



# Le Grand Concours 2018

## Divided testing procedure

### Before the test period the neutral party/proctor

- May give blank answer sheets to teacher. **Teacher** may pass out to students prior to Contest. Students may fill out in class to ensure correct information is included. A teacher collects and returns answer sheets to Proctor with only the biographical information is completed.
- Seals 2<sup>nd</sup> half of test booklets with sticker or tape (there is at least one blank page between Parts A and B).

### During the Part A (listening comprehension) test period

#### Students:

- Must write their name on the test booklet
- After completing part A (listening comprehension), they place their answer sheets inside their test booklets.

#### Proctor:

- Collects test booklets,
- Seals Part A of the test booklets with sticker or tape, and returns them immediately to locked area until Part B testing will take place.

### During the Part B (language in context and reading comprehension) test period

#### Proctor:

- Returns test booklets to individual students – ensuring that each student has his/her own test booklet. Reminds students that Part A answers may not be changed.
- Allows students 40 minutes to take Part B; students may NOT change any answers from Part A.
- After completion of Part B, answer sheets must be placed in a sealed envelope and mailed to the scoring center within 24 hours.

#### **Important requirements:**

**Teachers must not have contact with their students' answer sheets after biographical information is complete.**

All students in a level must test at the same time, even if the testing is divided over two days. All part A must be administered in one sitting; all of part B must be administered in one sitting; to make sure that students in different classes do not have time to discuss Contest content. A neutral proctor is required for both testing periods. Teachers may not proctor their own students but may proctor a colleague's students.

Testing materials (test booklets and CDs) must be locked in a secure location until March 25<sup>th</sup>, after which they may be returned to the teachers for review and practice in future years.

**If these procedures are not followed, students may be disqualified from National rankings.**