

NOTA BENE

Prior to the exam:

- Choose your examiner wisely. Make sure s/he is conscientious and will follow the directions on the blue sheet. If the blue sheet is not returned signed, your exams will not be scored until the blue sheet is returned and after all other exams have been processed.
- Advise your examiner that answer sheets must be mailed in the envelope provided on the same day that the exam is given.
- In mid-February, confirm with your examiner that the exam materials have arrived, have been counted and are stored in a secure location. "Lost" packages are almost always somewhere in the school having been signed for by an Administrative Assistant, mailroom person, custodian, etc. Check thoroughly before calling. If you still cannot locate the materials, you may get a UPS tracking number by e-mailing: clementtestingservice@verizon.net or by calling 1-800-459-9847.
- Make sure that there is just one application from your school. Each application is assigned a code number. If there is more than one application from one school, the students' answer sheets are invariably returned in one package but the computer company is expecting two packages to be returned. That means at least one teacher will receive a letter saying that their answer sheets have not been returned and unnecessary panic ensues.
- If you live in an area where snow days are a distinct possibility, plan an early administration date. If possible, plan an alternate date as well.
- Please note that filling in the demographic information at the top of the answer sheet by anyone prior to the administration of the exam is **not permitted**. Students are given 5 minutes to fill in this information and it must only be done by them at the time the test is being given.
- **LASTLY BUT MOST IMPORTANTLY, know that you are not allowed access to the exams or any of the materials prior to the Tuesday following the last testing date.**

When results are returned:

- A. Count your awards immediately. Award problems can be resolved in April by e-mailing clementtestingservice@verizon.net or by calling 1-800-459-9847.
- B. Inscribe your certificates when first received. Don't be caught with a misspelled name on a certificate on your awards ceremony day!
- C. If you do not get your results by April 25, you may get a UPS tracking number by contacting Clement Testing Service at 1-800-459-9847.
- D. Check for correct spelling of names for students with perfect papers. If there is a discrepancy, contact the National Latin Exam Office at 1-888-378-7721.