Documentation for on-line testing

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Once your payment has been received and processed and student information has been uploaded, you will receive an automated email (sample below)

Your student accounts have been created on the Contest site. Go to frenchcontest.org or click here to log in to the online test platform.

Your log in is username |XXXXX| and password |XXXXX|.

You may edit your student names on the administration page of the Contest site, or you may wait and use our online platform which will be ready soon.

Please reply to this message if you need help updating your student names before the platform is ready.

At the end of the email will be a table that includes Contest level, generic student users ids and student passwords.

<table>
<thead>
<tr>
<th>Level</th>
<th>Student ID</th>
<th>Student Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL</td>
<td>Student00000</td>
<td>Airline655Date</td>
</tr>
</tbody>
</table>

Information follows on how teachers log in to the test site, and how to edit this information manually.
**Teacher Log in**

To log in to the test site, teachers will go to either [frenchcontest.org](http://frenchcontest.org) and click on the link to go to the test site, or to go directly to the test site use [http://www.proprofs.com/classroom/?ID=1829857](http://www.proprofs.com/classroom/?ID=1829857).

Enter in your email address and the password which was provided in the message from the Director.

*The sample information below is based on a teacher named Jane Sample whose school/teacher code is 1234.*

When you log in to the test site, the first screen you will see is Your Classroom – this shows which materials you have access to:

Note – Teachers will only be able to access to Review Materials – not the 2020 Contest.
Teacher information

Do you see your name in the upper right of the screen? If you hover your mouse over your name, you will see a drop down box with the following options:

You should choose Administration which will bring you to this screen. Note there are two tabs on the left: Users and Groups.

Select Groups
Which will bring you to this screen.

There are four groups of students in this example, one enrolled in FLES one in enrolled in level 01, one in level 1 and one group for review materials. (School teacher code followed by level designation).

See the “+” and “–” signs next to the Group. These can be clicked to expand your view to see a student group (school/teacher code followed by level and then “S” for student group below the main level group.)
When you click on the student group, you see the names of the student in this group. You can tell you are in the student group because the selection turns blue and the student names show up. You can also see at a glance the status of the group – Inactive (students cannot test) or Active (students may take the Contest).

Making a Contest Level Active or Inactive

Review materials are set to active by default, the main group (1234-FL) which shows the teacher’s name as the only member, is active by default, BUT the 2020 Contest (1234-FL-S) is set to inactive by default. These settings ensure that when students log in, they only have access to review materials and they cannot access the 2020 Contest until you make it active for them.

To change the Contest to Active, hover your mouse over the word Inactive and you will see a dropdown. Click on the word Active and the dot will turn green and it will say Active.
Note:

Another way to get to the student group screen is to start on the Users tab and click on the name of a student in the level you would like to activate and then click on the student group.

This will bring you directly to the student group where you may activate the group.
Registration Changes

Changing Student information
Select the student whose information you wish to change

And click the edit info button
You are able to change any of the information for this student – for example, if you want to replace one student with another or if you want to add names of the students, you can do this here. You do not need to fill in any of the information (address, phone, etc.) If you change the ID or Username, be sure to keep track of this – this will not be updated anywhere except the Contest site.

If you have school email addresses and add it here, you can use the test site to email log in information to students. Note – the Contest will not use this information for any purpose. We will not contact students directly.

Do NOT change ID or Username field without making notes of changes.

You will also note that you can change the level of the student. This may be useful if you have a FLES student who can’t take the Contest and want to replace it with a level 1 student. Also, you must be sure to put the student in the –S for the test level (e.g., 1234-1-S) to ensure that the student has access to the Contest.
Changing student passwords
If you would like to change a student password:

After you type in the new info, be sure to click the blue Change Password button. If you only click enter, the password change will not be saved.
Student Log in information

For both review tests and the 2020 Contest, students will go to:
https://www.proprofs.com/classroom/?ID=1829857

And enter in their user name and password

The first screen the student will see shows the level Contest they are enrolled in and the review materials:
If a student tries to access the 2020 Contest BEFORE you have made the Contest active, they will see a new screen and it will appear to proceed as if it is going to allow the student access to the Contest.

If the student clicks start, they will get a pop-up asking for information. If the student completes this information and clicks submit, an error message will pop up and the student will not be able to go any further:
Review Tests
Students have access to four years of all seven levels of *Le Grand Concours*.

Practice for the 2020 National French Contest by using past Contests. You may repeat the different parts as many times as you wish.

*Bonne chance!*
After logging in, the student will see that there are six levels over six years to practice on. Click on the symbol next to the level to see what choices are available.

In this example, Student selects, 2019, Level 1-Part A

Note – Percentage done begins progressing as soon as student accesses review.
When student pushes Start, they may begin using the review materials.

Students need to push the “play” button on the audio bar to begin the listening comprehension recordings. There may be a timer on the review materials in some levels.

Now Students will listen to the recording and answer questions by clicking on the circle next to the picture OR by clicking on the picture itself.

After answering all the questions, Student MUST click on Submit my answers at the bottom of the page. If they click Next at the top of the page, the answers do not register.
Do NOT click the Next button here or else answers will not submit and the score will not be recorded!
On review tests, students will be able to see right away how they did and what questions they got right or wrong.

To continue to the next section of Review, student clicks the "Next" button.
And then click start. Note the % done advances

The answers are selected by clicking the circle next to the picture or on the answer itself.

R2019-Level 1 Part B
Total Questions: 37

Reading Comprehension
Directions: Re-order the story. Read the four following paragraphs, and then put them in logical order and then answer the questions.

Selection numéro un: Une journée au lycée

A. Comme dessert, il y a des bananes, mais Chantal n’aime pas les bananes... alors, elle mange un yaourt et elle parle avec ses amis. À midi quarante, elle va vite dans sa classe de maths.

B. Chantal quitte la classe vers midi dix et va à la cantine. Sa copine Marie est avec elle parce qu’elle est dans la même classe de bio que Chantal avant le déjeuner.

C. Il est midi et c’est l’heure du déjeuner dans l’école de Chantal : elle adore le déjeuner parce qu’elle mange avec tous ses copains.

D. Quand elles arrivent à la cantine, les filles choisissent généralement une salade parce que le reste du menu, c’est des hamburgers pas très inspirants! En plus, les légumes, c’est bon pour la santé.

1) Dans cette petite histoire, le paragraphe #1, c’est....

- lettre D
- lettre B
- lettre C
- lettre A
After all the questions are answered select “Submit my answers”.

**Be sure to submit your answers**

Click the blue submit button below to make sure we receive your answers.

Submit my answers

If a student tries to submit but has forgotten to answer a question or has skipped questions, they will receive a confirmation message and will be able to go back and finish up.

The following optional questions are pending a response

2, 6, 7, 18, 31, 33, 34, 35, 36, 37

Submit

←back to quiz

If you choose to start studying French SOONER than you did, would you have chosen...
On review tests, students will be able to see right away how they did and what questions they got right or wrong.

Students may repeat the review tests as often as they like.
It’s Contest Day!

Teacher Responsibilities
1. Prep students for the information that will be requested when they log in (see below).
2. Make the 2020 Contest level active
3. Provide students with a sheet of scratch paper for notes. Collect this paper at the end of the testing period.
4. Monitor students to make sure that they remain on the Contest screen and do not use any other devices or reference materials.
5. When the Contest is complete, make the 2020 Contest level inactive. Do not activate again to ensure that students do not accidentally access the 2020 Contest again (see exception below).

Important note: You might have more than one Contest day. With the online Contest it is very easy to split the Contest over two testing periods to allow for shorter class times. In this case, you would activate the Contest for your first testing period. Allow students to test and then make the Contest inactive. At the start of the next testing period, re-activate the Contest and after students finish testing, make the Contest inactive again.

This is important because when the Contest is active, students may accidentally access the 2020 Contest and submit their scores when they do not mean to.
Student Log in

Students will go to the same website:
https://www.proprofs.com/classroom/?ID=1829857

Students will log in as they did for their practice tests. The 2020 Contest will have some introductory screens that students must complete before they access the Contest. This information helps us track students and make sure that they are listed in the correct level and division.

FLES Information requested

Name will probably auto-fill; students may correct

What Grade are you in now? Choices are 1, 2, 3, 4, 5, or 6.

Grade began studying French? Choices are Pre-K, Kindergarten, 1, 2, 3, 4 or 5.

Do you speak French at home? Choices are Yes or no.

Level/Division

How many minutes of French do you have per WEEK? – tell students number to put down here.

Students will see a new screen and may proceed as they did in Review tests.
Information requested for Levels 01-5

Name will probably auto-fill; students may correct

Division -- choices are:
A - began French in middle school or high school
B - 2 years or less of elementary school French/one parent speaks French (Levels 01-1-2 only)
C - Native speaker/regularly uses French at home
D - trimester schedule
E - not currently taking French course
AP – Student taking current course for AP (levels 4 and 5 only)

See Division rules on our website for details.

Students will see a new screen and may proceed as they did in Review tests.
2020 Contest restrictions

For the 2020 Contest, students have TWO attempts available to them in case the first attempt does not submit.

If students leave the screen (for example, if they type in the address bar to go to a different website), they may **not be able to re-access this part Contest**. If they take too long and run out of time, they **may not be able to re-access this part of the Contest**. If students attempt to go to a different tab or switch screens, their results will be submitted.

**Interrupted Contest**
If however, there are technical problems such as a power failure, internet interruptions that affect an entire class or verifiable problems with the device the student is using, we will be able to re-set the student. Please contact director@frenchcontest.org for assistance.

**All requests must be documented in writing.** No phone calls will be accepted.
You can see how your students performed from the Administration Panel.

If you click on Groups and select the Review group you can see three different reports.

These same reports are available in the test levels as well.
Where you can see a score report for how the student answered each question (review materials only) or download an excel spreadsheet of student
Grade Report
This report shows you how your students scored on every test they took AND you may download this as an Excel spreadsheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>ID</th>
<th>Country</th>
<th>Phone</th>
<th>Total Points</th>
<th>Average Score (%)</th>
<th>R2019-Level 1 Part A Point Score (%)</th>
<th>R2019-Level 1 Part B Point Score (%)</th>
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</thead>
<tbody>
<tr>
<td>Jane Sample</td>
<td><a href="mailto:jana@sample.net">jana@sample.net</a></td>
<td>N/A</td>
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