



**2020 National German Exam  
Level 1  
Special Administration Guidelines during School Closures  
Information for Adult Proctors**

The Level 1 National German Exam provides the opportunity to compare a student's abilities in German to other students of German from across the nation. Teachers and students will receive a diagnostic results reports, which can help them better understand where students did well and where they may need more instruction/practice. This is not a high-stakes exam, but you are asked, as the proctoring adult, to ensure that the student is completing the exam honestly.

Students may take the exam using a computer, tablet, or smartphone.

- Please make sure the student has a quiet environment to take the test.
- If available, the student should use headphones or earbuds for the Listening and Viewing section of the exam.
- Make sure that the student does not have access to any device or other materials other than the device they are using to take the exam.
- Have the student navigate to [www.quia.com/web](http://www.quia.com/web)
- Play the step-by-step recorded instructions available under this link  
[Section 1 Listening and Viewing Instructions \[https://youtu.be/By9XZWR7PEM\]](https://youtu.be/By9XZWR7PEM)  
[Section 2 Reading Instructions \[https://youtu.be/ld9le8r2qbA\]](https://youtu.be/ld9le8r2qbA)
- The student must take both sections of the exam. The German teacher has provided information on when each section should be taken.
- Report any technical difficulties to the student's German teacher.