2020 National German Exam
Level 1
Special Administration Guidelines during School Closures

Given the school closures as a result of the COVID-19 crisis, the AATG Board of Directors has made modifications to both the test administration period and test administration procedures for the Level 1 National German Exam.

Test Administration Period
The Level 1 test administration period begins April 1 and has been extended to May 15 to accommodate students whose schools are closed.

Guidelines for Remote Testing
If a school is offering online instruction during the exam administration period, the National German Exam may be administered remotely using one of the following two options. Students may take the exam using their own device, including computer, tablet, or smartphone.

Please refer to the Level 1 Administration Manual for hours of availability offered by Quia for technical support.

Option 1: Virtual Proctoring using Online Conferencing Platforms
In this option the teacher proctors the exam remotely using a video conferencing platform such as Google Meet, Zoom, Skype, Canvas Conference.

Prior to Exam Day
1. Decide if students will be taking both sections of the exam on one day or over two days.
2. Schedule the testing date(s) and time(s) with your students.
3. Schedule a “meeting” on your video conferencing platform.
4. Schedule a practice exam with your students at least one week in advance of the exam. This will allow everyone to make sure their equipment is working properly. (See On Exam Day below)
5. If the practice exams do not function properly, contact the National German Exam technical support (see page 2 of the Level 1 Administration Manual).

One day before Exam Day
1. Send students their username and password (this information was sent to you via email). Usernames and passwords should be sent individually, not in a group email.
2. Do not include the Secret Words (this information was sent to you via email). You will provide that information to students during the exam administration.

On Exam Day
1. A few minutes prior to the start of the exam, 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.
2. Log in to your video conferencing platform.
3. Once students log in with their video on, they must show that the only device they have access to is the device they are using for the exam.
5. Follow the instructions found in the [Level 1 Administration Manual](http://www.aatg.org/?NGE_IR) (page 9 for Section 1 or page 12 for Section 2).
6. Monitor students as much as possible.
7. You MUST file an electronic [Testing Irregularity Report](http://www.aatg.org/?NGE_IR) if any student is provided with any additional attempts.

**Option 2: Proctoring by an Adult and using the Honor System**

If teachers or students do not have access to a video-conferencing platform, the exam can be administered under the supervision of an adult proctor who may be a parent, guardian, or other responsible adult.

**Prior to Exam Day**
1. Decide if students will be taking both sections of the exam on one day or over two days.
2. Schedule the testing date(s) and time(s) with your students.
3. Make sure you will be available during the testing time to answer any questions.
4. Schedule a practice exam with your students at least one week in advance of the exam. This will allow everyone to make sure their equipment is working properly.
5. Ask students to provide you the name and email address of their adult proctor.
6. Send the proctor the [Information for Adult Proctors](http://www.aatg.org/?NGE_IR) pdf.

**One day prior to Exam Day**
1. Send each student their username and password (this information was sent to you via email). Usernames and passwords should be sent individually, not in a group email.
2. Provide information to students on when each section of the exam will be administered.
3. Include the Secret Words (this information was sent to you via email) in your message to the students.
4. Tell the students not to log in to the test prior to the exam administration.

**On Exam Day**
1. Prior to the start of the exam, using the instructions sent by Quia by e-mail, go to [www.quia.com/web](http://www.quia.com/web) and enter your National German Exam instructor USERNAME and PASSWORD to gain access to your instructor account.
2. Verify that no student has activated the test. If any student has activated the test, you may have to add another attempt (see [Administration Manual](http://www.aatg.org/?NGE_IR)). You MUST file an electronic [Testing Irregularity Report](http://www.aatg.org/?NGE_IR) if any student is provided with any additional attempts.
3. Remain logged in to Quia to monitor progress of students during testing.
4. If necessary, contact the National German Exam technical support (see page 2 of the [Administration Manual](http://www.aatg.org/?NGE_IR)).
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
- Play the step-by-step recorded instructions available under this link
  Section 1 Listening and Viewing Instructions [https://youtu.be/By9XZWR7PEM]
  Section 2 Reading Instructions [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.