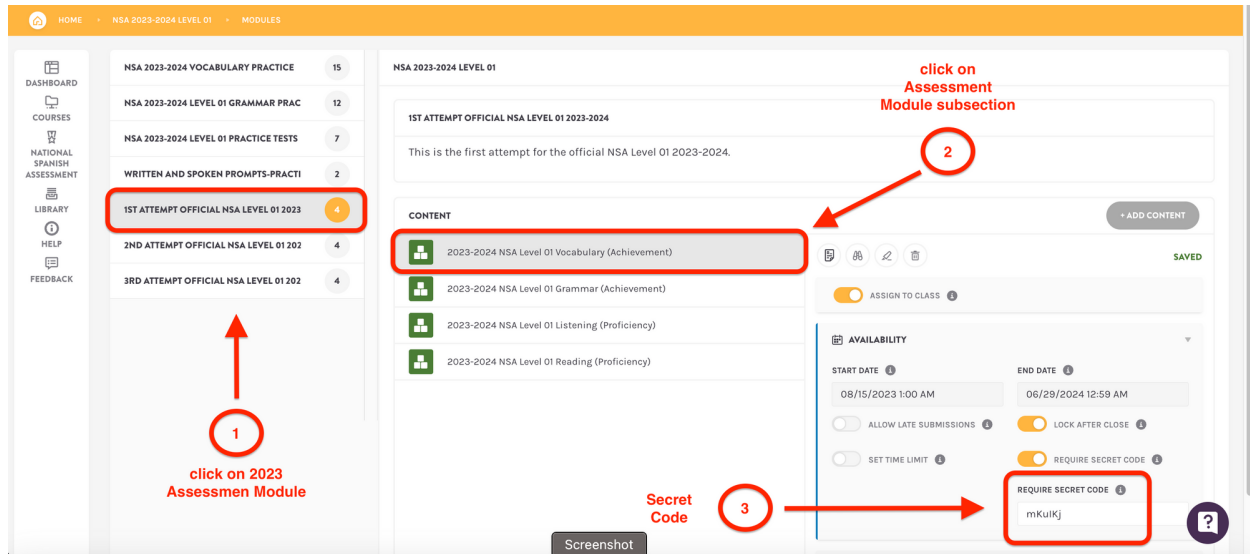
Previewing 2023 National Spanish Assessment Material

To ensure assessment integrity, Instructors are not able to preview material for the 2022 Assessment itself.

Administering the National Spanish Assessment

The official 2023 assessment will be in the **last three modules** in the module list for the 2023 NSA courses. There's a 1st attempt, 2nd attempt and 3rd attempt module that all contain the official NSA assessments. If students want to take the assessment in a course more than once, they should take the assessment in the **1st attempt module first**, then the **2nd attempt module for the second attempt** and so on. In the rest of the guide, we'll cover the parts of Lingco that you'll be using to administer the assessment:

- Each of the National Spanish Assessments (Level 01, Level 1, Level 2, Level 3, Level 4, Level 5, and Level 6) are organized in Lingco as a **course**. Each level is its own specific course.
    - You can follow the instructions in the [Adding Students to NSA courses](#) section of the Registration Guide to invite your students to their appropriate course.
- Each assessment course in Lingco will have practice modules, a practice exam module, the **1st attempt official assessment module**, the **2nd attempt official assessment module** and the **3rd attempt official assessment module.**
- The official NSA modules have 4 subsections: Grammar and Vocabulary (*Achievement*); Listening and Reading (*Performance*)
    - Each official assessment subsection is protected by a **Secret Code** to prevent students from unauthorized access. You will need to give your students the Secret Code when you're ready for them to take a specific assessment subsection.
        - There are 4 secret codes total (one for each assessment subsection) in each NSA course.
- From a section's **submissions** page, you can monitor the progress of your students taking the assessment.

The Secret Code and Submissions

Secret Code

Each official assessment subsection is protected by a **Secret Code** to prevent students from unauthorized access. You'll need to give this code to your students when you're ready for them to take the assessment. They will not be able to access the assessment without entering the code.

Click on an assessment course, then click on "Modules" on the right sidebar. Then, click on the **NSA 2023 - Official Assessment** module. Click on an assessment subsection in the content list (e.g., NSA Level 1 Grammar). Then, click on the "Availability" tab to reveal the **secret code** for that specific assessment subsection.
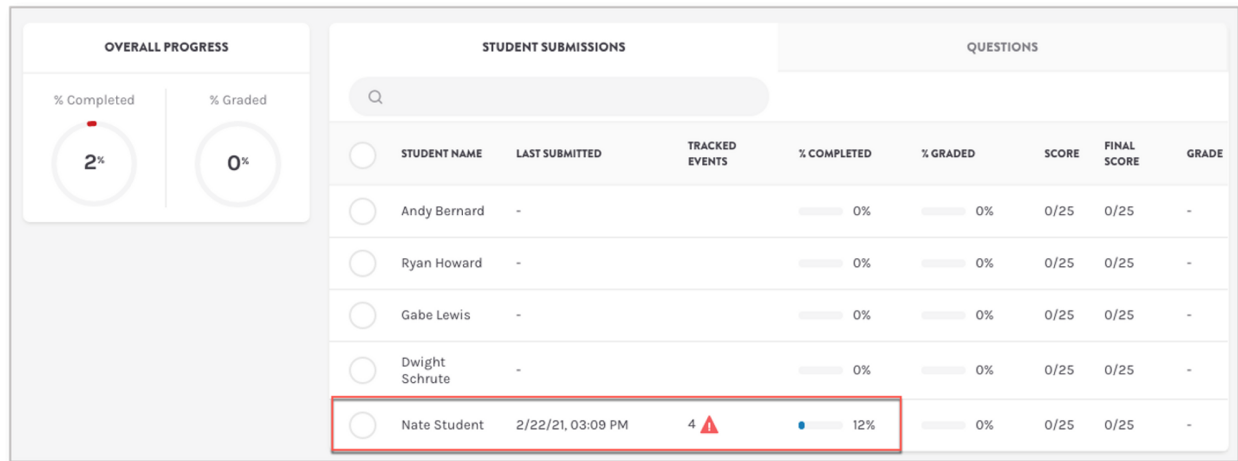
You can change the secret code if needed: if you have multiple class periods testing at different times, you may change this secret code for each class period.

❗ Each instructor, assessment level, and assessment subsection will have a different Secret Code. The code shown in the examples are just sample codes - yours will be different!

Submissions

Clicking on the **Submissions** button will take you to a page that shows the current progress of each student, for the selected assessment.

Once your assessment is underway, you can use the "Submissions" page to view the progress of your class. Click on the "Submissions" button (highlighted in the image above) and you'll see a table with information for each student. We've highlighted some useful information for one student:

For each student, you can see the last time they've answered a question, the number of tracked events (more on that in a bit), and the percentage of the assessment they've completed. You can refresh this page periodically to monitor the progress of your students.

Tracked Events

During the course of the assessment, Lingco tracks key events per student:

- When they started the assessment
- When they've submitted their final results
- If they've moved their focus from Lingco to another website or program on their computer.

This is required to ensure assessment security, and you'll want to make sure your students understand that this monitoring process is in place.

❗ **Navigating away from Lingco, opening up another tab, or using another program on their computer (once the assessment has started) may be grounds for disqualification.**

Monitoring Tracked Events

Only instructors can see the tracked events, not students. Instructors can see tracked events in real-time so they can investigate if the student is actually cheating or not right then and there.

The **red exclamation mark icons** don't necessarily mean the student is cheating (e.g., going to another tab, launching a computer program, moving the browser window to expose a cheat sheet, etc.). They could also be doing something innocently such as using ctrl/command F to search for a word on the exam.

This is why it's meant to be used in real-time by instructors - so they can investigate if the students are cheating or not. So, students won't necessarily be disqualified, unless you actually

caught them cheating, or suspect that some of them may have been. Instructors have the ability to disqualify students. The tracked events just provide instructors and the exam administrators with data that they can review.

If you click on the Tracked Events entry for a student you'll see a full breakdown of these events:

Tracking Students Translating the Page

We scan the page for fingerprints left by the most popular translation tools (Chrome, Firefox, and Edge). This fingerprint is very distinct for each tool *(Chrome: *[translated-ltr, translated-rtl], Firefox: *[_msttexthash], Edge: *[x-bergamot-translated])*. When one of these fingerprints is present on the page, we can guarantee that a user has translated the page.
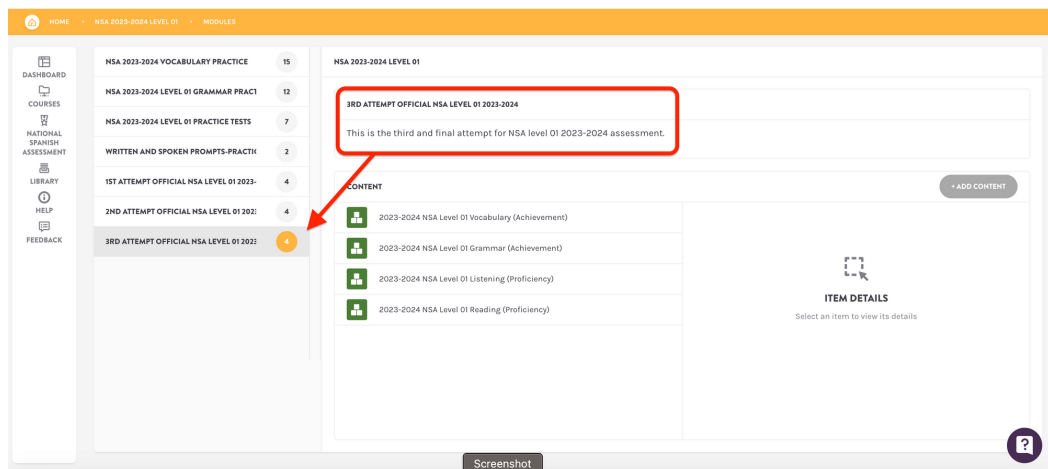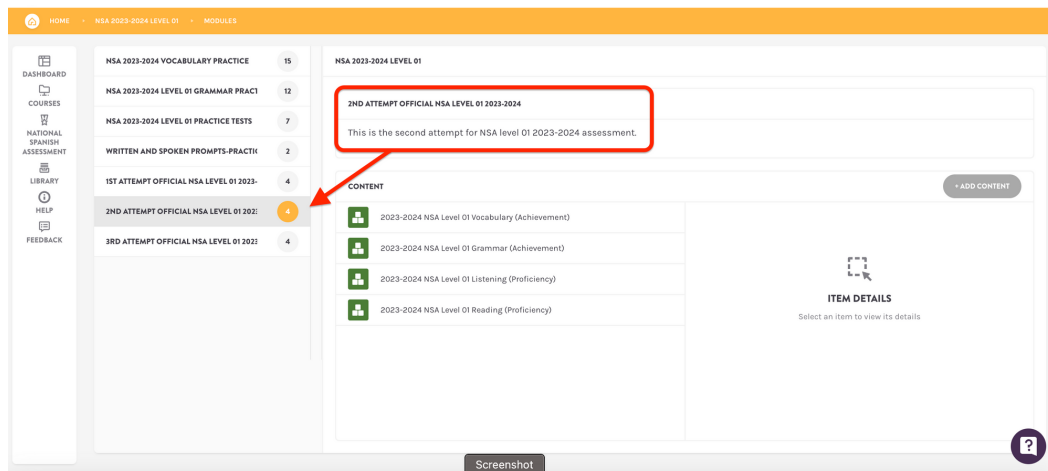
In these situations, you'll see a "**page was translated**" message in the tracked events, along with a screenshot of the evidence.

Students Taking the Same Assessment Section More than Once

If you have a student (or students) that will be taking an assessment section for the **second time** (e.g., they're about to take the Level 1 (Achievement) section for the second time), you'll need to use the **2nd attempt Official NSA 2023 Assessment** module.

Example: *Student 1 already completed the Level 1 (Achievement) section once, but would like to take that section a second time. So, the instructor will click on the **2nd attempt** Official NSA 2023 Assessment module, then give Student 1 the secret codes to the two Achievement subsections when they're ready for Student 1 to begin the assessment again.*

You'll give the student(s) the secret code(s) for the corresponding section of the exam that they will be taking for the **second time** when you're ready for them to start their **second attempt**.

❗ Note: These assessment sections will have different secret codes than the

If you have a student (or students) that will be taking an assessment section for the **third time** (e.g., they're about to take the Level 1 (Achievement) section for the **third** time), you'll need to use the **3rd attempt Official NSA 2023 Assessment** module, then follow the steps above.

Assessment-Day Checklist

1. Log into Lingco (https://class.lingco.io)
   1. Use the login credentials created during the registration process.
2. Click on the **Courses** button, or the **NSA icon** on the left sidebar.
3. Select the course related to the assessment you'll be administering (Level 1, Level 2, etc.)
4. Click on the **Modules** link (right side of the page)
5. Select the **NSA 2023 - Official Assessment** module (left side of the page)
6. Select the subsection you'll be administering (**Vocab**, **Grammar**, **Listening,** or **Reading**)
7. Click the **Availability** panel on the right side
8. Locate the **Secret Code.** You'll be giving this to your students shortly.
9. Walk your students through Steps 1-7 above. They will need to follow those exact same steps on their own computer.
10. Give your students the **Secret Code** from step 8. They'll need to enter this into the text input on their screen.
11. Tell your students to click the **Start Assignment** button on their screen. That will start each student's timer.

Now you can navigate to the **Submission** page and refresh periodically if you'd like to monitor your student's progress.

Final Notes

Please complete the pre-assessment checklist (listed at the top of this guide) at least one week before your students take the assessment. If you have any questions specifically related to the assessment platform (Lingco) that haven't been answered by this guide, reach out to us using the chat tool - available on every page in Lingco in the bottom right-hand corner of your screen.