

How to Register for an AATSP Exam

This guide provides step-by-step instructions on how to register for the National Spanish Exam (NSE), the National Portuguese Exam (NPE), or the National Spanish Challenge (NSC). It includes important information on preparing for registration, navigating the website, creating an account, providing contact information, selecting exam levels and seats, and completing the order. It also provides guidance on AATSP membership and payment.

Preparing to Register

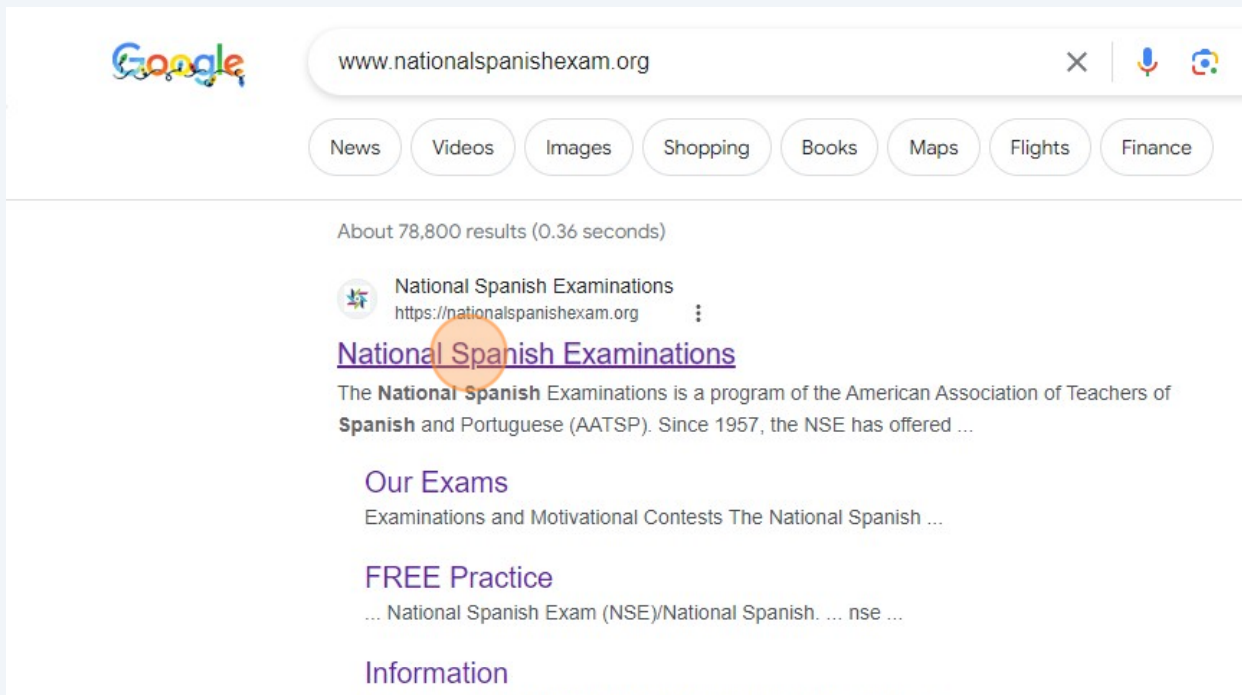


We recommend taking care of the following before continuing:

- Update your AATSP membership at www.aatsp.org.
- Gather a list of students' school email addresses, organized by Level.
- Make sure that you have read our [technical requirements](#) and have spoken to your school's IT department before registering.

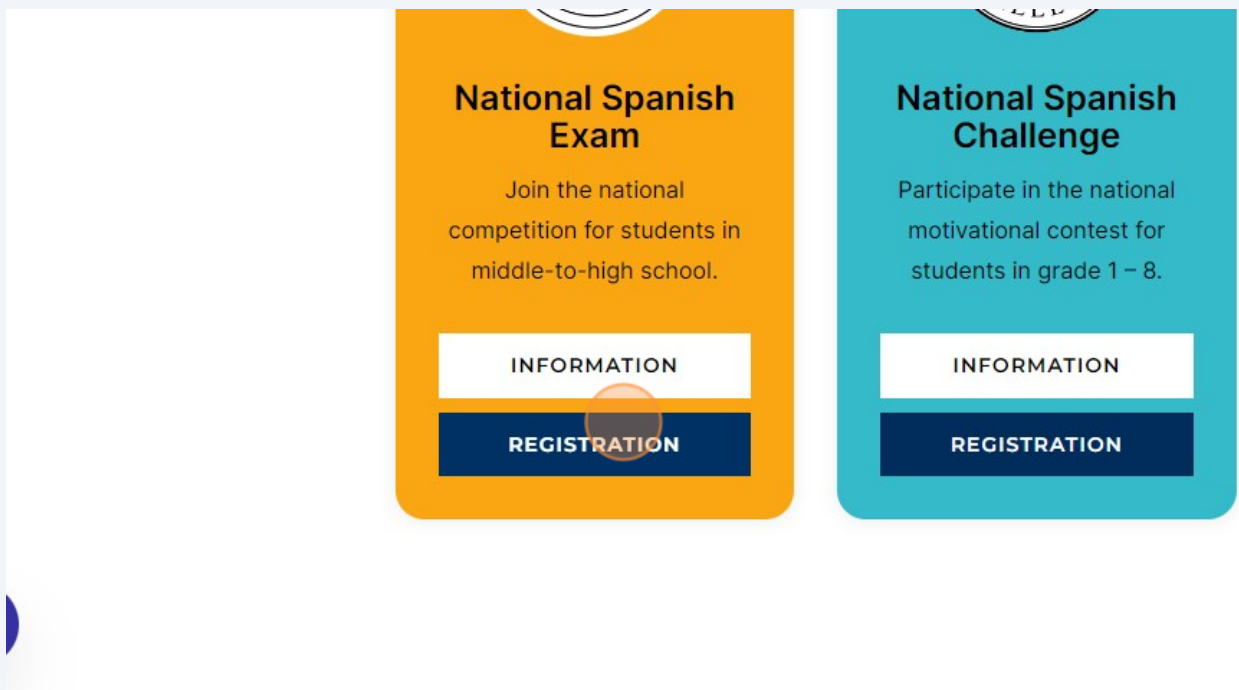
Registration

1 Navigate to our website: "nationalspanishexam.org"



2 ON THE MAIN PAGE

Navigate to your exam of choice and click on "REGISTRATION"





TAKE YOUR TIME: Please read the information on the registration page completely. You may also visit our [F.A.Q.](#) to clarify information before continuing.

3

Click "REGISTER NOW"

The screenshot shows a registration page with the following content:

- Registration**
- For:** Middle to High School Students
- Registration:** Nov. 1, 2023 – Feb. 9, 2024
- Exam Time:** Mar. 4 – Apr. 15, 2024
- Results:** May 3, 2024

Below the registration information is a vertical list of five blue buttons with white text:

- REGISTER NOW** (highlighted with a red circle and a mouse cursor)
- COST INFORMATION**
- EXAM OVERVIEW**
- MAKE A PAYMENT**
- HELP CENTER**

On the left side of the page, there is a column of text that is partially obscured. The visible text includes: "s similar to a", "the registration", "for their students.", "ed for that amount,", "not).", "ify the registration", "e NSE to [join or](#)", "ion. Non-members", "ailable from", and "istrations made".

4 READ THE NOTICE and click "REGISTER NOW"

The screenshot shows a registration notice on a dark background. On the right side, there is a white box containing the following text:

You can create your registration with a small amount of seats and add more later on. Remember:

- ⊖ Seats are non-refundable
- ⊖ Seats cannot be deleted
- ✓ Extra seats can always be added

Below this list is a prominent red button with the text "REGISTER NOW" in white, which is circled in orange. Underneath the button, it says: "By registering, you acknowledge that you have read this notice completely."

Other visible text in the background includes "AATSP Membership", "is open to AATSP members", "we recommend that teacher", "their AATSP membership before", "charged a \$75 fee with their re", "Registration for the Nation", "r 1st, 2023 – February 9th, 2", "date.", and "Time is from March 4th – April 15, 2024."

Log On To Lingco Language Labs

5 First Time? If you are new to this process, click "SIGN UP".

The screenshot shows a login/sign-up screen with the following text:

and national exam this year.

To continue, please log in (if you already have an account on Lingco) or sign up.

Do you already have an account?

Below this text are two buttons: a blue "LOGIN" button and a white "SIGN UP" button with a blue outline. The "SIGN UP" button is circled in orange.

Between the two buttons is the word "OR" centered above a horizontal line.

6

Enter your [teacher] information and create a password. Please save it for future reference.

The screenshot shows a registration form titled "ACCOUNT REGISTRATION". It contains several input fields: "First Name" (with a blue border and an orange circle highlighting the cursor), "Last Name", "School Email", "Re-enter School Email", "Password", "Re-enter Password", and "Account Type".

7

Done This Before?

Welcome back! Click "LOGIN" to access your account.

The screenshot shows a login/sign-up screen with the following text: "We are proud to be partnering with the **National Spanish Exam** as the platform for the review material and national exam this year." Below this, it says "To continue, please log in (if you already have an account on Lingco) or sign up." There is a question "Do you already have an account?" followed by a blue button labeled "LOGIN" (with an orange circle highlighting the text) and a white button labeled "SIGN UP". The word "or" is centered between the two buttons.



Bookmark: "<https://class.lingco.io>" for future reference.

Create Your Order

8 Contact Information

Enter your [teacher] information and your school information completely and to the best of your ability.

Please **use proper names, spelling and punctuation** to avoid invoicing and medal shipment errors.



REGISTER FOR THE NATIONAL SPANISH EXAM (2024)

FIRST NAME

Lisa



LAST NAME

Berry

EMAIL

lberry@aatsp.org

PHONE

219-295-1490

SCHOOL NAME

AATSP Exams

SCHOOL TYPE

OTHER/NO ASSOCIATION

SCHOOL STREET ADDRESS

160 Rail Road Suite 3

CITY

Chesterton

9

Levels

Select the Levels that you will be administering. There is no extra charge for selecting all of the Levels.

- **Small group?** Keep it simple! Select only the levels that you will need.
- **Large group?** Be flexible! Select all of the Levels in case you need to re-assign a student before taking the exam.

160 Rail Road Suite 3		Chestert
STATE	POSTAL CODE	
IN	43604	
WHICH LEVELS OF THE NSE ARE YOUR STUDENTS TAKING?		DO YOU HAVE
<input type="radio"/> Level 01		<input checked="" type="radio"/> Yes
<input type="radio"/> Level 1		
<input type="radio"/> Level 2		
<input type="radio"/> Level 3		
<input type="radio"/> Level 4		
<input type="radio"/> Level 5		
<input checked="" type="radio"/> Level 6		
SEATS TO RESERVE	PRICE PER SEAT	TOTAL

10

Seats

Enter the total number of students that will be taking the exam, across all levels.

- **Remember:** Seats cannot be deleted or refunded.
- **Not sure how many yet?** Start small! You can always add more seats later.

<input type="radio"/>	Level 1		
<input type="radio"/>	Level 2		
<input type="radio"/>	Level 3		
<input type="radio"/>	Level 4		
<input type="radio"/>	Level 5		
<input checked="" type="radio"/>	Level 6		
SEATS TO RESERVE	PRICE PER SEAT	TOTAL	
<input type="text" value="0"/>	\$5.00	\$0.00	

SUMMARY OF PAST ORDERS

11 AATSP Membership

- Select Yes if you are an active AATSP member*.
- Select No if you are a Non-member (\$75 fee).

Not an AATSP member yet?

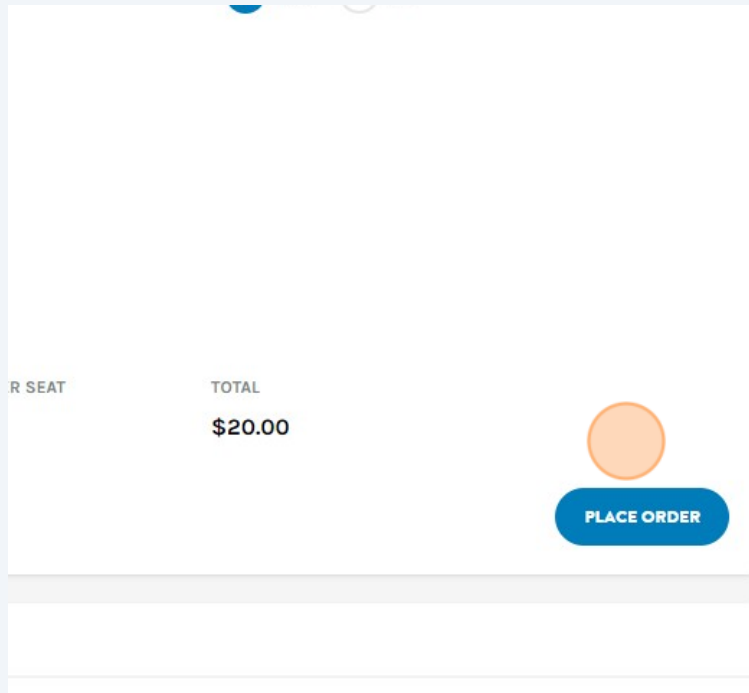
If you are not yet a member but plan to be, select Yes and navigate to aatsp.org to sign up for the first time (\$45) or renew a lapsed membership (\$65) as soon as you complete your exam registration.

**We verify all memberships.*

AATSP Exams	OTHER/NO ASSOCIATION
SCHOOL STREET ADDRESS	CITY
160 Rail Road Suite 3	Chesterton
STATE	POSTAL CODE
IN	43604
WHICH LEVELS OF THE NSE ARE YOUR STUDENTS TAKING?	DO YOU HAVE AN UP-TO-DATE AATSP MEMBERSHIP FOR 2024?
<input type="radio"/> Level 01	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Level 1	
<input type="radio"/> Level 2	
<input type="radio"/> Level 3	
<input type="radio"/> Level 4	
<input type="radio"/> Level 5	
<input checked="" type="radio"/> Level 6	

12 Place Order

You will receive an **invoice** automatically via email. Please send this invoice to your school for payment, or [visit our Payments page](#) to complete your order.



The image shows a checkout interface. On the left, there is a table with two rows: 'R SEAT' and 'TOTAL'. The 'TOTAL' row shows '\$20.00'. To the right of the table is a blue button with an orange circle above it, labeled 'PLACE ORDER'. Below the table is a white rectangular area, likely for a payment method or address, which is currently blank.

R SEAT	
TOTAL	\$20.00

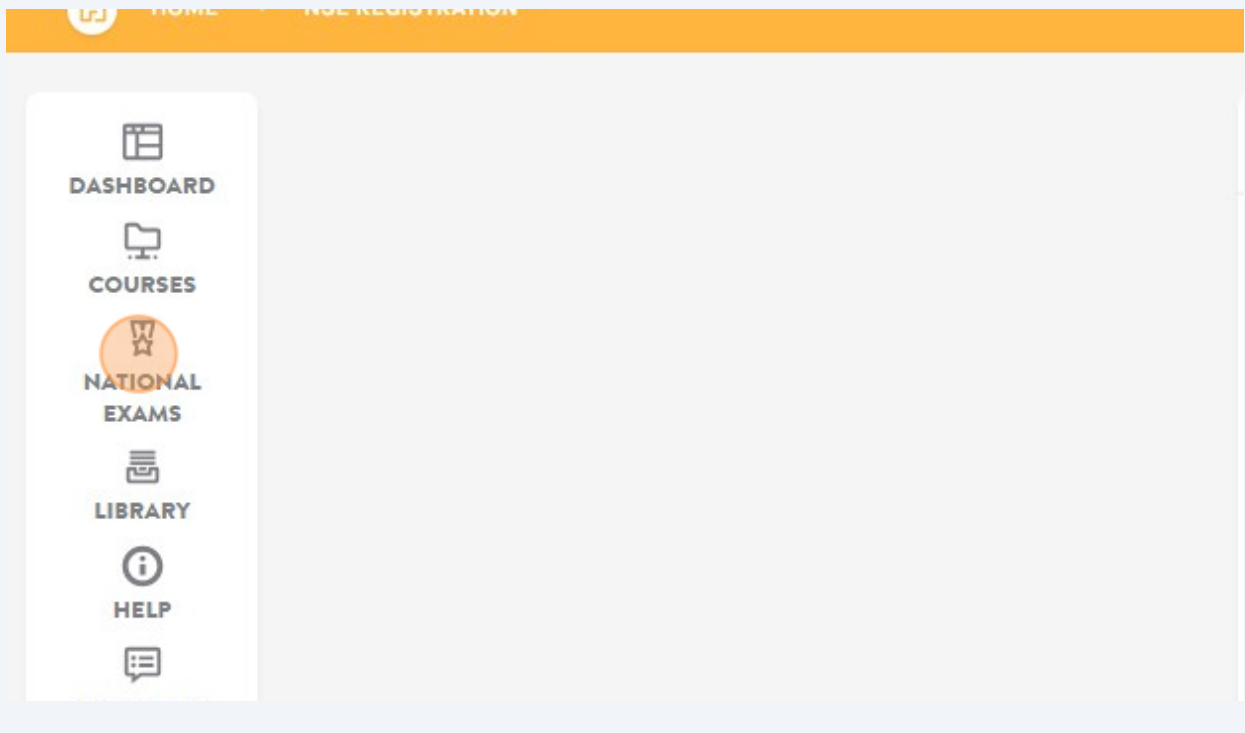
PLACE ORDER

Add Your Students

13

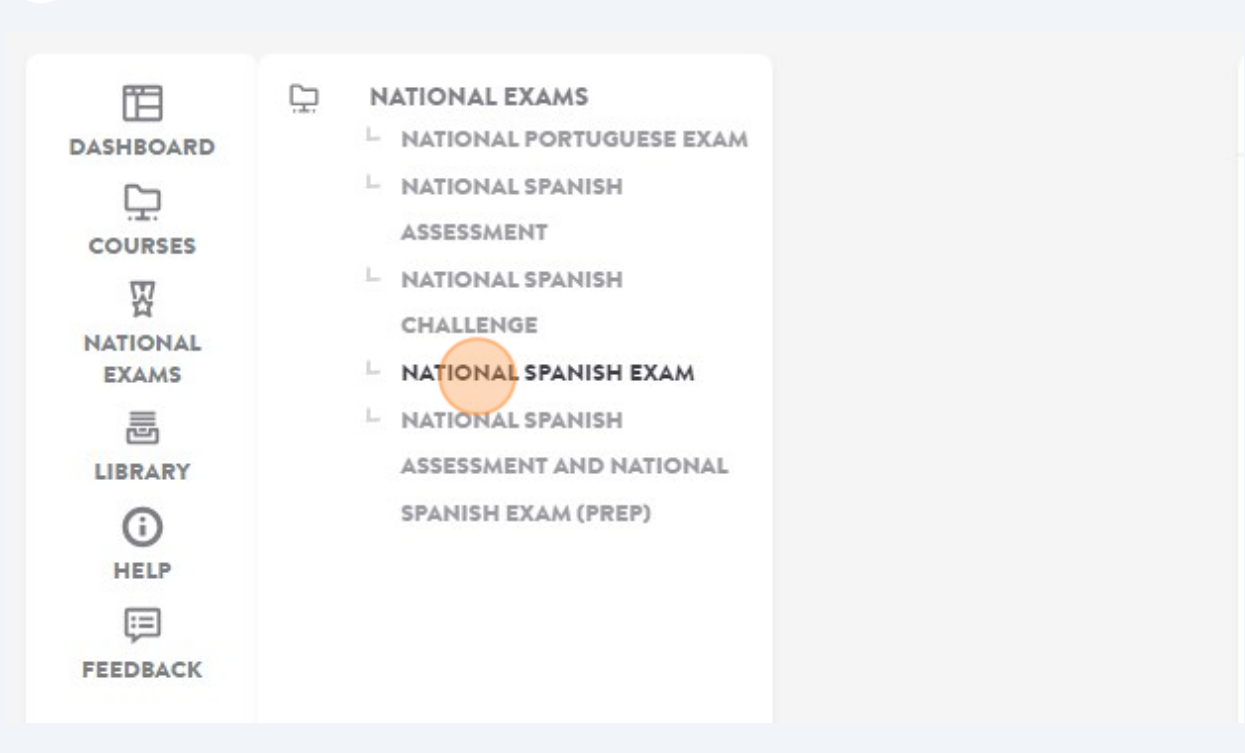
Add Your Students

Navigate to the **National Exams** icon.



14

Select the exam you wish to invite your students to.



15 Select the **Level** that you wish to add your students to.

NSE DASHBOARD

NATIONAL SPANISH EXAM (2024) COURSES

- NSE 2024-Level 01
- NSE 2024-Level 1
- NSE 2024-Level 2
- NSE 2024-Level 3
- NSE 2024-Level 4
- NSE 2024-Level 5
- NSE 2024-Level 6

RELATED HELP GUIDES

16 Click "ROSTER"



COURSE DETAILS

MANAGE COURSE

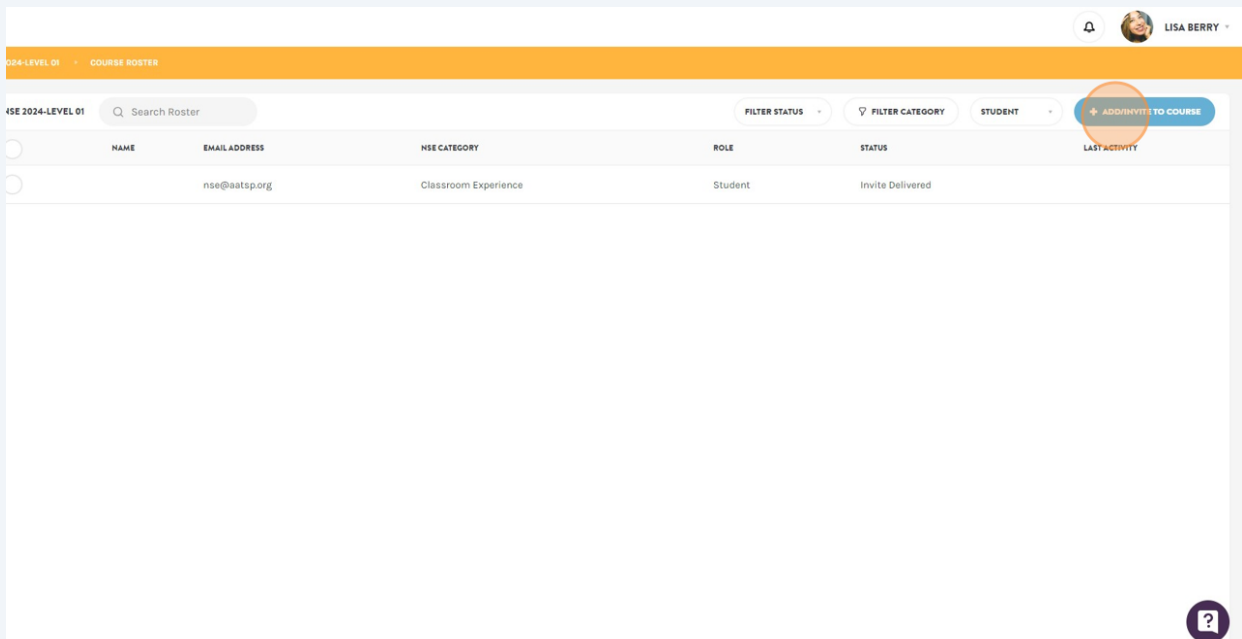
MODULES

ROSTER

GRADEBOOK

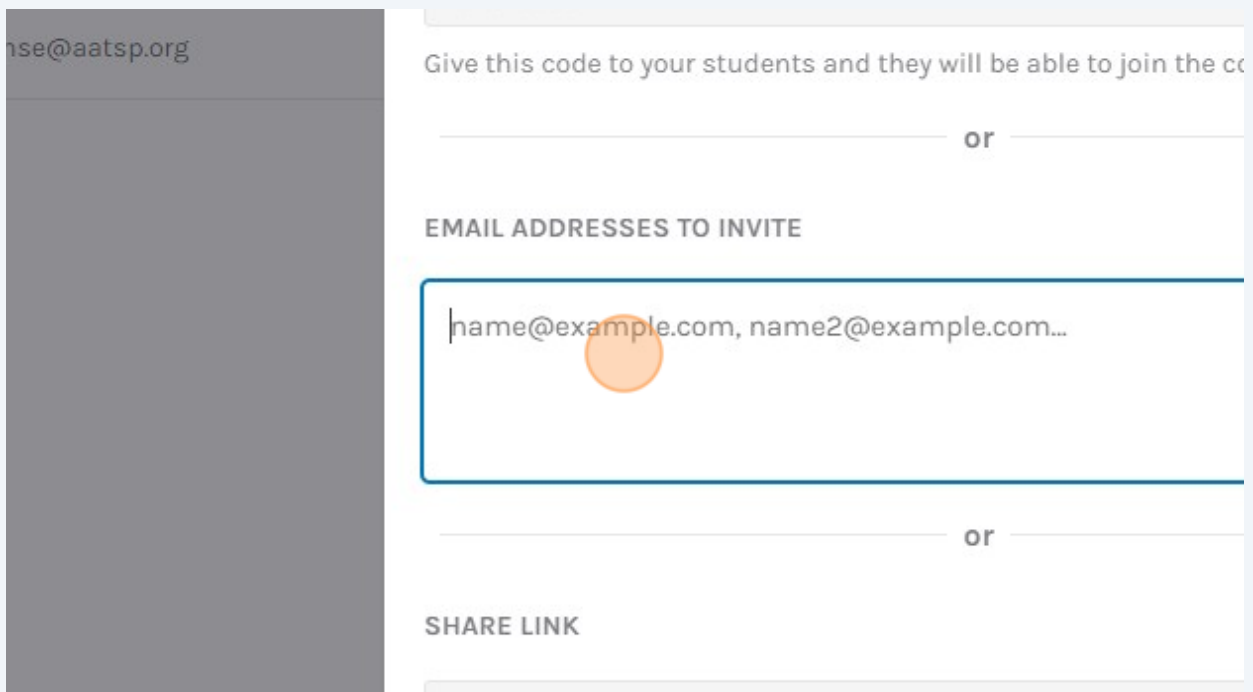
VOCAB STATS

17 Click "ADD/INVITE TO COURSE"



The screenshot shows a web interface for a course roster. At the top right, there is a user profile for 'LISA BERRY'. Below this is a navigation bar with '024-LEVEL 01' and 'COURSE ROSTER'. A search bar contains '15E 2024-LEVEL 01' and 'Search Roster'. To the right of the search bar are filters for 'FILTER STATUS', 'FILTER CATEGORY', and 'STUDENT'. The 'ADD/INVITE TO COURSE' button is highlighted with an orange circle. Below the filters is a table with columns: NAME, EMAIL ADDRESS, NISE CATEGORY, ROLE, STATUS, and LAST ACTIVITY. One row is visible with the email 'nse@aatsp.org', category 'Classroom Experience', role 'Student', and status 'Invite Delivered'. A help icon (?) is in the bottom right corner.

18 Enter your students' email addresses, separated by a comma, and click **Invite to Course**.



The screenshot shows the 'Invite to Course' form. On the left, a grey box contains the email 'nse@aatsp.org'. The main form has a text input field with the placeholder 'Give this code to your students and they will be able to join the co...'. Below this is a horizontal line with 'or' in the center. The section is titled 'EMAIL ADDRESSES TO INVITE' and contains a text input field with the placeholder 'name@example.com, name2@example.com...'. An orange circle highlights the comma in the placeholder. Below this is another horizontal line with 'or' in the center. The section is titled 'SHARE LINK'.

Assign a Category



DON'T FORGET TO ASSIGN A CATEGORY!

Students will receive a "Seat Assignment" error if this step is skipped.

19

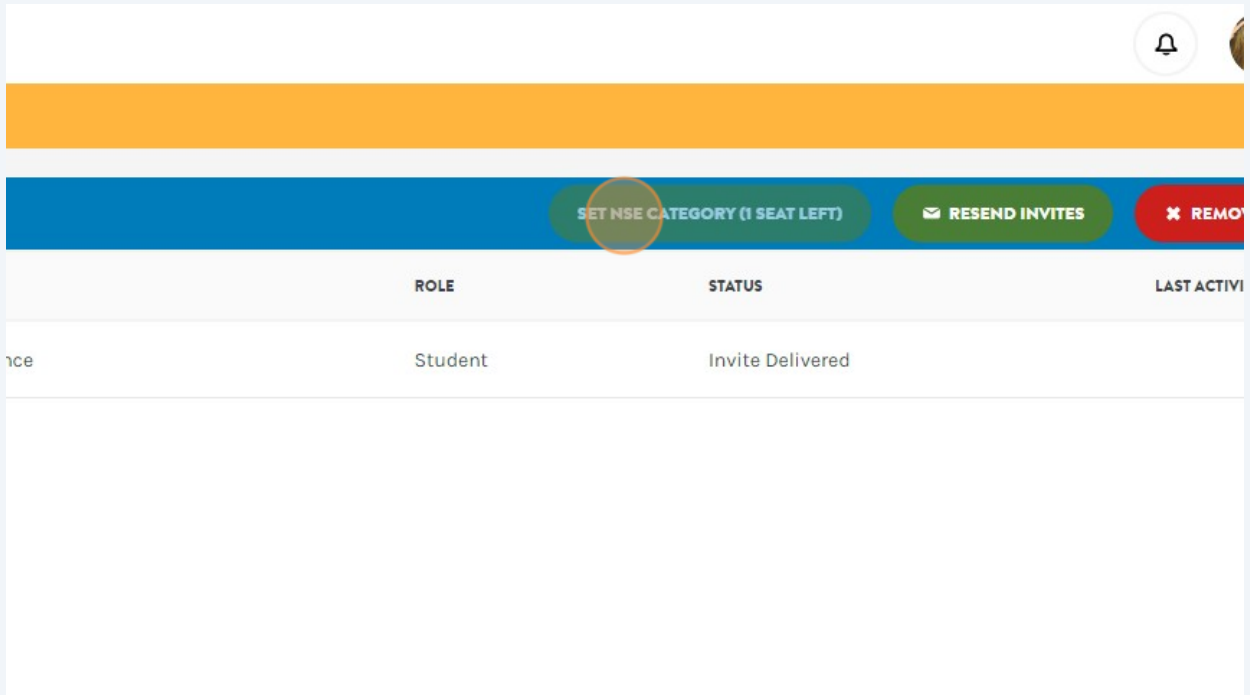
Select Students

After the invitations have been sent, your Roster will populate. Select the **bubble** next to each email address to assign a category. You can also select multiple students at once.

The screenshot shows the Lingco interface for the 'NSE 2024-LEVEL 01' course roster. The interface includes a sidebar menu with options: DASHBOARD, COURSES, NATIONAL EXAMS, LIBRARY, HELP, and FEEDBACK. The main content area features a search bar labeled 'Search Roster' and a table with the following columns: NAME, EMAIL ADDRESS, and NSE CATEGORY. The table contains one row with an orange bubble next to the email address 'nse@aatsp.org' and the category 'Classroom Expe'.

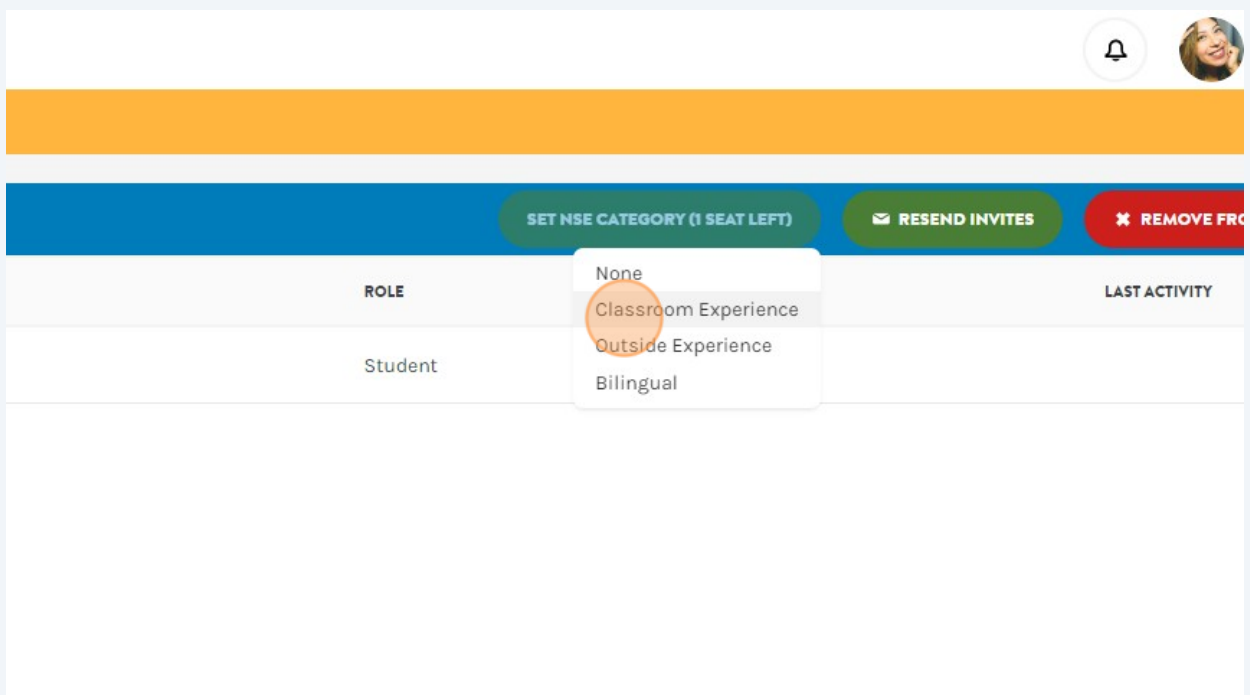
	NAME	EMAIL ADDRESS	NSE CATEGORY
<input type="radio"/>		nse@aatsp.org	Classroom Expe

20 Click "SET NSE CATEGORY"



21 Assign a Category

Click on the exam category that you wish to place your students in. [Visit our website](#) for more information on how to make this decision.



22 Update or Remove

To remove a student from that Roster or change their category assignment, re-select the bubble.

The screenshot displays the Lingco interface for the 'NSE 2024-LEVEL 01' course roster. The breadcrumb trail shows 'HOME > NSE 2024-LEVEL 01 > COURSE ROSTER'. The sidebar on the left contains navigation links: DASHBOARD, COURSES, NATIONAL EXAMS, LIBRARY, HELP, and FEEDBACK. The main content area features a search bar labeled 'Search Roster' and a table with the following data:

	NAME	EMAIL ADDRESS	NSE CATEGORY
<input type="radio"/>			
<input checked="" type="radio"/>		nse@aatsp.org	Classroom Expe

Practice and Exam Modules

23

Access Practice and Exam Modules

Navigate to the exam **Level** that you wish to look into. You can do this by using the **National Exams** icon on the left, or by means of the yellow breadcrumbs bar.

The screenshot shows the Lingco website interface. At the top left is the Lingco logo. Below it is a yellow breadcrumb bar with the text: HOME > NSE 2024-LEVEL 01 > COURSE ROSTER. On the left side, there is a vertical navigation menu with icons and labels: DASHBOARD, COURSES, NATIONAL EXAMS, LIBRARY, HELP, and FEEDBACK. The main content area features a blue header with '1 SELECTED' and a table with the following columns: NAME, EMAIL ADDRESS, and NSE CATEGORY. The table contains one row with a checkmark in the first column, and the email address 'nse@aatsp.org' and 'Classroom Expe' in the other columns.

24

Click "MODULES"

The screenshot shows the 'MANAGE COURSE' page. At the top right, there is a notification bell icon and a profile picture. Below the header is a yellow bar. On the left, there is a 'COURSE DETAILS' button. The main content area is titled 'MANAGE COURSE' and contains a list of options: 'MODULES' (highlighted with an orange circle), 'ROSTER', 'GRADEBOOK', and 'VOCAB STATE'.

25 Each exam level includes 4 practice modules and 1 official exam module.

The first four modules include practice material that is available to students right away:

- Vocabular Practice
- Grammar Practice
- Speaking and Writing Prompts
- Practice Tests

The screenshot displays a user interface for a course. On the left is a navigation sidebar with icons and labels for DASHBOARD, COURSES, NATIONAL EXAMS, LIBRARY, HELP, and FEEDBACK. The main area is divided into two columns. The left column lists modules with their respective counts: VOCABULARY PRACTICE LEVEL 01 (15), GRAMMAR PRACTICE LEVEL 01 (12), SPEAKING AND WRITING PROMPTS LEVEL 01 (2), PRACTICE TESTS LEVEL 01 NSE/NSA (6), and OFFICIAL NSE LEVEL 01 2024 (2). The 'OFFICIAL NSE LEVEL 01 2024' module is highlighted with an orange circle. The right column shows the content for 'GRAMMAR PRACTICE LEVEL 01', including a preview of text and a list of content items: *G-01 (01) Question words (inte), *G-111 (01) - Gender of Nouns, *G-115 (01) - Plural of nouns, and *G-120 (01) - Definite Articles.



Please Note:

The fifth module includes the official exam, which is **closed** until the exam window opens and will remain **locked** until the teacher gives the student the **secret code** to log in on their exam day.

Access The Secret Code

26

Access The Secret Codes

Navigate to the official exam module and click on a section.

ING PROMPTS LEVEL 01 2

:L 01 NSE/NSA 6

01 2024 2

This is the official NSE Level 01 exam. Students will have 40 minutes for Achievement!

CONTENT



NSE Level 01 2024 achievement (vocabulary and grammar)



NSE Level 01 2024 proficiency (reading and listening)

27

Click on **Availability** to locate the Secret Code.

vocabulary and grammar)

ng and listening)



ASSIGN TO CLASS ⓘ

AVAILABILITY

GRADING

Exam Administration Tips



Tip: Bookmark the [NSE Exam Administration Guide](#) for more information on Secret Codes, Red Flags, and more.



Tip: Bookmark the [Student Perspective Guide](#) for tips and instructions for your students on exam day.



Please Note:

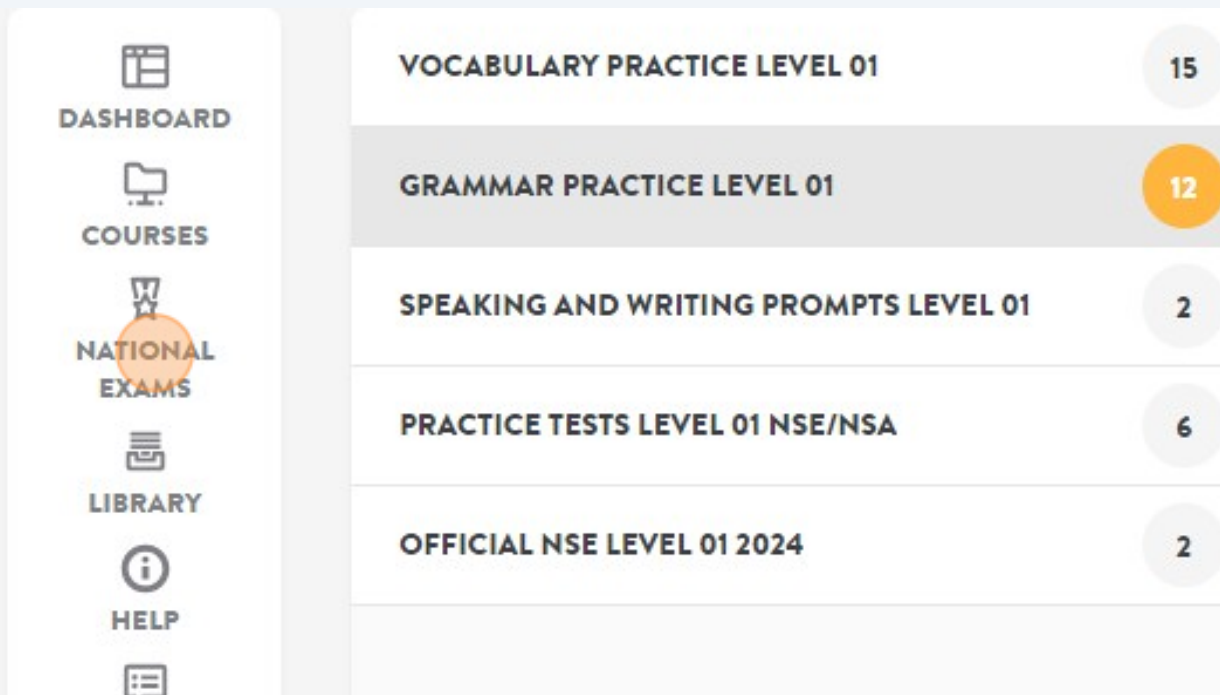
- Each exam section has its own **unique** secret code.
- These codes are **editable**, which is useful for teachers who need to administer the exam in separate groups (please contact us for guidance).
- However, we do not recommend changing these codes unless absolutely necessary - **we cannot retrieve lost codes for you.**

Order More Seats

28

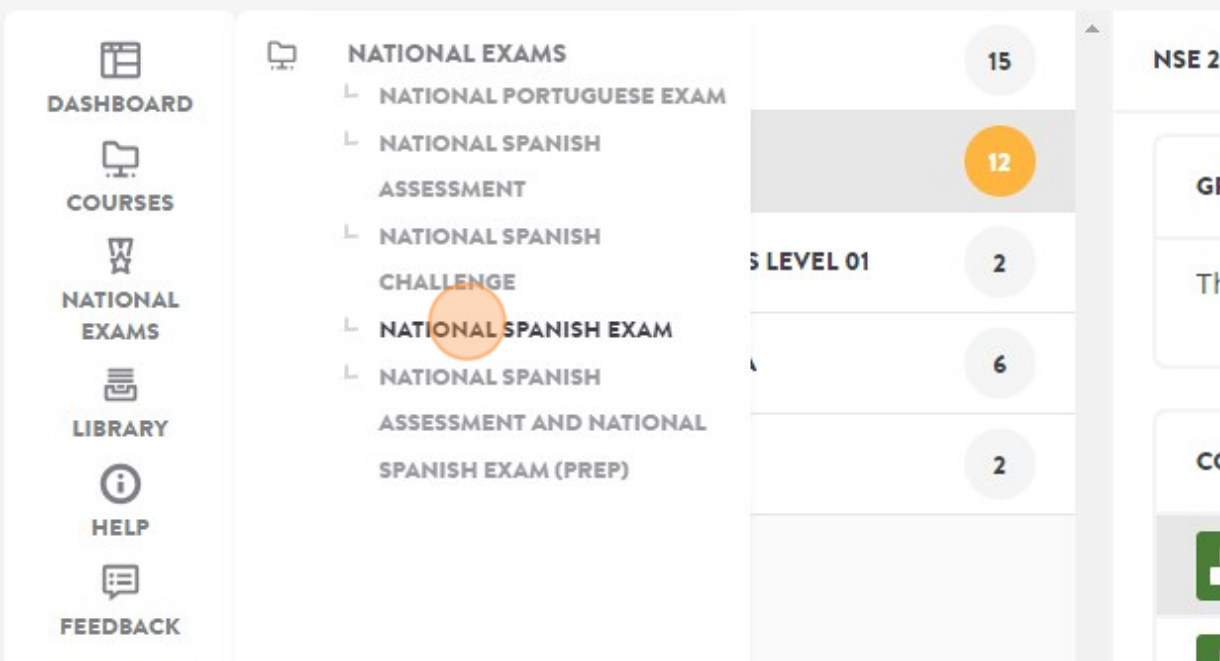
How To Order Additional Seats

To **add** student seats to your registration, log in to Lingco and click on **National Exams**.



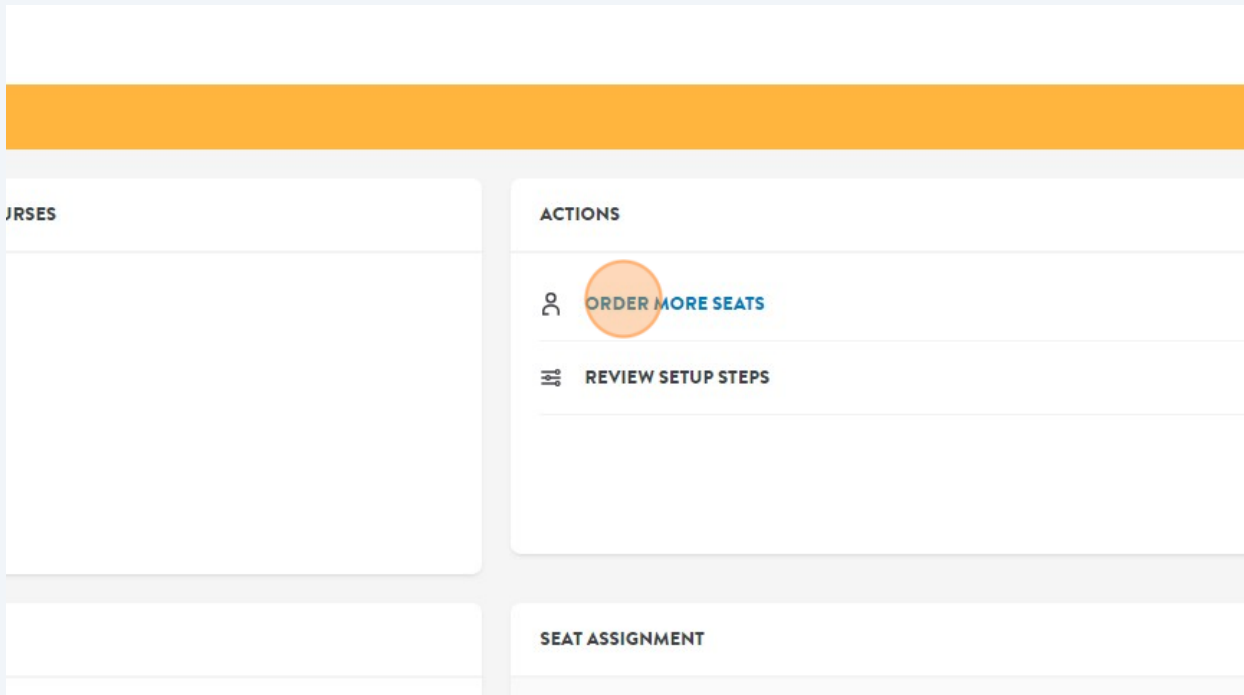
29

Select the exam that you are purchasing more seats for.



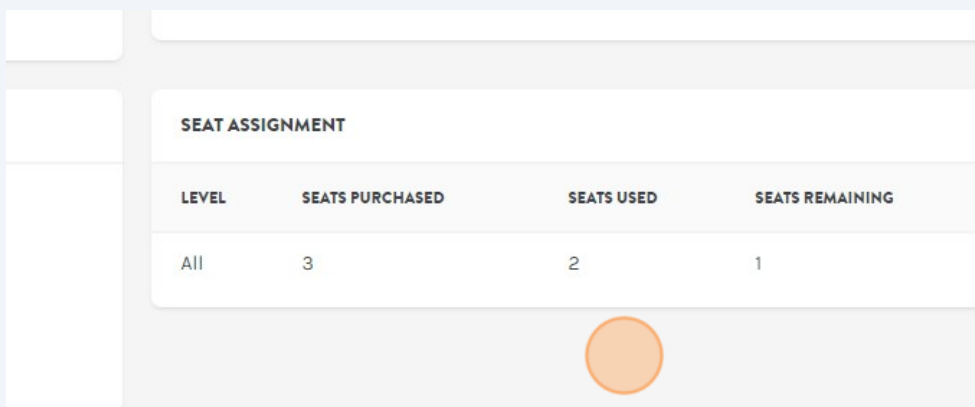
30 Click "ORDER MORE SEATS" and [repeat the order process](#).

Remember to ONLY enter the amount of seats that you are *adding* to your registration.



The screenshot shows a registration interface with a white background and an orange header bar. Below the header, there are two main sections: 'COURSES' on the left and 'ACTIONS' on the right. The 'ACTIONS' section contains two buttons: 'ORDER MORE SEATS' and 'REVIEW SETUP STEPS'. The 'ORDER MORE SEATS' button is highlighted with an orange circle. Below the 'ACTIONS' section, there is a 'SEAT ASSIGNMENT' section which is currently empty.

31 Your grand total of seats ordered, used, and remaining will appear in your exam dashboard.



The screenshot shows a dashboard with a white background. At the top, there is a search bar and a navigation menu. Below the navigation menu, there is a 'SEAT ASSIGNMENT' table. The table has four columns: 'LEVEL', 'SEATS PURCHASED', 'SEATS USED', and 'SEATS REMAINING'. The table contains one row of data for 'All' seats.

LEVEL	SEATS PURCHASED	SEATS USED	SEATS REMAINING
All	3	2	1

Help Topics



Need Some Help?

- Watch our [quick video guide](#) for an overview on how to navigate the Lingco platform.
- Visit our [Help Center](#) for information and Frequently Asked Questions.
- Learn how to request [Student Accommodations](#).

32

All done - Celebrate!