



AMERICAN ASSOCIATION OF TEACHERS OF FRENCH

National French Contest

PROCTORS: PLEASE READ CAREFULLY

ADMINISTRATION INSTRUCTIONS

General Information

The National French Contest should be administered in one 60 minute block, unless arrangements for the divided testing procedure have been approved in advance.

Upon receipt of testing materials, verify accuracy of order. A proctor or neutral party may verify sound quality of CDs before the Contest. Prior to the Contest, test booklets should be stored in a secure location. After the Contest has concluded, the test booklets should be returned to a secure location until March 25, 2018. After that date, materials may be released to teachers.

Materials

For the administration of the National French Contest you will need the following:

1. A CD player to play Part A, Listening Comprehension
2. These instructions
3. Enough test booklets for all candidates
4. Enough computer scoring answer sheets for all candidates
5. An accurate timepiece to tell when the administration is over

NOTE: The use of mobile phones or electronic devices is prohibited during paper and pencil testing. These devices should not be allowed in testing center or classroom while testing.

Seating

To the extent possible, seat the candidates sufficiently apart; so that they cannot see another candidate's answer sheet, the use of alternate rows with spaced seating is desirable.

Pencils

Candidates should mark their answer sheets in #2 pencils without pressing too hard so that they can erase and change their answers easily, if necessary.

ADMINISTRATION

The Contest should be administered in a regular classroom for reasons of acoustics, (unless headsets or individual recorders are used). Insert CD into player before the test begins. If using a computer, verify that the tracks will play in the correct order. There may be very little lead time prior to the actual test.

After the test booklets and the answer sheets have been distributed, say:

PLEASE TAKE YOUR ANSWER SHEET AND WRITE IN ALL THE INFORMATION CALLED FOR. BE SURE TO FILL IN EVERY SECTION COMPLETELY. THE NUMBER OF THE LEVEL MUST CORRESPOND TO THE NUMBER IN THE UPPER RIGHT HAND CORNER OF YOUR TEST BOOKLET. FAILURE TO FILL IN ALL THE INFORMATION ACCURATELY MAY DISQUALIFY YOUR ENTRY. THEN WRITE THE INFORMATION REQUIRED, INCLUDING YOUR TEACHER'S FULL NAME, ON THE FRONT COVER OF YOUR TEST BOOKLET. DO NOT OPEN YOUR TEST BOOKLET UNTIL I TELL YOU TO DO SO. LOOK UP WHEN YOU HAVE FINISHED WRITING THE INFORMATION ON THE TEST BOOKLET AND ANSWER SHEET.

After the candidates have finished completing the autobiographical information, say:

ARE THERE ANY QUESTIONS?

Make sure the candidates have entered all the required information. If you are proctoring a Level 1 test, double check that the students have NOT blackened Level 01 on their answer sheets. Level 01 and Level 1 are TWO different levels.

Begin the CD. The directions will be read and then the students will be instructed to open their test booklets. This is when the Contest begins and proctors should mark on the board the end time - 60 minutes from the moment the seal is opened. At the end of the listening section, the speaker on the CD will instruct candidates to go on to part B.

At the end of the testing period, say:

STOP. THIS IS THE END OF THE NATIONAL FRENCH CONTEST. CLOSE YOUR TEST BOOKLETS. LOOK OVER YOUR ANSWER SHEET TO BE CERTAIN THAT YOU HAVE CORRECTLY FILLED IN THE REQUIRED INFORMATION. PLEASE SIT QUIETLY AND DO NOT TALK.

Collect the answer sheets first and then collect the test booklets. Make sure students have not left any answer sheets inside the test booklets.

Only when you have verified by personal count that all test materials have been collected may the candidates be dismissed.

NOTE: ONLY ORIGINAL ANSWER SHEETS WILL BE SCORED, NO PHOTOCOPIES ACCEPTED.

Scoring

All tests will be scored by computer. No later than the day following Contest administration, return all answer sheets facing the same way either to:

- 1) Your testing center coordinator who will send them to the scoring center;
- 2) Or by mail to the scoring center.

Survey Systems 790 5 th St NW New Brighton, MN 55112 800-473-7188

Mail answer sheets flat, with no staples, paper clips, or other dividers. Only send answer sheets to the scoring center. Other materials will be discarded.

Answer sheets received after March 31, 2018 may not be eligible for national recognition and may be returned to the school or chapter un-scored.

**RETURN CONTEST CD AND TEST BOOKLETS TO A SECURE LOCATION
UNTIL MARCH 25, 2018
DO NOT RELEASE TO FRENCH TEACHERS BEFORE THIS DATE!**