National German Exam for High School Students

Level 1 Administration Manual

2019

Exam Dates

April 1, 2019 – April 30, 2019

Please read immediately upon receipt

Contents

Introduction

This manual describes the procedures for administering the Level 1 National German Exam for High School Students (NGE). The exam administrator is responsible for conducting the exam in strict compliance with the outlined procedures and for maintaining complete security of all exam materials. **The exam administrator should read these instructions thoroughly before administering the exam.**

The Level 1 National German Exam may be administered at any time from **April 1, 2019 to April 30, 2019**.

Knowledge of German is not required for the administration of the Exam. The NGE may be proctored and administered under the direct supervision of the German teacher or other certified teacher, or the school's testing, guidance, or administrative staff.

Exam Security

The National German Exam is to be administered to students under the direct supervision of the German or other certified teacher or the school's testing, guidance, or administrative staff. Exam proctors are to walk around the room during the exam administration to monitor students and make sure the integrity of the exam is not compromised.

A USERNAME, PASSWORD and SECRET WORD are needed to access the exams. Teachers have received one e-mail containing a USERNAME and PASSWORD for each student and a separate e-mail containing the SECRET WORD for each section of the exam. Teachers should keep these materials secure.

Teachers may distribute the USERNAME and PASSWORD to students prior to exam day. Secret words are NOT to be given to the students until they have logged into the exam on exam day.

Technical Support

Technical support for the National German Exam is available to assist with any questions you may have.

Non-Urgent Requests
Please contact support at help@quia.com.

Requests that Require Immediate Assistance

Monday - Friday from 7:30 am to 8:00 am (EDT): 855-883-4800

Monday - Friday from 8:00 am to 8:00 pm (EDT): 877-282-4400, press #5.

Technical Support on Saturday, April 13, 2019
7:30 am to 6:00 pm (EDT): 855-883-4800

Required Testing Time

The Exam lasts a total of 85 minutes, including approximately five minutes for students to complete personal information.

Each section of the exam is timed. *Section I: Listening and Viewing* is 40 minutes long and *Section II: Reading* is 45 minutes long. The sections may be administered separately and in any order. The Exam may be administered on one day or over two days.

40 minutes   Section I: Listening and Viewing

45 minutes   Section II: Reading

Please note: *The Reading (Section II) includes 5 extra minutes for completion of required personal information.*

Before Exam Day

Before students take the operational exam, give them an opportunity to take one of the practice exams found on the AATG website. The practice exams reflect the structure and functionality of the National German Exam and can help students familiarize themselves with exam content, question types, and how the electronic exam operates.

You'll need to decide if students will be taking both sections of the exam on one day or over two days. If the exam is to be given over two days, decide which section of the exam, *Section I: Listening and Viewing* or *Section II: Reading,* students will take first. You'll also need to devise a plan to distribute **USERNAMES** and **PASSWORDS** to students.

To assure receipt of messages and National German Exam score reports, add nge@quia.com to your safe sender list.

Check Computer Equipment

Verify with your computer technician that the computers to be used are up to date with the latest available operating system and browser patches. Running the operating systems and browsers without the latest patches may prevent certain Quia features from working properly. Review Quia's technical requirements at www.aatg.org/?page=NGESysReq.

Make sure that practice exams available on the AATG website properly load and function on the computers to be used on exam day. If the practice exams do not function properly after verifying technical requirements, contact your school's technical support service or contact the National German Exam technical support (see page 2).

Make sure that headsets are available and functioning at each computer station.

Print Required Documents

Print out the three (3) items sent to you via e-mail
> 1. The E-MAIL which contains USERNAMES and PASSWORDS
> 2. The separate E-MAIL you received with SECRET WORDS
> 3. This ADMINISTRATION MANUAL

Arrange Accommodations for Students with Special Needs

Students with an IEP who receive accommodations under IDEA guidelines on standardized examinations may receive the same accommodations on the National German Exam. **You must make arrangements at least one week prior to exam day**. To make arrangements for students with special accommodations, send a copy of the student's IEP in an email to **nge@aatg.org** with the following information:

Teacher name	School Name
Teacher's e-mail address	Student Name
NGE Confirmation Number	Required accommodation

Adding Students or Changing Student Registrations

Once you have registered for the National German Exam, you can add additional students to your roster or make corrections to a student's name or grade level.

Making Corrections to Your Registration

To make corrections or additions to your registration before you receive your USERNAME and PASSWORD from Quia, go to https://secure.quia.com/2019nge1member and sign in using your e-mail address and the REGISTRATION CONFIRMATION NUMBER you received in the e-mail confirming your registration.

Once logged in, you may add students to your registration or correct the spelling of a student name, or change a student name, and/or grade level. After making necessary additions or corrections, click "Continue" at the bottom of the screen, review the information, and click "Submit Registration" to submit the changes.

Making Corrections to Your Exam Rosters

Once you have received the USERNAME and PASSWORD sent to you in an e-mail from Quia, changes in your student roster can only be made by logging in to your National German Exam Quia account at www.quia.com/web using the USERNAME and PASSWORD contained in the e-mail. When you log into your National German Exam Quia account, the students you registered for the exam appear on the class roster at the level for which they are registered. *To see a student's password, click on the lock icon next to a name.* You may add additional students to your roster or substitute students up to exam day.
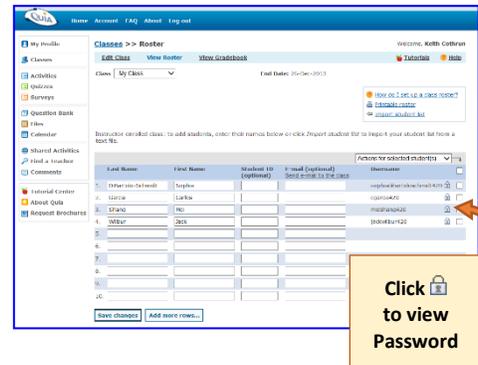

Adding New Students

If you would like to register additional students to take the exam, follow these steps:

1. Log in to your National German Exam Quia account at www.quia.com/web using the USERNAME and PASSWORD which was sent to you in an e-mail from Quia.
2. Navigate to the appropriate class roster using the Class drop-down menu in the upper left.

3. Type the student's first and last names into the blank rows of the roster. If you are adding several students and run out of space, click "Add more rows..." to add additional rows at the bottom of the roster.
4. When you have added all the students, click "Save changes". A USERNAME and PASSWORD will be generated for each new student. *To see a student's PASSWORD, click on the lock icon next to the student's name*.

Click 🔒 to view Password

If you add any additional students, you must pay exam fees for these students BEFORE any scores will be released to your school. Please note that adding new students requires that you pay the exam fee of $6.00 for each new student registered. You may pay via credit card at the AATG Online store www.aatg.org or send payment to the AATG Office, 112 Haddontowne Court #104, Cherry Hill, NJ 08034.

Making Substitutions

If you need to substitute a student, simply add him or her to the roster for the appropriate level and ignore the entry for the original student. As long as the original student does not take the exam, you will not be charged an additional fee. To substitute a student, please follow these steps:

1. Log in to your National German Exam Quia account at www.quia.com/web using the USERNAME and PASSWORD which was sent to you in an e-mail from Quia.
2. Navigate to the appropriate class roster using the Class drop-down menu in the upper left.
3. Type the student's first and last names into the blank rows of the roster.
4. Click "Save changes". A USERNAME and PASSWORD will be generated for the new student. To see a student's PASSWORD, click on the lock icon next to the student's name.
5. Ignore the original student's name on the exam level roster.

Students Not Taking the Exam

If your roster contains students who will no longer be taking the exam, simply ignore their names on the roster. You cannot delete any students' names, and there is no refund. You may make substitutions as noted in the previous section.

On Exam Day

Using the instructions sent by Quia by e-mail, go to www.quia.com/web and enter your National German Exam instructor USERNAME and PASSWORD to gain access to your instructor account.

Turn on all computers. It is suggested that you open up the correct Internet browser and have the page www.quia.com/web already on the computer screen when the students arrive. This will present one less step for student error to slow down the log in process.

When administering the *Listening and Viewing Exam*, make sure that headsets are available and functioning at each computer station.

Post the **teacher name** where students will be able to see it during the log in process.

Administering the Listening and Viewing (Section I) Exam

Read aloud all instructions **in bold print**.

When all students have been properly seated, say:

> **You are about to take the 2019 AATG National German Exam for High School Students of German. Please make sure that your desk is clear of all items. It is important that you do not touch the computers until instructed to do so.** (Pause)

If you have not set the browsers to the Quia website, say:

> **Open up your Internet browser and go to www.quia.com/web.** (Pause)

Make sure that the students open up the correct Internet browser and are all at the Quia website. When all students are at the website, say:

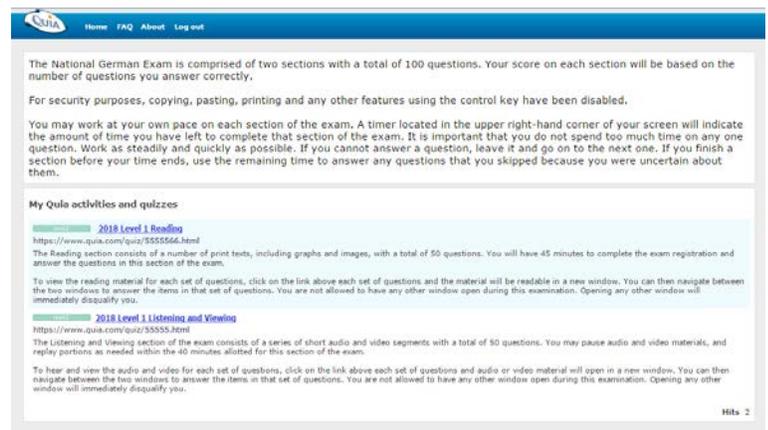> **Enter the username and password that you have been provided. Then click "Log in".** (Pause)

When all students have logged in, say:

> **Click on the class web page link.** (Pause)

When all students have advanced to the class web page, say:

> **Do not click on anything until you are instructed to do so. Now, listen carefully to the following information, which is also printed on your screen.**
>
> **The National German Exam is comprised of two sections with a total of 100 questions. Your score on each section will be based on the number of questions you answer correctly.**

For security purposes, copying, pasting, printing and any other features using the control key have been disabled.

You may work at your own pace on each section of the exam. A timer located at the top of your screen will indicate the amount of time you have left to complete that section of the exam. It is important that you do not spend too much time on any one question. Work as steadily and quickly as possible. If you cannot answer a question, leave it and go on to the next one. If you finish a section before your time ends, use the remaining time to answer any questions that you skipped because you were uncertain about them.

You should see links to both sections of the National German Exam: one for *Listening and Viewing* and one for *Reading*. Do not click on any link until told to do so. Please follow along as I read the information below the link for the *Listening and Viewing* section of the exam.

The *Listening and Viewing* section of the exam consists of a series of short audio and video segments with a total of 50 questions. You may pause audio and video materials, and replay portions as needed within the 40 minutes allotted for this section of the exam.

To hear and view the audio and video for each set of questions, click on the link above each set of questions and audio or video material will open in a new window. You may resize the windows and align them next to each other so that you can navigate between the two windows to answer the items in that set of questions. You are not allowed to have any other window open during this examination. Opening any other window will immediately disqualify you.

Now click on the link *2019 Level 1 Listening and Viewing.* Be sure you are clicking on the correct link. You will only have one attempt to take this section of the exam.

When the students have the log in screen up, say:

Type in your USERNAME and PASSWORD. When you type in your USERNAME and PASSWORD, be careful to type them in accurately. They do not have any spaces before or after them. After you have typed in your USERNAME and PASSWORD, click the button labeled START NOW and wait for further instructions.

When the students have the SECRET WORD screen up, say:

> **The timer will start once you click start now, time to complete the registration is included on the timer. You will have plenty of time to answer all the questions. In order to access the exam you will need the SECRET WORD. After you have typed in the SECRET WORD, click the start now button and wait for the rest of the group. The SECRET WORD is _____**

Write the SECRET WORD for this section of the exam on the board.

After all students have entered the SECRET WORD, say:

> **Type in your first and last name.** (Pause)
>
> **Type in your date of birth using 2 digits for month, 2 digits for day, and four digits for year. Separate month, day, and year with a slash.** (Pause)
>
> **Are there any questions?** (Pause)

After answering any questions, say:

> **Once you have completed the exam and are sure that you have answered all of the questions, click SUBMIT ANSWERS to complete the exam. Be sure to review your answers before submitting. You will not be able to change your answers after you click the SUBMIT ANSWERS button. NOTE: If the allotted exam time runs out before you click SUBMIT ANSWERS, your answers will be submitted automatically.**
>
> **If you finish early, remain silent and stay in your seat.**
>
> **You may now begin.**

Exam proctors are to walk around the room during the exam administration to monitor students and make sure the integrity of the exam is not compromised. Student desks must remain cleared of all items other than the computer device and students are to only have the National German Exam windows displayed on their computers.

After assuring that all students have submitted their responses, students may be dismissed.

Administering the Reading (Section II) Exam

Read aloud all instructions **in bold print**.

When all students have been properly seated, say:

> **You are about to take the 2019 AATG National German Exam for High School Students of German. Please make sure that your desk is clear of all items. It is important that you do not touch the computers until instructed to do so.** (Pause)

If you have not set the browsers to the Quia website, say:

> **Open up your Internet browser and go to www.quia.com/web.** (Pause)

Make sure that the students open up the correct Internet browser and are all at the Quia website. When all students are at the website, say:

> **Enter the username and password that you have been provided. Then click "Log in".** (Pause)

When all students have logged in, say:

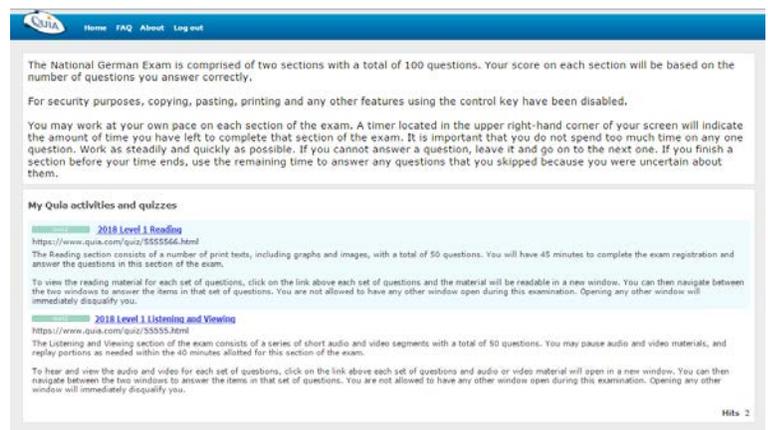> **Click on the class web page link.** (Pause)

When all students have advanced to the class web page, say:

> **Do not click on anything until you are instructed to do so. Now, listen carefully to the following information, which is also printed on your screen.**

> **The National German Exam is comprised of two sections with a total of 100 questions. Your score on each section will be based on the number of questions you answer correctly.**

> **For security purposes, copying, pasting, printing and any other features using the control key have been disabled.**

> **You may work at your own pace on each section of the exam. A timer located at the top of your screen will indicate the amount of time you have left to complete that**

section of the exam. It is important that you do not spend too much time on any one question. Work as steadily and quickly as possible. If you cannot answer a question, leave it and go on to the next one. If you finish a section before your time ends, use the remaining time to answer any questions that you skipped because you were uncertain about them.

You should see links to both sections of the National German Exam: one for *Listening and Viewing* and one for *Reading*. Do not click on any link until told to do so. Please follow along as I read the information below the link for the Reading section of the exam.

The *Reading* section of the exam consists of a number of print texts, including graphs and images with a total of 50 questions and tasks. You will have 45 minutes to complete the exam registration and then answer the questions in this section of the exam. Please note that this section of the exam includes an additional 5 minutes for completion of the exam registration.

To view the reading material for each set of questions, click on the link above each set of questions and the material will be readable in a new window. You may resize the windows and align them next to each other so that you can navigate between the two windows to answer the items in that set of questions. You are not allowed to have any other window open during this examination. Opening any other window will immediately disqualify you.

Now click on the link *2019 Level 1 Reading.* Be sure you are clicking on the correct link. You will only have one attempt to take this section of the exam.

When the students have the log in screen up, say:

Type in your USERNAME and PASSWORD. When you type in your USERNAME and PASSWORD, be careful to type them in accurately. They do not have any spaces before or after them. After you have typed in your USERNAME and PASSWORD, click the button labeled START NOW and wait for further instructions.

When the students have the SECRET WORD screen up, say:

The timer will start once you click start now, but remember it includes time to complete the registration. You will have plenty of time to answer all the questions. In order to access the exam you will need the SECRET WORD. After you have typed in the SECRET WORD, click the start now button and wait for the rest of the group. The SECRET WORD is _____

Write the SECRET WORD for this section of the exam on the board. After all students have entered the SECRET WORD, say:

We will now complete the Student Information.
**Type in your first and last name.** (Pause)

Type in the name of your school. (Pause)

Type in your German teacher's first and last name. (Pause)

Select your grade. Immediately after selecting your grade, you must click outside of the scroll box to lock in your response. You should remember this as you complete the test. If an answer is in a scroll box, make sure that you click outside the box to lock in your answer. (Pause)

Type in your date of birth using two digits for month, two digits for day, and four digits for year. Separate month, day, and year with a slash. (Pause)

Indicate the number of years you have learned German in school. Typically if you are taking the Level Two exam, you would indicate two, if you are taking the Level Three exam, you would indicate three. If you have never enrolled in a German course, indicate zero. (Pause)
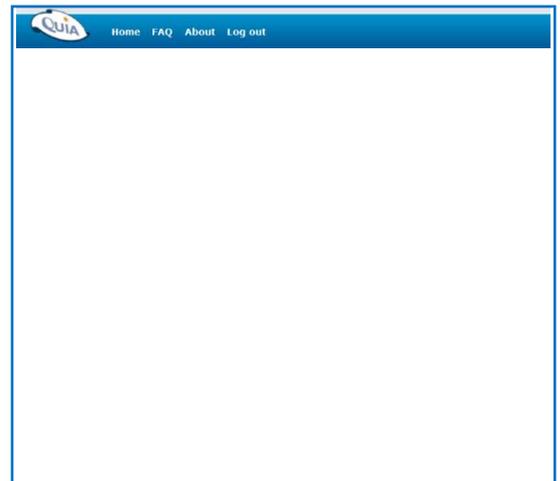
Next answer the question IS GERMAN SPOKEN REGULARLY IN YOUR HOME? Answer YES if German is used to regularly communicate in your home. If your knowledge of German comes only from German classes taught in US schools, answer NO. (Pause)

Finally, answer the question HAVE YOU VISITED A GERMAN SPEAKING COUNTRY FOR MORE THAN TWO CONSECUTIVE WEEKS SINCE THE AGE OF SIX? Answer YES if you have and NO if you have not. (Pause)

Are there any questions? (Pause)

Answer any questions, then say:

This is the end of the student information section.

Now say:

Once you have completed the exam and are sure that you have answered all of the questions, click SUBMIT ANSWERS to complete the exam. Be sure to review your answers before submitting. You will not be able to change your answers after you click the SUBMIT ANSWERS button. NOTE: If the allotted exam time runs out before you click SUBMIT ANSWERS, your answers will be submitted automatically.

If you finish early, remain silent and stay in your seat.

You may now begin.

Exam proctors are to walk around the room during the exam administration to monitor students and make sure the integrity of the exam is not compromised. Student desks must remain cleared of all items other than the computer device and students are to only have the National German Exam windows displayed on their computers.

After assuring that all students have submitted their responses, students may be dismissed.

Providing Students with Additional Attempts

**You MUST file a *Testing Irregularity Report* *http://www.aatg.org/?NGE_IR* if a student is provided with any additional attempts. The Testing Irregularity Report must be filed no later than Thursday, May 2, 2019. Student scores may be disqualified if additional attempts are not reported.**

Each student may take the 2019 National German Exam only once. Students are automatically barred from taking the exam multiple times. However, if something goes wrong the first time a student takes a section of the exam – for example, if the power goes out, the Internet connection fails, or the student accidentally hits the "Submit" button before completing the test – you can add attempts for individual students.

Additional attempts may not be added if a student simply runs out of time.

To add an attempt for a student, follow these steps:
1. Log into your National German Exam Quia account using the USERNAME and PASSWORD which was sent to you in an e-mail from Quia.
2. Click the "Quizzes" link in the upper left corner.
3. Click the folder next to the student's exam level.
4. Click "Add attempts" next to the exam for which you want to allow an extra attempt (*Listening and Viewing* or *Reading*).
5. Change the number of attempts to 2 using the drop-down menu labeled "Attempts" next to the student's name.
6. When you are finished, click "Done".
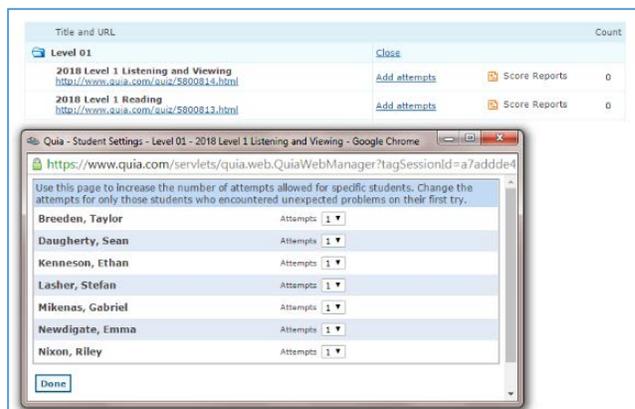
The student will now be able to log in and attempt the exam a second time using the USERNAME and PASSWORD they were provided.

After the Exam

Make-up Testing

If students are absent, they are permitted to take the exam within a few days of the exam administration date in a school. All exams must be completed by April 30, 2019.

Reporting Irregularities

If any irregularities occurred in the exam administration or a student was provided an additional attempt, you must file an online **Testing Irregularity Report** www.aatg.org/?NGE_IR no later than Thursday, May 2, 2019. Student scores may be disqualified if irregularities are not reported.

Score Reports

Official Score Reports will be sent to teachers via email on May 8. To assure receipt of National German Exam score reports, please add nge@quia.com to your safe sender list.

Reports include individual student reports and two reports for teachers. The *Results Report* includes student raw scores as well as their percentile rankings, which indicate the performance of an individual student in comparison to all students who took the National German Exam for that level across the US. The achievement level for each student's performance is also included.

The *Skills Report* provides information on how students performed on specific question types, such as identifying main ideas, comprehending idiomatic expressions, and making inferences. This report is provided to help teachers better understand where their students did well and where students may need more instruction.

Thank you for administering the National German Exam!