

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:

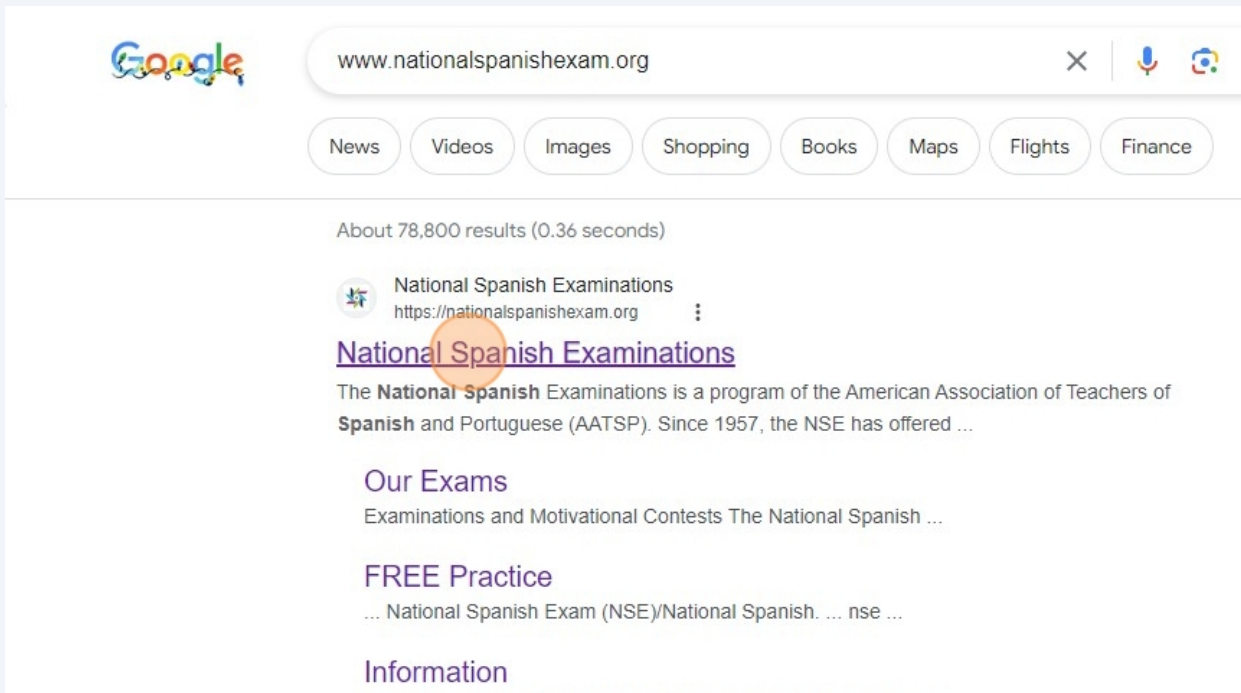
- Update your AATSP membership at www.aatsp.org*
- Gather a list of students' school email addresses, organized by Level.
- Make sure that you have read our [technical requirements](#) and have spoken to your school's IT department before registering.

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

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

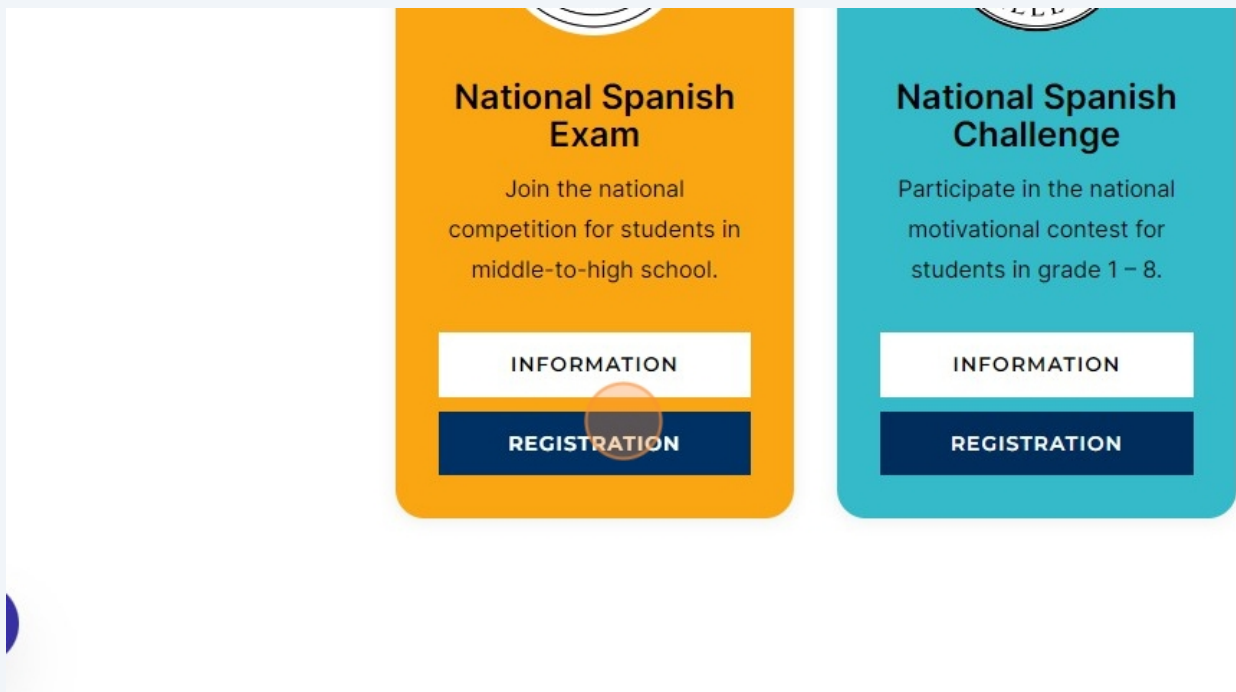
Registration

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"

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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

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[PAYMENT](#)

[HELP CENTER](#)

[F.A.Q.](#)

[NSE Specifications for 2024-25](#)

Log On To Lingco Language Labs

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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"/>

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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.

R SEAT	TOTAL
	\$20.00
	
	PLACE ORDER

Add Your Students

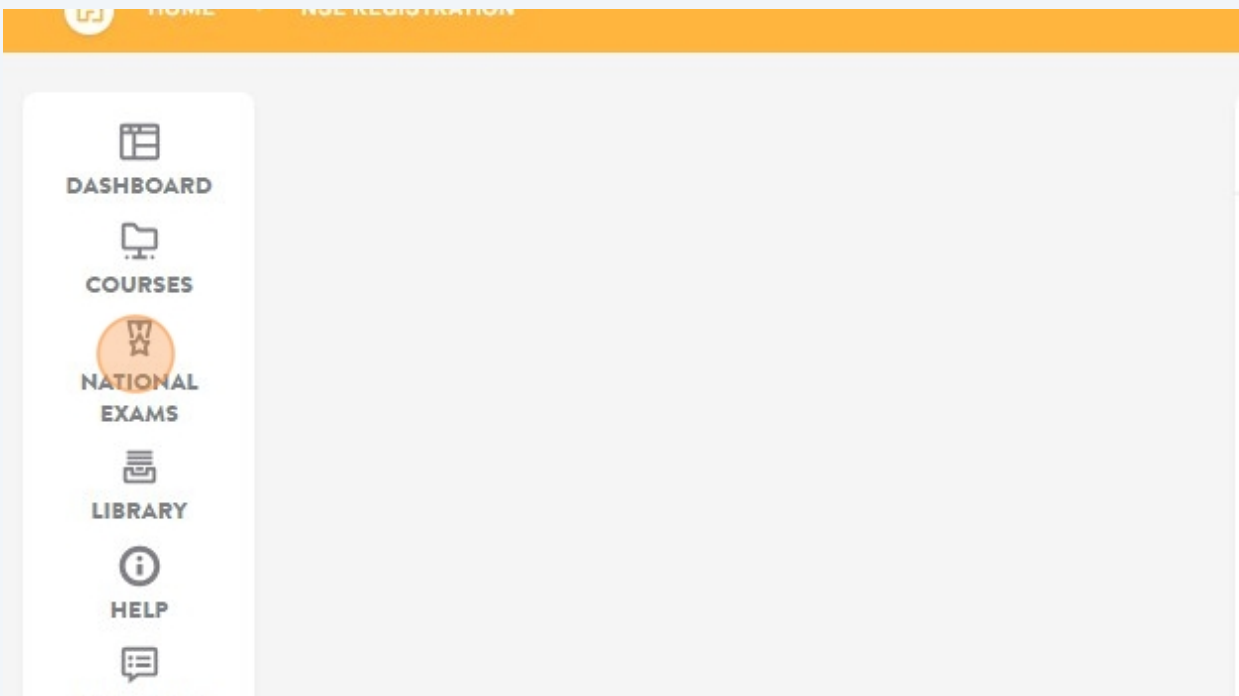


Tip! To get a glimpse of what your students will need to do on Lingco, please visit the [Students' Perspective](#) guide.

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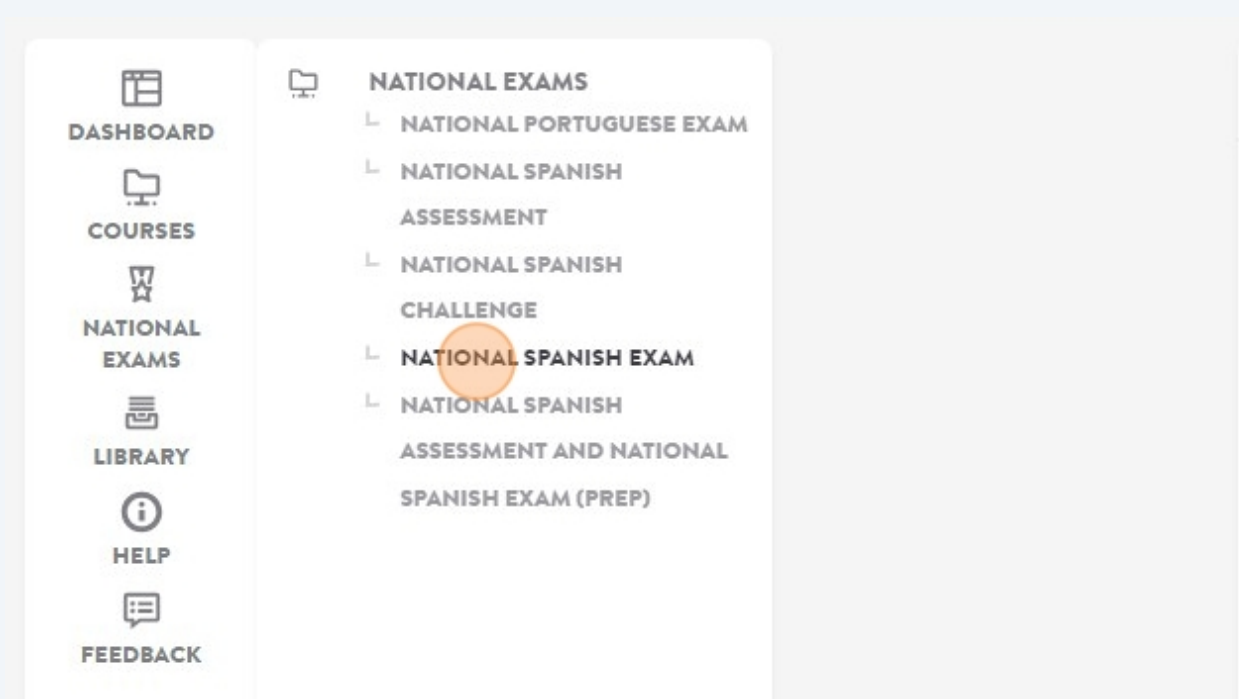
Add Your Students

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 line and '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 first email address in the input field. Below the input field is another line and 'or'. At the bottom, there is a section for 'SHARE LINK'.

Assign a Category



DON'T FORGET TO ASSIGN A CATEGORY!

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

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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. At the top, there is a navigation bar with 'HOME', 'NSE 2024-LEVEL 01', and 'COURSE ROSTER'. Below this is a sidebar with menu items: DASHBOARD, COURSES, NATIONAL EXAMS, LIBRARY, HELP, and FEEDBACK. The main content area displays the course roster for 'NSE 2024-LEVEL 01'. A search bar labeled 'Search Roster' is present. The roster table has columns for 'NAME', 'EMAIL ADDRESS', and 'NSE CATEGORY'. One row is visible with the email address 'nse@aatsp.org' and the category 'Classroom Expe'. A bubble is highlighted next to the email address.

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

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 sidebar with navigation icons for Dashboard, Courses, National Exams, Library, Help, and Feedback. The main content area is titled 'NSE 2024-LEVEL 01' and includes 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 path: HOME > NSE 2024-LEVEL 01 > COURSE ROSTER. On the left is a sidebar menu with icons and labels for: DASHBOARD, COURSES, NATIONAL EXAMS (highlighted), LIBRARY, HELP, and FEEDBACK. The main content area has a blue header '1 SELECTED' above a table. The table has columns: NAME, EMAIL ADDRESS, and NSE CATEGORY. One row is visible with a checkmark in the first column, an empty NAME cell, the email address 'nse@aatsp.org', and the category 'Classroom Expe'.

	NAME	EMAIL ADDRESS	NSE CATEGORY
✓		nse@aatsp.org	Classroom Expe

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Click "MODULES"

The screenshot shows the 'MANAGE COURSE' interface. On the left is a 'COURSE DETAILS' sidebar. On the right, under the 'MANAGE COURSE' header, there is a list of options: MODULES (highlighted with an orange circle), ROSTER, GRADEBOOK, and VOCAB STATE.

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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 > 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 module, "VOCABULARY PRACTICE LEVEL 01". It includes a text block stating: "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' with a '2' in a grey circle, 'L 01 NSE/NSA' with a '6' in a grey circle, and '01 2024' with a '2' in 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!' Below this is 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 a detailed view of the 'NSE Level 01 2024 proficiency (reading and listening)' item. On the right side, there are four action buttons: a document icon, a person icon, a pencil icon, and a trash icon. Below these is a toggle switch labeled 'ASSIGN TO CLASS' which is turned on. Underneath is the 'AVAILABILITY' option, which is highlighted with an orange circle. Below that is the 'GRADING' option.

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 categories with their respective seat counts in circular buttons:

Exam 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.

COURSES

ACTIONS

ORDER MORE SEATS

REVIEW SETUP STEPS

SEAT ASSIGNMENT

31

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

SEAT ASSIGNMENT

LEVEL	SEATS PURCHASED	SEATS USED	SEATS REMAINING
All	3	2	1

Help Topics



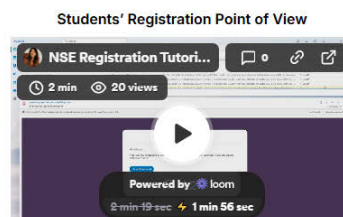
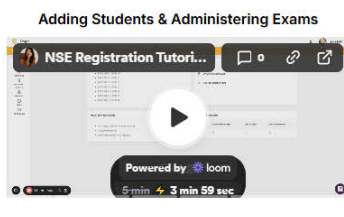
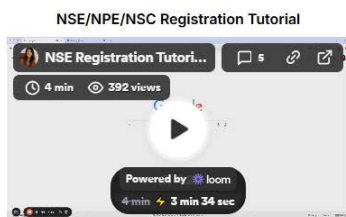
Need Some Help?

- 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](#).

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All done - Celebrate!

Visit Our Help Center For Access To Video Tutorials:



Scan The Code Below With Your Smartphone's Camera:

