TIPS FOR EXAMINERS

Prior to the exam administration:

• Open and count exam materials when first received; then secure exams and write a note to yourself as to their whereabouts. If you do not have your materials by February 16th, check with the person who signs for incoming mail. If you cannot locate the materials, you may get a UPS tracking number by e-mailing: software.design@earthlink.net or by calling 1-800-459-9847.

• Be aware that teachers are not allowed access to the exams or to any pertinent test information until after the last date that the test can be administered.

• The white test booklet has four separate tests in it: Latin I, Latin II, Prose III or IV, and Poetry III or IV. Some teachers teach Poetry in the third year and some in the fourth; the same holds true for Prose. Therefore, the level is determined by the number of years the student has taken Latin. Do not allow students to blacken in both levels III and IV of either Prose or Poetry. The same holds true for the yellow Latin V/VI exam. Advise students that they should blacken in one exam level only. If two levels are marked, it is "kicked out" by the computer and will result in "no level selected" on the result sheet and will not be scored.

• Make sure that students use pencil and fill in the entire bubble as shown on the answer sheet. Students may wish to lightly mark any answers that they are in doubt about so that if they change their minds, it will erase more completely.

• Be aware that if answer sheets are not returned the same day the exam is given, students are subject to a loss of awards.

TIPS FOR TEACHERS

Mailing instructions:

• Return only the answer sheets and the blue sheet (signed). Do not return exam materials.

• Use no paper clips or rubber bands.

• Place answer sheets in one direction in the provided envelope.

• Putting extra papers, blue sheets, or exams among answer sheets to separate the levels is unnecessary and causes extra work.

• If sending back answer sheets in more than one package, fasten the packages together prior to mailing. That will save you postage money.

• Be aware that if answer sheets are not returned the same day the exam is given, students are subject to a loss of awards.

• Remind examiner to return the answer sheets the same day the exam is given.

Prior to the exam:

• Advise students that it is important to code their names in correctly and consistently each year. For example, Elizabeth Smith should be: "Smith, Elizabeth" each year. The use of a nickname such as Betty, Liz, Betsy, or Beth may preclude that student from receiving four/five gold or scholarship information that the student may be due.

• Choose your examiner wisely. Make sure he/she 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 all other exams have been processed.

When results are returned:

• Count your awards immediately. Replacement for missing materials will be processed through April 30th. After that time, there may be a $2.00 charge for each requested item.

• If you do not get your results by April 25, you may get a UPS tracking number by e-mailing: software.design@earthlink.net or by calling 1-800-459-9847.

• Check for correct spelling of names for students with perfect papers. If there is a discrepancy call 1-800-459-984 or e-mail software.design@earthlink.net.