

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:

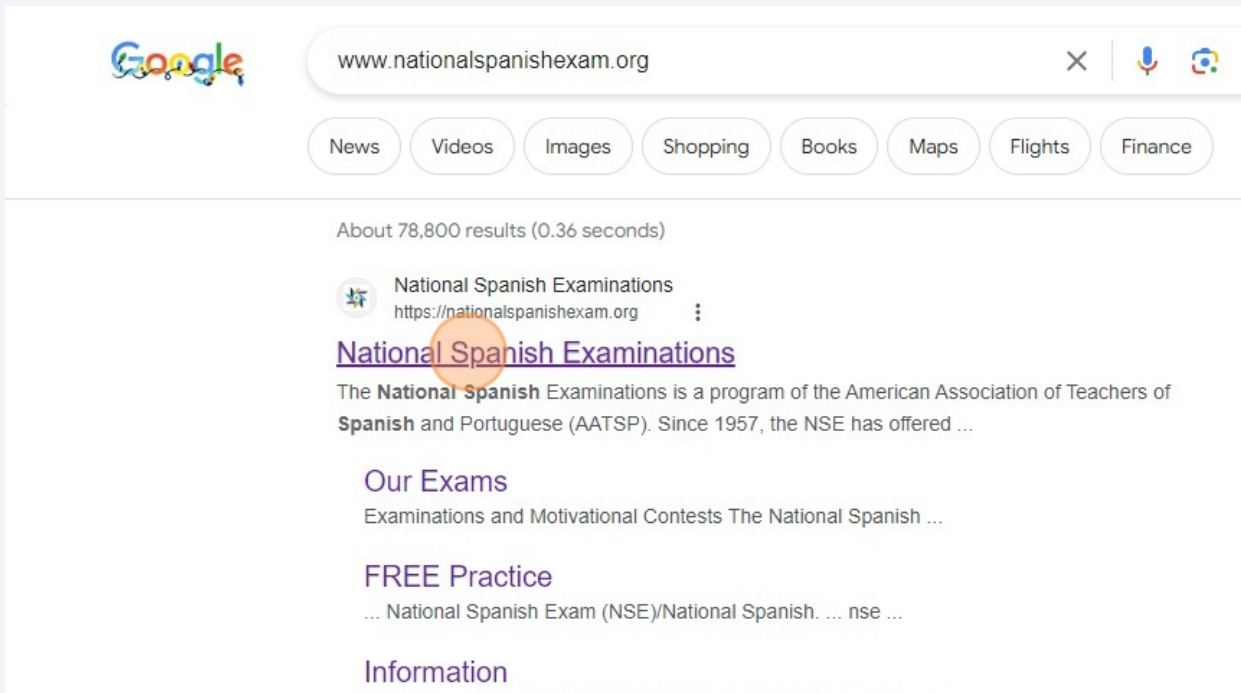
- Update your AATSP membership at www.aatsp.org*
- Gather a list of students' school email addresses, organized by Level.
- Make sure that you have read our [technical requirements](#) and have spoken to your school's IT department before registering.

*This step is **optional** - AATSP members can renew their membership after exam registration.

Continue on to the next page and follow the instructions carefully.

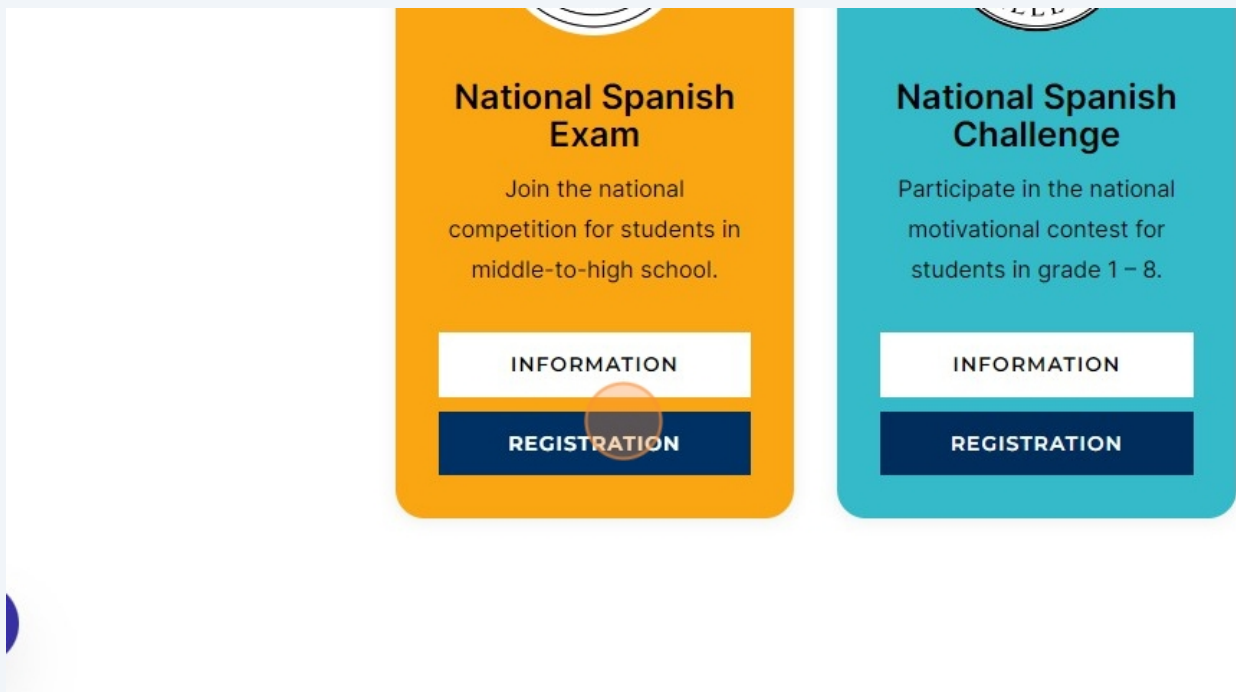
Registration

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 on "CLICK HERE TO REGISTER"

NATIONAL SPANISH EXAM

Registration

The [National Spanish Exam](#) (NSE) is an educational event that is open for teachers throughout the academic year and is administered on the Lingco Language Labs platform.

How It Works

Registration for the NSE on the Lingco Language Labs platform is similar to a reservation of spaces for your students, known as **seats**. During the registration process, teachers enter the number of seats that they will need for their students. Once registration is complete, the teacher is automatically invoiced for that amount, and is obligated to pay for these seats (whether they are used or not).

About AATSP Membership

The NSE is open to AATSP members and non-members. To simplify the registration process, we recommend that AATSP members who wish to administer the NSE to [join or renew their AATSP membership](#) before completing their registration, although



NSE Registration

For: Middle to High School Students
Regular registration for the National Spanish Exam (NSE) is open until **February 7, 2025**.

[CLICK HERE TO REGISTER](#)

[COST INFORMATION](#)

[EXAM OVERVIEW](#)

4 READ THE NOTICE and click "CONTINUE"

NATIONAL SPANISH EXAM

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The NSE is open to AATSP members and non-members. To simplify the registration process, we recommend that AATSP members who wish to administer the NSE to [join or renew their AATSP membership](#) before completing their registration, although

Important Dates:

Regular Registration: November 1 - February 7, 2025
Exam Administration Window: March 1 - May 31, 2025

How to Register for the NSE

PLEASE READ

Read this notice **completely** before clicking the button below to begin registration. **Scroll down** if you don't see this button right away.

PREPARE TO REGISTER

Please ensure that you:

- Know how many **seats** you need.
- Are entering the **correct** information.
- Understand the **technical requirements** involved.

Visit our [Help Center](#) to clarify any questions before you complete your registration or [contact us](#).

Seats Are Non-Refundable

Once you have completed your registration, **you are obligated to pay the full amount invoiced**, whether you decide to use these seats or not.

Tip:

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

Students found registering themselves for the exam **will be disqualified**.

[CONTINUE](#)

NATIONAL SPANISH EXAM

Registration

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[COST INFORMATION](#)

[EXAM OVERVIEW](#)

[PAYMENT](#)

[HELP CENTER](#)

[F.A.Q.](#)

[NSE Specifications for 2024-25](#)

Log On To Lingco Language Labs

5

First Time?

If you are new to this process, click "SIGN UP".

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?

LOGIN

OR

SIGN UP

6

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

ACCOUNT REGISTRATION

First Name

Last Name

School Email

Re-enter School Email

Password

Re-enter Password

Account Type

7

Done This Before?

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

We are proud to be partnering with the **National Spanish Exam** as the platform for the review material 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?

LOGIN

or

SIGN UP



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	<input type="text" value="Lisa"/>	LAST NAME	<input type="text" value="Berry"/>
EMAIL	<input type="text" value="lberry@aatsp.org"/>	PHONE ⓘ	<input type="text" value="219-295-1490"/>
SCHOOL NAME	<input type="text" value="AATSP Exams"/>	SCHOOL TYPE	<input checked="" type="radio"/> OTHER/NO ASSOCIATION
SCHOOL STREET ADDRESS	<input type="text" value="160 Rail Road Suite 3"/>	CITY	<input type="text" value="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?

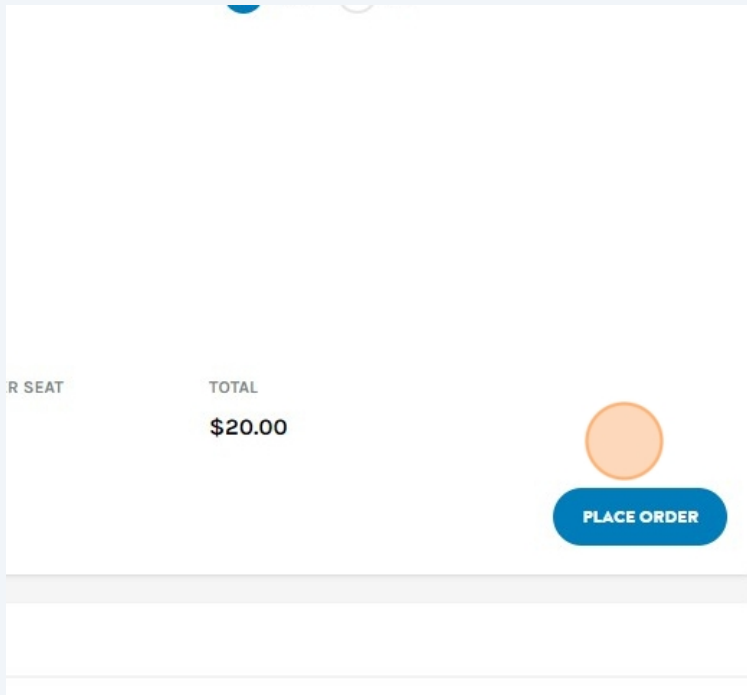
If you are not yet a member but plan to be, select Yes and navigate to aatsp.org to sign up for the first time (\$45) or renew a lapsed membership (\$65) as soon as you complete your exam registration.

**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 screenshot shows a checkout interface. On the left, there is a table with one row: 'R SEAT' and '\$20.00'. To the right of the table is a blue button with an orange circle above it, labeled 'PLACE ORDER'. Below the table and button 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

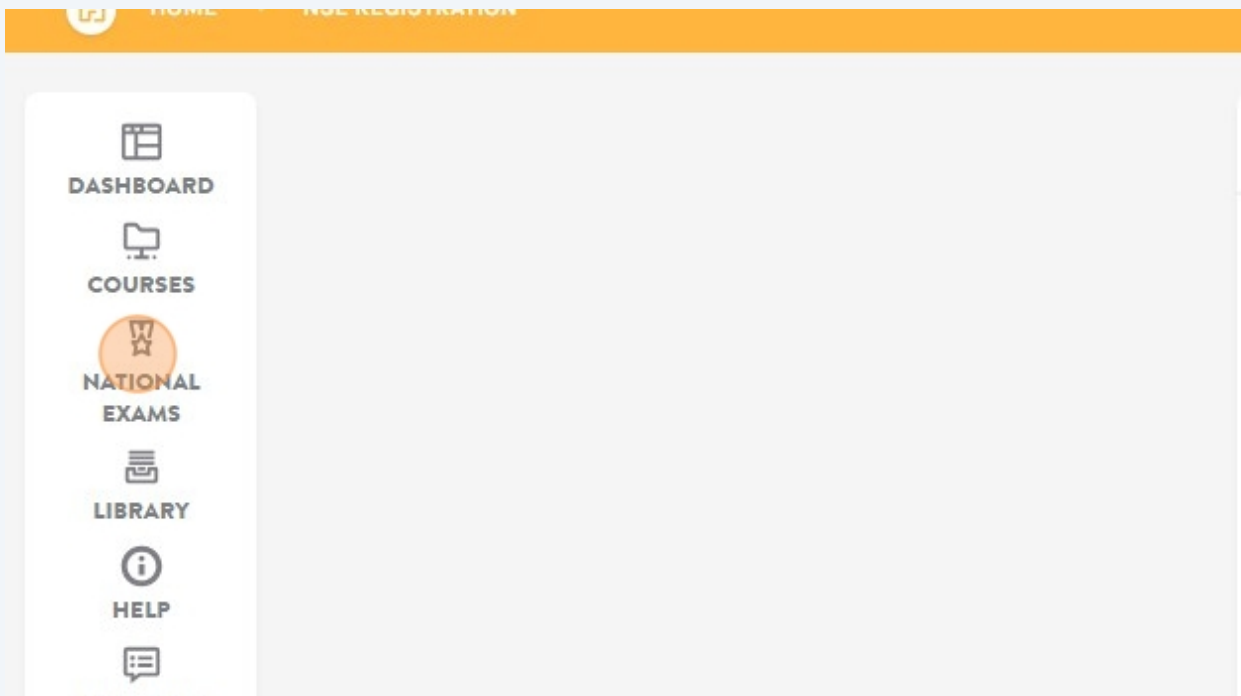


Tip! To get a glimpse of what your students will need to do on Lingco, please visit the [Students' Perspective](#) guide.

13

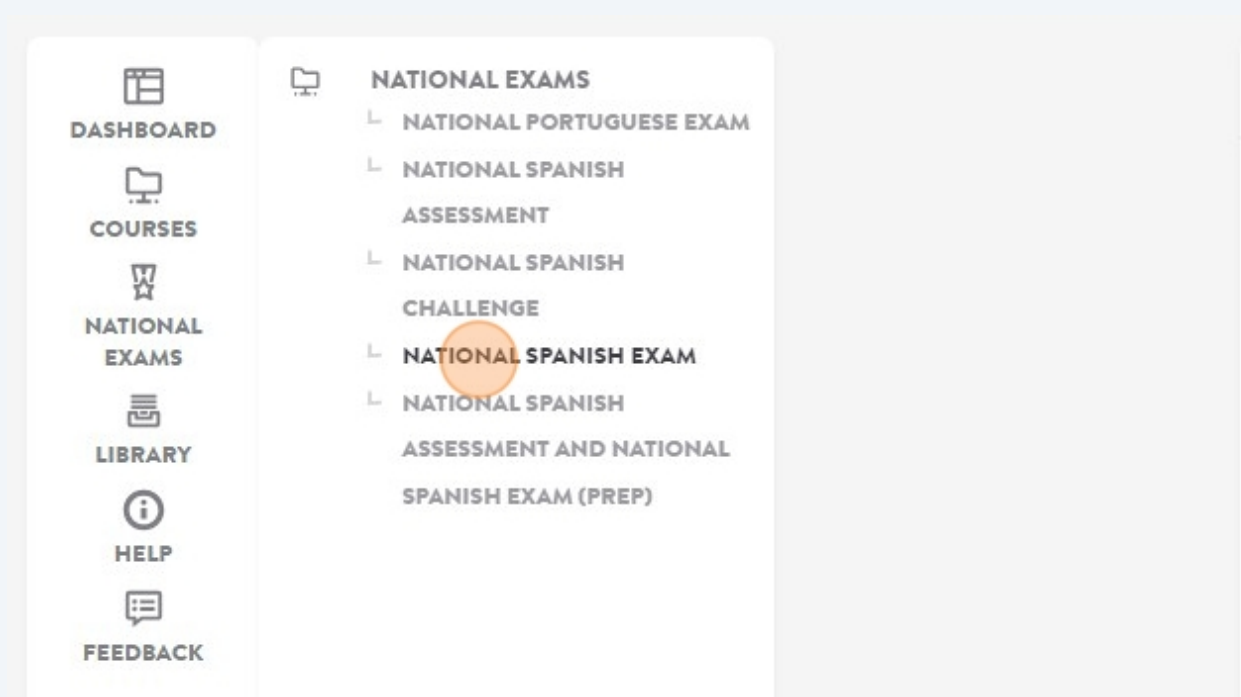
Add Your Students

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 sidebar contains the email 'nse@aatsp.org'. The main form area has a header 'Give this code to your students and they will be able to join the co...' followed by a blank input field and the word 'or'. Below this is the section 'EMAIL ADDRESSES TO INVITE' with a text input field containing 'name@example.com, name2@example.com...'. An orange circle highlights the comma in the input field. Below the input field is another 'or' separator and the 'SHARE LINK' section.

Assign a Category

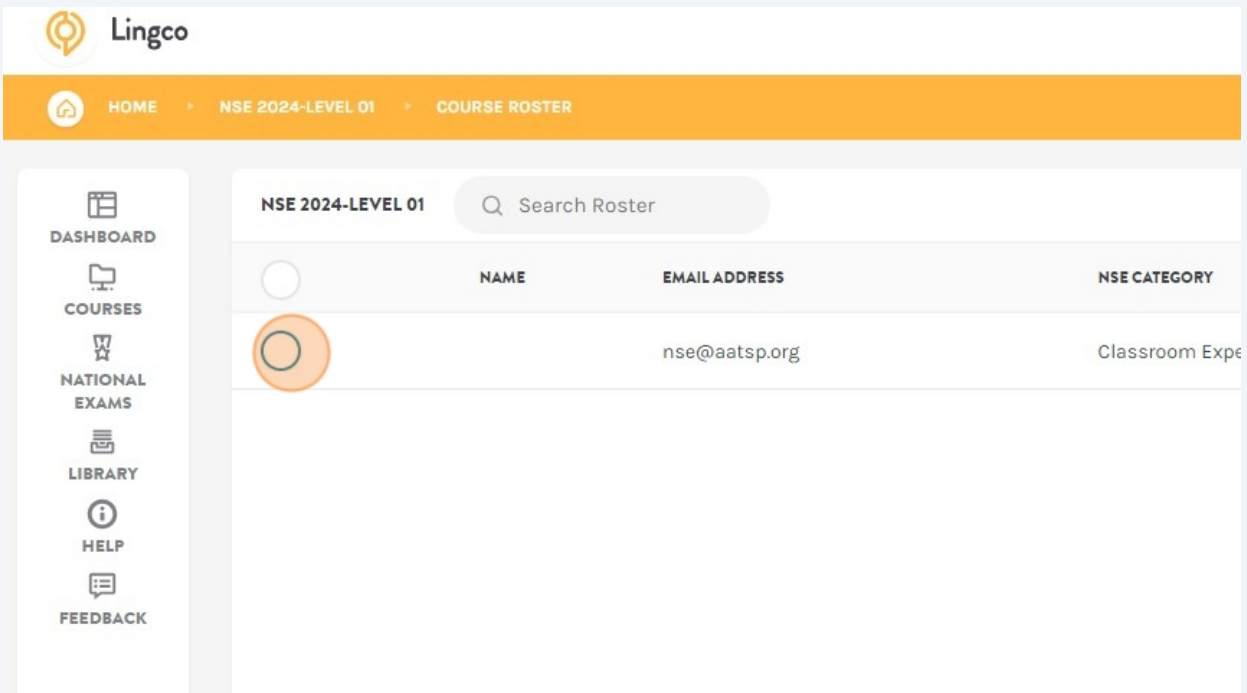
 DON'T FORGET TO ASSIGN A CATEGORY!

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 course "NSE 2024-LEVEL 01". The breadcrumb trail is "HOME > NSE 2024-LEVEL 01 > COURSE ROSTER". The main content area displays a table with the following data:

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

The left sidebar contains navigation options: DASHBOARD, COURSES, NATIONAL EXAMS, LIBRARY, HELP, and FEEDBACK.

20 Click "SET NSE CATEGORY"

The screenshot shows a web interface with a blue header bar containing three buttons: "SET NSE CATEGORY (1 SEAT LEFT)", "RESEND INVITES", and "REMOVE FROM LIST". Below the header is a table with the following structure:

	ROLE	STATUS	LAST ACTIVITY
nce	Student	Invite Delivered	

The "SET NSE CATEGORY (1 SEAT LEFT)" button is circled in orange.

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.

The screenshot shows the same web interface as in step 20, but with a dropdown menu open over the "Student" row in the table. The dropdown menu contains the following options:

- None
- Classroom Experience
- Outside Experience
- Bilingual

The "Classroom Experience" option is circled in orange.

22 Update or Remove

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

The screenshot shows the Lingco application interface. At the top, the Lingco logo is on the left, and a breadcrumb trail reads 'HOME > NSE 2024-LEVEL 01 > COURSE ROSTER'. Below this is a navigation sidebar with icons and labels for 'DASHBOARD', 'COURSES', 'NATIONAL EXAMS', 'LIBRARY', 'HELP', and 'FEEDBACK'. The main content area is titled 'NSE 2024-LEVEL 01' and features a search bar labeled 'Search Roster'. Below the search bar is a table with the following structure:

	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 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 menu with icons and labels: DASHBOARD, COURSES, NATIONAL EXAMS (highlighted with a blue circle), LIBRARY, HELP, and FEEDBACK. The main content area has a blue header that says '1 SELECTED'. Below this is a table with columns: NAME, EMAIL ADDRESS, and NSE CATEGORY. The table contains one row with a blue checkmark in the first column, an empty 'NAME' cell, the email address 'nse@aatsp.org' in the 'EMAIL ADDRESS' column, and 'Classroom Expe' in the 'NSE CATEGORY' column.

24

Click "MODULES"

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

25

Each Level course includes **4 practice modules** + **1 official exam module**.

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

- Vocabulary Practice
- Grammar Practice
- Practice Speaking and Writing Prompts
- Practice Practice Test Samples

The screenshot shows the Lingco website interface. At the top, there is a navigation bar with the Lingco logo and the text "HOME", "2025 NSE - LEVEL 01", and "MODULES". Below this is a sidebar menu with icons for "DASHBOARD", "COURSES", "NATIONAL EXAMS", "LIBRARY", "HELP", and "FEEDBACK". The main content area is divided into two columns. The left column lists the course modules with their respective counts: "VOCABULARY PRACTICE LEVEL 01" (20), "GRAMMAR PRACTICE LEVEL 01" (10), "PRACTICE SPEAKING AND WRITING PROMPTS" (2), "PRACTICE TEST SAMPLES LEVEL 01" (5), and "OFFICIAL 2025 NSE - LEVEL 01" (2). The right column shows the content for the selected "VOCABULARY PRACTICE LEVEL 01" module, including a description: "Here are the vocabulary areas for practice, aligned with the guidelines from our Specification Booklet. are not expected to memorize vocabulary, but rather to recognize and apply it in context." Below this is a "CONTENT" section with a table listing three items: "Saludos 01", "La hora 01", and "La comida 01".



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.

The screenshot shows a sidebar on the left with three items: 'ING PROMPTS LEVEL 01' (2), 'L 01 NSE/NSA' (6), and '01 2024' (2). The '01 2024' item is highlighted with an orange circle. The main content area has a header 'This is the official NSE Level 01 exam. Students will have 40 minutes for Achi suerte!' and a 'CONTENT' section with two items: 'NSE Level 01 2024 achievement (vocabulary and grammar)' and 'NSE Level 01 2024 proficiency (reading and listening)'. The second item is highlighted with an orange circle.

27

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

The screenshot shows the settings for the 'NSE Level 01 2024 proficiency (reading and listening)' item. It features a toolbar with icons for copy, share, edit, and delete. Below the toolbar is a toggle switch for 'ASSIGN TO CLASS' which is turned on. Underneath are three menu items: 'AVAILABILITY' (highlighted with an orange circle), 'GRADING', and a partially visible '+ ADD' button in the top right corner.

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**.

The screenshot shows the Lingco dashboard with a sidebar menu on the left and a main content area on the right. The sidebar menu includes: DASHBOARD, COURSES, NATIONAL EXAMS (highlighted with an orange circle), LIBRARY, HELP, and a chat icon. The main content area displays a list of exam categories with their respective seat counts in circular buttons:

Exam Category	Seats
VOCABULARY PRACTICE LEVEL 01	15
GRAMMAR PRACTICE LEVEL 01	12
SPEAKING AND WRITING PROMPTS LEVEL 01	2
PRACTICE TESTS LEVEL 01 NSE/NSA	6
OFFICIAL NSE LEVEL 01 2024	2

29 Select the exam that you are purchasing more seats for.

The screenshot shows the Lingco dashboard with the 'National Exams' menu expanded. The sidebar menu includes: DASHBOARD, COURSES, NATIONAL EXAMS (highlighted with an orange circle), LIBRARY, HELP, and FEEDBACK. The main content area displays a list of exam sub-categories with their respective seat counts in circular buttons:

Exam Sub-Category	Seats
NATIONAL EXAMS	15
NATIONAL PORTUGUESE EXAM	
NATIONAL SPANISH ASSESSMENT	12
NATIONAL SPANISH CHALLENGE	2
NATIONAL SPANISH EXAM	6
NATIONAL SPANISH ASSESSMENT AND NATIONAL SPANISH EXAM (PREP)	2

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 these sections, 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 'SEAT ASSIGNMENT' table with the following data:

LEVEL	SEATS PURCHASED	SEATS USED	SEATS REMAINING
All	3	2	1

An orange circle is positioned below the table, highlighting the 'SEATS REMAINING' column.

Help Topics



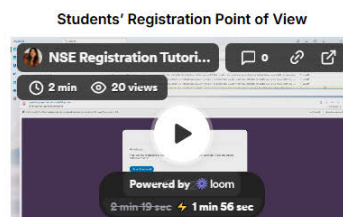
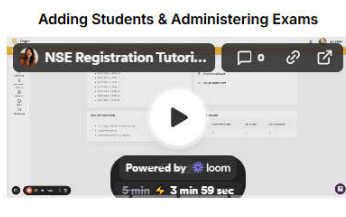
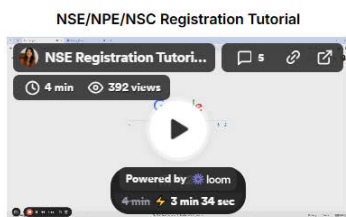
Need Some Help?

- Watch our [video tutorials](#) for an overview on how to navigate the Lingco platform.
- Visit our [Frequently Asked Questions](#) page for more information.
- Learn how to request [Student Accommodations](#).

32

All done - Celebrate!

Visit Our Help Center For Access To Video Tutorials:



Scan The Code Below With Your Smartphone's Camera:

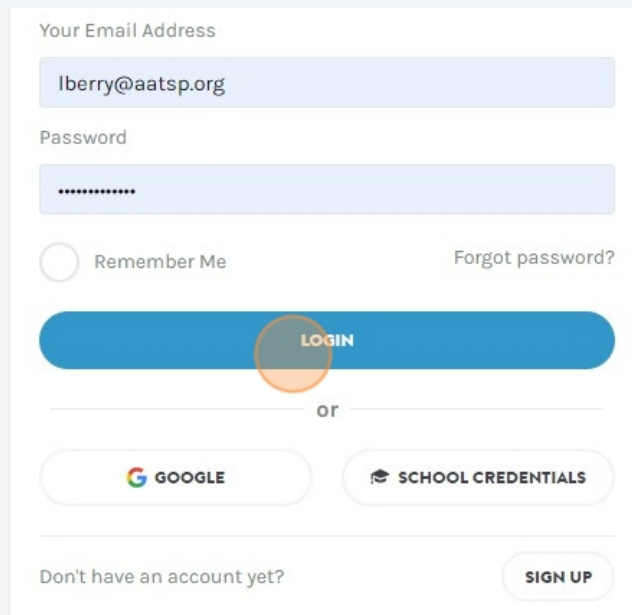


Exam Day Checklist

This guide provides step-by-step instructions for teachers on how to administer an AATSP Exam using Lingco.

It includes information on accessing the exams, generating secret codes for students, monitoring student progress in real-time, and how to handle emergencies during the exam. It also highlights the importance of using a desktop computer to avoid technical issues.

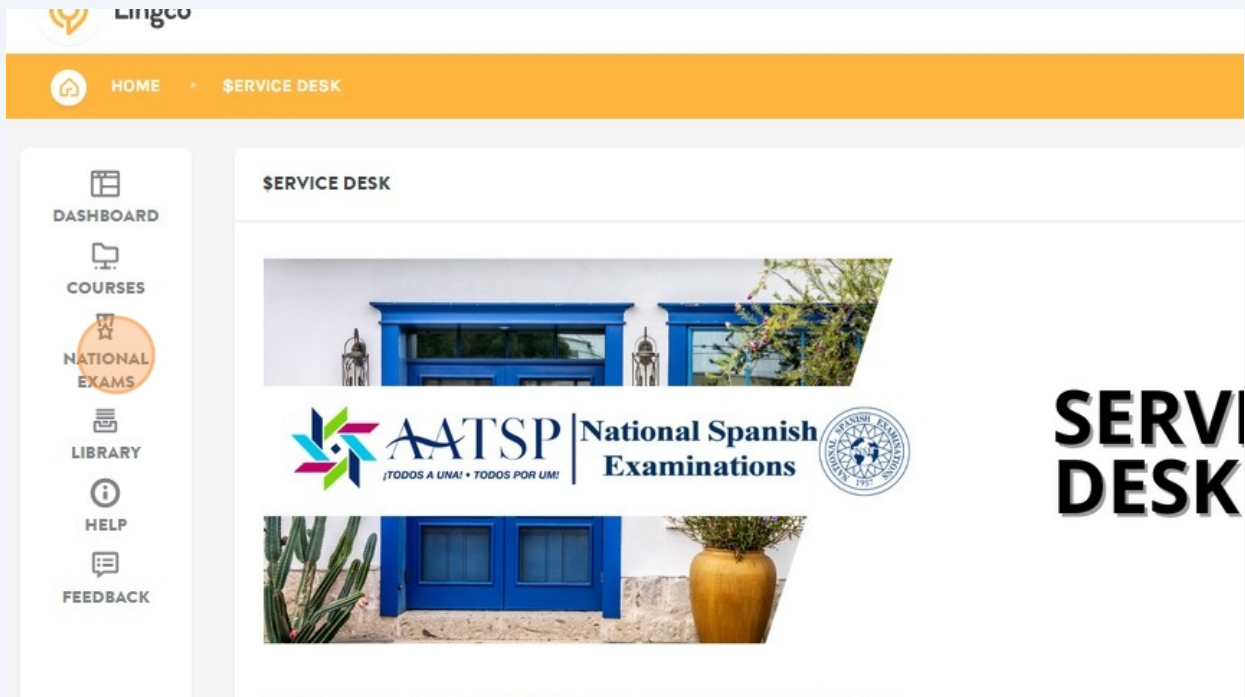
- 1 Log in to Lingco at: <https://class.lingco.io/>



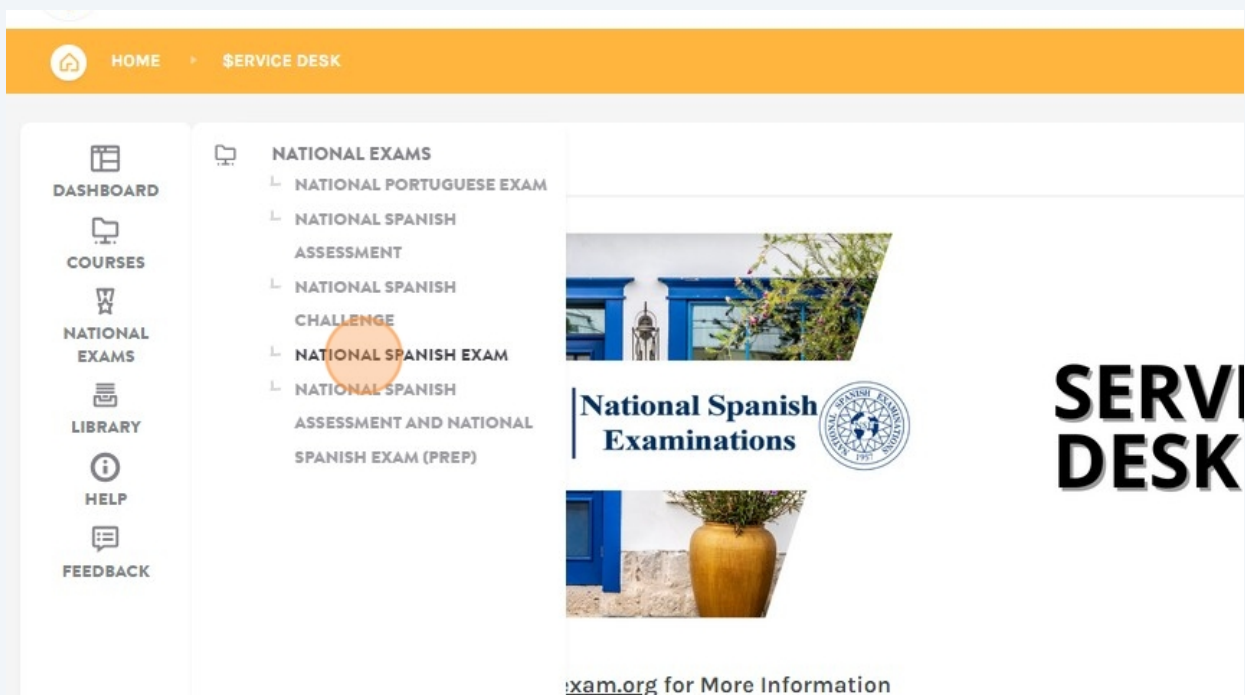
The screenshot shows the Lingco login interface. It features a white login box with a blue 'LOGIN' button. The 'Your Email Address' field contains 'lberry@aatsp.org' and the 'Password' field is masked with dots. Below the password field are radio buttons for 'Remember Me' and a link for 'Forgot password?'. Below the login button is an 'or' separator, followed by two buttons: 'GOOGLE' and 'SCHOOL CREDENTIALS'. At the bottom, there is a link 'Don't have an account yet?' and a 'SIGN UP' button. A small orange circle highlights the 'LOGIN' button.

2 Click on **National Exams.***

*If you are only registered in one exam, your icon might simply display the name of your exam, eg. National Spanish Exam.



3 Select the **exam** you are administering.



4 Select the **Level** or Division that you are administering.

E 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

5 Click "**MODULES**"



LISA BERRY ▾

COURSE DETAILS

01
y

MANAGE COURSE

☰ **MODULES**

👤 ROSTER

📊 GRADEBOOK

📊 VOCAB STATS

6 Select the **official** exam.

In this example, we are clicking on "**OFFICIAL NSE LEVEL 01 2024**"

DASHBOARD
COURSES
NATIONAL EXAMS
LIBRARY
HELP
FEEDBACK

VOCABULARY PRACTICE LEVEL 01	15
GRAMMAR PRACTICE LEVEL 01	12
SPEAKING AND WRITING PROMPTS LEVEL 01	2
PRACTICE TESTS LEVEL 01 NSE/NSA	6
OFFICIAL NSE LEVEL 01 2024	2

NSE 2024-LEVEL 01

GRAMMAR PRACTICE LEVEL 01

This is the practice portion of gra

CONTENT

- *G-01 (01) Question words (int
- *G-111 (01) - Gender of Nouns
- *G-115 (01) - Plural of nouns
- *G-120 (01) - Definite Articles

7 The exam portions will appear on the right. Select a **section**.

OFFICIAL NSE LEVEL 01 2024

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

CONTENT

- NSE Level 01 2024 achievement (vocabulary and grammar)
- NSE Level 01 2024 proficiency (reading and listening)

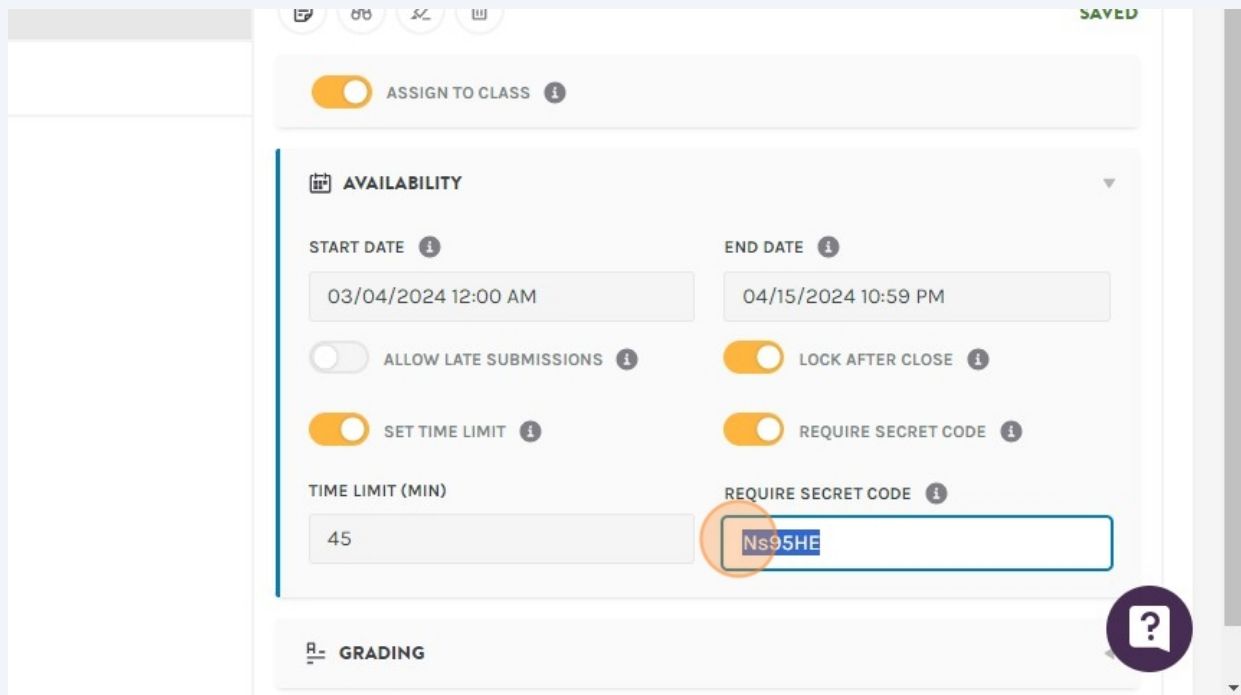
8

Click on the "**AVAILABILITY**" tab.

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of items, with the top item highlighted in grey and containing the text "nd grammar)". Below it is another item with the text "tening)". The main content area has a top right button labeled "+ ADD CONTENT". Below this is a toolbar with four icons: a document, a calendar, a pencil, and a trash can. Underneath the toolbar is a toggle switch labeled "ASSIGN TO CLASS" with a small information icon. Below the toggle are two tabs: "AVAILABILITY" and "GRADING". The "AVAILABILITY" tab is highlighted with an orange circle, indicating it is the target of the instruction.

9 Locate the Secret Code.

You may save it or share it with your students for them to input into their exam screens to begin that particular exam portion.



The screenshot shows the 'AVAILABILITY' section of an exam configuration interface. At the top, there is a toggle for 'ASSIGN TO CLASS' which is turned on. Below this, the 'AVAILABILITY' section contains several settings: 'START DATE' is set to 03/04/2024 12:00 AM, 'END DATE' is set to 04/15/2024 10:59 PM, 'ALLOW LATE SUBMISSIONS' is turned off, 'LOCK AFTER CLOSE' is turned on, 'SET TIME LIMIT' is turned on, and 'REQUIRE SECRET CODE' is turned on. The 'TIME LIMIT (MIN)' is set to 45. The 'REQUIRE SECRET CODE' text field contains the code 'Ns95HE', which is highlighted with a red circle. At the bottom of the 'AVAILABILITY' section, there is a 'GRADING' section. A 'SAVED' indicator is visible in the top right corner, and a help icon is in the bottom right corner.



Each section has its own code. This is helpful for teachers who administer exam sections on different days, or have multiple class sections in the same Roster.

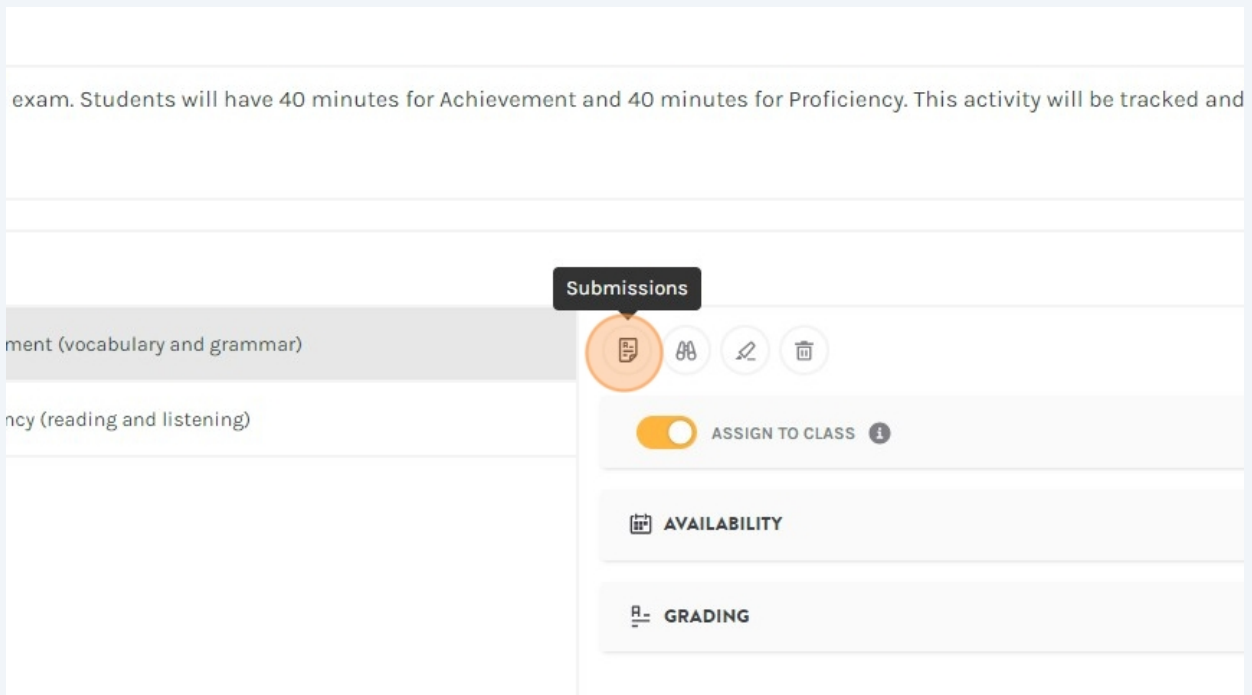
10 Begin the Exam

Tell your students to enter the Secret Code and click the **Start Assignment** button on their screen. That will start each student's timer.

For a clearer view on what your students will need to do on exam day, [click here](#).

11 Monitoring

While your students are taking the exam, you may click the **Submissions** icon to track what your students are doing in real-time.



Tracked Events

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

- When they started the exam
- 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 exam security, and you'll want to make sure your students understand that this monitoring process is in place.

To learn more about Tracked Events and "Red Flags", [click here](#).



What if there's an emergency?

If you encounter extraordinary issues such as an internet crash, a power outage, a website crash, or any other emergency during the exam, please **reach out to Lingco immediately** by clicking on the question mark button on the bottom-right hand corner of the screen to start a Live Chat with tech support.

We strongly encourage you to administer the exam on a desktop computer to avoid any offbeat audiovisual malfunctions during the exam.

12

Once the exam is complete, click on the exam level at the top to return to the menu.

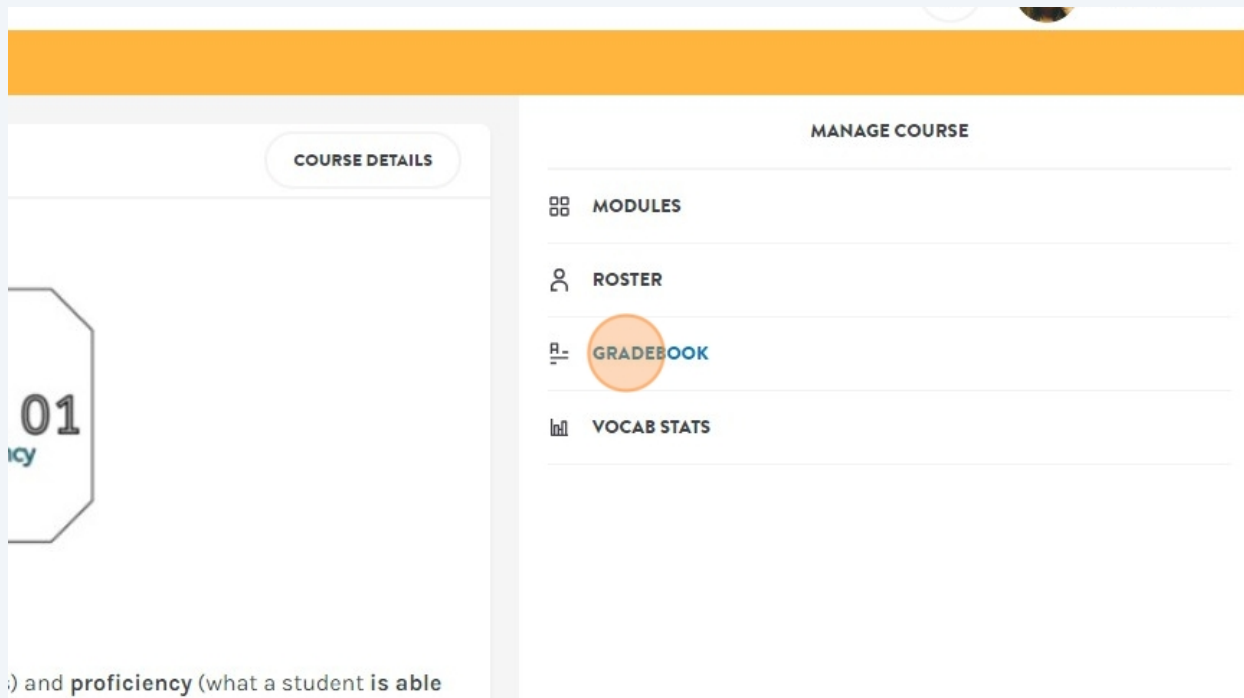
The screenshot shows the Lingco website interface. At the top, there is a navigation bar with the Lingco logo and a breadcrumb trail: HOME > NSE 2024-LEVEL 01 > MODULES. Below the navigation bar is a sidebar menu with icons and labels for DASHBOARD, COURSES, NATIONAL EXAMS, LIBRARY, HELP, and FEEDBACK. The main content area displays a list of exam modules with their respective counts in circles:

Module Name	Count
VOCABULARY PRACTICE LEVEL 01	15
GRAMMAR PRACTICE LEVEL 01	12
SPEAKING AND WRITING PROMPTS LEVEL 01	2
PRACTICE TESTS LEVEL 01 NSE/NSA	6
OFFICIAL NSE LEVEL 01 2024	2

To the right of this list, there is a section titled "NSE 2024-LEVEL 01" which contains a sub-section "OFFICIAL NSE LEVEL 01 2024" with the text "This is the official NSE Level 01 ex suerte!". Below this is a "CONTENT" section with two items, each with a green icon and text: "NSE Level 01 2024 achievemen" and "NSE Level 01 2024 proficien".

13

Click "**GRADEBOOK**" to view your students' individual scores.



The screenshot shows a web interface for course management. At the top, there is an orange header bar. Below it, the page is divided into two main sections. On the left, there is a 'COURSE DETAILS' tab, and below it, a large graphic with the number '01' and the word 'ing' partially visible. On the right, there is a 'MANAGE COURSE' section with a list of options: 'MODULES', 'ROSTER', 'GRADEBOOK', and 'VOCAB STATS'. The 'GRADEBOOK' option is highlighted with an orange circle. At the bottom left of the screenshot, there is a partial sentence: ') and proficiency (what a student is able



The individual scores shown on the **Gradebook** display how well a student performed on the exam.

The Gradebook **does not** indicate how a student will place at the national level, or if they will win a medal. National percentiles will be available on Lingco by May 3rd, along with medal placements and student report cards.

To find your results, repeat Steps 1-3 on or after May 3rd, 2024.

AATSP Exams: Student Perspective

This guide provides step-by-step instructions for students on how to navigate and participate in AATSP exams using Lingco Language Labs. It covers everything from signing up and practicing to accessing the official exam and entering the secret code on exam day. Students will find valuable tips and recommendations to ensure a smooth experience.

Student Opens Invitation Email

1

Students should receive an **email** from Lingco Language Labs, sent by their instructor, with an invitation to join an exam.

Student must click on the invitation link to **sign up** or **log in**.



Recommendation: Use a school email address to create a Lingco Language Labs account, and write down or save your password for future reference.



Whoops! If the student encounters a "Seat Assignment" error, the instructor has skipped an important step. Please contact Lingco tech support for more information.

Student Logs On To Lingco

2

Once logged in, the student will find an invitation notice.

Click "JOIN NOW"

You have been invited to join NSE 2024-Level 1.

JOIN NOW

EL 1

SPANISH ASSESSMENT

✓ Grammar

☰ MODULES

☰ MY GRADES

Student Practice

3

Access Practice Material

Student logs on to their Lingco account and clicks on "MODULES"



LB

LISA B ▾

COURSE DETAILS

☰ MODULES

L 1
y

) and proficiency (what a student is able
ency. This activity will be tracked and
ary and grammar practice.

4

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

1. Vocubular Practice
2. Grammar Practice
3. Speaking and Writing Prompts
4. Practice Tests

The screenshot shows the Lingco LMS interface for the course 'NSE 2024-LEVEL 1'. The main content area displays a list of modules with their respective counts:

Module Name	Count
VOCABULARY PRACTICE LEVEL 1	34
2024 GRAMMAR PRACTICE LEVEL 1	22
PRACTICE SPEAKING AND WRITING PROMPTS L	2
PRACTICE TESTS LEVEL 1 NSE/NSA	6
OFFICIAL NSE LEVEL 1 2024	2

The 'PRACTICE SPEAKING AND WRITING PROMPTS L' module is highlighted with an orange circle. To the right, a preview of the module content is visible, showing the title 'PRACTICE SPEAKING AND WRITING PRO' and a snippet of text: 'These are sample speaking and w'. Below this, a 'CONTENT' section lists two items: 'Speaking Prompts Level 1 202' and 'WRITING PROMPTS FOR LEVEL'.



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.

Exam Day

5



On Exam Day

Student logs on to their Lingco account and navigates to the Official Exam module.

6

Student selects an exam **section** to begin the exam.

minutes for Achievement and 40 minutes for Proficiency. This activity will be tracked and timed. ¡Buena

END DATE	
Apr 15, 2024 10:59 PM	
Apr 15, 2024 10:59 PM	

This assignment will be available on: 3/4/24, 12:00 AM

7

Students will be prompted to enter a **secret code** in order to begin their exam section. Each section is 40 minutes long.



Remember:

- The exam will remain LOCKED until the exam window opens.
- During the exam window, the exams remain inaccessible to students until they receive a SECRET CODE from their instructor.