

# TIPS FOR EXAMINERS

## Prior to the exam administration:

- Count exam materials when first received; then secure exams and write a note to yourself as to their whereabouts. If you wait until the last minute to check your materials and discover that you are short exams or answer sheets, your school will have to pay for expedited shipping of these materials.
- Be aware that teachers are **not allowed access** to the exams prior to the date scheduled for giving the exam. If the teacher is administering the exam, deliver the exams to him or her at the time of administration; otherwise deliver them to the exam administrator before the time of administration. Please remind the teacher that they may not discuss, review with students, or distribute the exams until the date listed on the Instructions for Examiners sheet (AKA blue sheet).
- The Intro to Latin exams are green, Beginning Latin exams are pink, Intermediate Latin exams are orchid, Intermediate Latin Reading Comprehension exams are white, the Advanced Latin Prose exams are ivory, the Advanced Latin Poetry exams are blue, and the Advanced Latin Reading Comprehension exams are canary. 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. Advise students that they should blacken in *one exam level only*. Make sure that students understand the importance of bubbling in the correct exam level. Rescores required for students who mark the wrong exam level will delay your school's results.
- Make sure that students use #2 pencils and fill in the entire bubble as shown on the answer sheet. Students must mark all answers completely and fully and must erase completely and fully if they decide to change an answer.
- Advise students that it is important to code their names in correctly and consistently each year. For example, Elizabeth Smith should be: "Elizabeth Smith" 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.
- **Nota Bene:** Students will be required to correctly bubble in your school code. Your school code is on your confirmation, packing list, blue sheet and return envelope.

## Mailing instructions:

- **Return only the answer sheets and the blue sheet (signed). Do not return exam materials.**
- **Verify that all students have correctly bubbled your school code.**
- Use no paper clips or rubberbands.
- Place answer sheets in one direction in the provided envelope.
- Putting extra papers, blue sheets, stickies or exams among answer sheets to separate the levels is unnecessary. The computer is a very good sorter!
- If sending back answer sheets in more than one package, fasten the packages together prior to mailing. This will save you postage money. Please use **all** return envelopes provided. Failure to do so results in a higher risk that answer sheets will be lost or damaged during transit.
- **INCLUDING A COPY OF THE BLUE SHEET IN EACH PACKAGE THAT YOU SEND ENSURES THAT THE ANSWER SHEETS WILL BE PROCESSED ON TIME. IF IT IS NOT INCLUDED, YOU WILL RECEIVE A "NO BLUE SHEET" LETTER WHICH MAY DELAY YOUR SCHOOL'S RESULTS AND APPLICABLE AWARDS.**
- Don't forget to write your school's return address on the envelope!
- Using book-rate postage to mail the answer sheets can result in the package taking over a month to reach the computer company.

# ACL/NJCL NATIONAL LATIN EXAM 2023

## INSTRUCTIONS TO EXAMINER

### PLEASE READ THIS IMPORTANT INFORMATION ABOUT ADMINISTRATION OF THE

**NATIONAL LATIN EXAM:** The individual Latin teacher may now administer the National Latin Exam to his or her own students without the need of an official "Exam Administrator", which formerly included administrators, guidance counselors, testing coordinators, and other teachers. It is suggested, but not required, that the teacher make arrangements for others to help in the administration and supervision of the exam, particularly if there is a large number of students being tested. The Latin teacher will be trusted to follow all the policies and procedures as presented on the instruction sheet and other documents.

1. The Latin teacher(s) should determine whether the demographic information on the students' answer sheets is to be completed before the testing session or during the administration of the exam.
  - A. If the demographic information on the answer sheets is to be completed by the students before the testing session, go to #2. N.B. If you choose this option, all students must complete this information prior to the testing session.
  - B. If the demographic information on the answer sheets is to be completed by the students during the exam session, go to #3.

### 2. DIRECTIONS FOR COMPLETING THE ANSWER SHEET PRIOR TO EXAM DAY

- A. Deliver the answer sheets and this instruction sheet to the teacher(s).
- B. Make sure students have **#2 pencils** for taking the exam.
- C. Distribute **ANSWER SHEETS**, one per student. **No student may take more than one exam.**
- D. **READ THE FOLLOWING DIRECTIONS TO STUDENTS:**

Soon you will be taking the National Latin Exam. At this time we will be completing the demographic information on the answer sheets. Do not write on this answer sheet until you have been told to do so.

You must use a #2 pencil for all information and answers. Be very careful to blacken the answer spaces exactly as shown in the example on the answer sheet. If you wish to change your answer, be sure to erase **completely**. Do not make pencil marks in the margins or your exam will be invalidated.

**First**, fill in the date the exam is to be given \_\_\_\_\_ and the time of day the exam is to be given \_\_\_\_\_ in the upper left corner of your answer sheet.

**Next**, fill in the school code \_\_\_\_\_ in the box in the lower left corner.

**Now**, fill in the correct level of exam you will be taking. Your teacher can help with this if you are not sure which level is correct. If you are taking the Introduction to Latin Exam, fill in the space with the letter A. If you are taking the Beginning Latin Exam, fill in B. If you are taking the Intermediate Latin Exam, fill in C. If you are taking the Intermediate Latin Reading Comprehension Exam, fill in D. Fill in E if you are taking the Advanced Latin Prose Exam, and F if you are taking the Advanced Latin Poetry Exam. If you are taking the Advanced Latin Reading Comprehension Exam, fill in G.

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For the question about whether this is your first time taking this level or second, most students will fill in "First time". However, if you are taking the SAME test for the second year, you should fill in "Second time."

The only exam level that can be taken more than twice is the Advanced Reading Comprehension Exam. Fill in "Second Time" if this is your second or subsequent time taking this exam.

Be sure you have marked the appropriate letter on your answer sheet, or your exam will not be graded correctly.

Now fill in your name (no nicknames), school name, city, state, and teacher's name.

For the blank marked "Level of Latin," write either **Intro, Latin 1, Latin 2, Latin 3, Latin 4, Latin 5,** or **Latin 6+**.

Under "Grade Level", mark your grade in school. Mark **Other** if you are not in grades 6 through 12.

**Finally**, print your name in the boxes provided, last name first, with a blank space between your names. Now fill in the grid below. Then follow the same procedure in the next set of boxes for your teacher's last name, remembering to fill in the grid below.

**Now**, please pass forward **all answer sheets**.

- E. Return ALL ANSWER SHEETS and these "INSTRUCTIONS TO EXAMINER" sheets as soon as possible to the person or designee (not the Latin teacher) who is responsible for holding and securing the exams until the day of testing. The administrator should place all the answer sheets and this instruction sheet with the copies of the exams and secure them until the time of the test.

**If there are students who missed the opportunity** to complete the demographic information with the rest of their class, the teacher and administrator must make arrangements with these students to complete the answer sheet before the administration of the exam. Time will not be allotted to complete the demographic information during the administration of the exam. Only 40 minutes will be allowed to complete the exam.

- F. On the day of the exam, the teacher or exam administrator should begin reading at #4.

### 3. DIRECTIONS FOR COMPLETING THE ANSWER SHEET DURING THE EXAM SESSION

- A. **As students arrive, collect all cell phones and other electronic devices. The phones can be labeled and returned afterwards. Books, book bags, etc., should also be collected and placed at the front of the room.** Seat students in a way that allows for maximum space between seats. If possible, do not have students taking the same level exam sitting near each other.
- B. Make sure students have **#2 pencils** for taking the exam.
- C. Distribute **ANSWER SHEETS**, one per student. **No student may take more than one exam.**
- D. **READ THE FOLLOWING DIRECTIONS TO STUDENTS BEFORE DISTRIBUTING EXAMS:**

Today you will be taking the National Latin Exam. You have a **five-minute** period for filling in the student information section of the answer sheet.

Any questions must be asked during the five minutes allowed for student information. You must use a #2 pencil for all answers. Be very careful to blacken the answer spaces exactly as

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shown in the example on the answer sheet. If you wish to change your answer, be sure to erase **completely**. Do not make pencil marks in the margins or your exam will be invalidated.

**First**, fill in today's date \_\_\_\_\_ and the time of day \_\_\_\_\_ in the upper left corner of your answer sheet.

**Next**, fill in the school code \_\_\_\_\_ in the box in the lower left corner.

Your teacher can help with this if you are not sure which level is correct. If you are taking the Introduction to Latin Exam, fill in the space with the letter A. If you are taking the Beginning Latin Exam, fill in B. If you are taking the Intermediate Latin Exam, fill in C. If you are taking the Intermediate Latin Reading Comprehension Exam, fill in D. Fill in E if you are taking the Advanced Latin Prose Exam, and F if you are taking the Advanced Latin Poetry Exam. If you are taking the Advanced Latin Reading Comprehension Exam, fill in G.

For the question about whether this is your first time taking this level or second, most students will fill in "First time". However, if you are taking the SAME test for the second year, you should fill in "Second time." The only exam level that can be taken more than twice is the Advanced Reading Comprehension Exam. Fill in "Second Time" if this is your second or subsequent time taking this exam.

Be sure you have marked the appropriate letter on your answer sheet, or your exam will not be graded correctly.

Now fill in your name (no nicknames), school name, city, state, and teacher's name.

For the blank marked "Level of Latin", write either **Intro, Latin 1, Latin 2, Latin 3, Latin 4, Latin 5,** or **Latin 6+**.

Under "Grade Level", mark your grade in school. Mark **Other** if you are not in grades 6 through 12.

**Finally**, print your name in the boxes provided, last name first, with a blank space between your names. Now fill in the grid below. Then follow the same procedure in the next set of boxes for your teacher's last name, remembering to fill in the grid below.

(Continue to #4E)

#### 4. DIRECTIONS FOR ADMINISTERING THE EXAM

- A. **As students arrive, collect all cell phones and other electronic devices. The phones can be labeled and returned afterwards. Books, book bags, etc. , should also be collected and placed at the front of the room.** Seat students in a way that allows for maximum space between seats. If possible, do not have students taking the same level exam sitting near each other.
- B. Make sure there are **no reference materials, posters, maps, or other walls hangings** to which students have access.
- C. If students have filled out the demographic information before the day of the exam administration, you should distribute the answer sheets to the appropriate students as they check in. This can streamline the process of checking attendance.
- D. Make sure students have **#2 pencils** for taking the exam.

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#### E. **READ THE FOLLOWING DIRECTIONS TO STUDENTS BEFORE DISTRIBUTING EXAMS:**

You will now be taking the National Latin Exam. You will have **40 minutes** in which to take the exam.

No questions or conversations are permitted during the exam. No resource materials are permitted.

You are now ready to begin the exam. Are there any questions before the exam?

- F. **DISTRIBUTE THE EXAMS.** Students taking the Intro to Latin Exam receive the **green** sheets only; Beginning Latin is **pink**, Intermediate Latin is **orchid**, Intermediate Latin Reading Comprehension is **white**, Advance Latin Prose is **ivory**, Advanced Latin Poetry is **blue**, and Advanced Latin Reading Comprehension is **yellow**. **PLEASE BE CERTAIN THAT EACH EXAM HAS ALL 40 QUESTIONS. ALL EXAMS HAVE 40 QUESTIONS EXCEPT THE INTERMEDIATE READING COMPREHENSION AND THE ADVANCED READING COMPREHENSION EXAMS. THOSE NOW HAVE 36 QUESTIONS. STUDENTS TAKING THOSE EXAMS SHOULD LEAVE THE LAST FOUR SPACES (#37-40) ON THEIR ANSWER SHEET BLANK. PLEASE USE ONLY THE ANSWER SHEETS PROVIDED IN YOUR PACKAGE, BECAUSE OLD ANSWER SHEETS CANNOT BE READ BY THE SCANNER. EACH STUDENT CAN ONLY TAKE ONE EXAM.**

#### G. **ANNOUNCE TO STUDENTS:**

Please double-check that you are taking the correct exam. The level of exam is marked in the upper right-hand corner of each page.

**\*Please be sure to bubble your answers onto the Scantron answer sheet. If you do not bubble your answers onto the answer sheet, you will receive a score of 0.**

- H. When all students have the correct exam, allow them to begin. Note the time so that you will know when to end the exam. **Beginning Time:** \_\_\_\_\_ **Ending Time:** \_\_\_\_\_
- I. Allow 40 minutes for students to complete the exam. As students begin, please circulate and check to see that they have all personal information filled out on their answer sheets and that the exam they are taking matches the level they marked on their answer sheets.
- J. You may wish to announce when there are five minutes remaining in the exam period. After 40 minutes, tell students to stop writing. Collect the exams and the answer sheets. **Please count the exam copies and answer sheets in order to make sure that you have an exam and answer sheet returned for every student.**
- K. **Separate the answer sheets from the exams.** In the envelope provided, place **this blue sheet** (signed) and **all answer sheets, used and unused** (please do not bend edges), and **mail to the address below on the same day the exam is given. If the exam is given to different levels on different days, please hold ALL answer sheets and mail them on the last day the students take the exams. The last day the exam may be administered is Friday, March 17, 2023.**

Clement Testing Service  
4094 Majestic Lane, PMB 313  
Fairfax, VA 22033

- L. **Teachers may not discuss, go over, or distribute the exams with their students or others until Thursday, March 23, 2023, at which time they will be released to the public.**

**N.B. The National Latin Exam Committee reserves the right to disqualify any school which does not follow the procedures outlined above.**

## **ACL/NJCL NATIONAL LATIN EXAM 2023 INSTRUCTIONS TO EXAMINER**

**N.B. THIS BLUE SHEET MUST BE SIGNED AND RETURNED WITH ANSWER SHEETS!**

**SCHOOL CODE:** \_\_\_\_\_

Name and Position of each Teacher or Test Administrator:

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Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

DATE(S) AND TIME(S) EXAMS WERE GIVEN:

<b>Exam</b>	<b>Date Administered</b>	<b>Time Administered</b>
Introduction to Latin		
Beginning Latin		
Intermediate Latin		
Intermediate Latin Reading Comp.		
Advanced Latin Prose		
Advanced Latin Poetry		
Advanced Latin Reading Comp.		

Yes! I have read and followed the procedures outlined above.

Signature of each Teacher or Test Administrator:

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