National German Exam for High School Students
Administration Manual

Exam Dates

December 2, 2013 – February 1, 2014

Please read immediately upon receipt
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Introduction

This manual describes the procedures for administering the 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 NGE may be administered at any time from December 2, 2013 to February 1, 2014.

Knowledge of German is not required for the administration of the NGE. NGE administration is to be conducted under the direct supervision of the German 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. For non-urgent requests, please contact support at help@quia.com. For requests that require immediate assistance, please contact support Monday - Friday from 7:30 am to 10:00 am (Eastern Time) by calling (650) 653-1115 and from 10:00 am to 8:00 pm (Eastern Time) by calling (877)282-4400.
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 and Text Completion 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 and Text Completion

Please note: The Reading and Text Completion (Section II) includes 5 minutes for completion of personal information.
Before Exam Day

Decide if students will be taking both sections of the exam on one day or over two days.

Decide which section of the exam, *Listening and Viewing* or *Reading and Text Completion*, students will take first.

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

Devise a plan to distribute **USERNAMES** and **PASSWORDS** to students on the day of the exam.


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.

**PRINT OUT 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

**Log in to your Quia Account**

Log in to your National German Exam Quia account at [www.quia.com/web](http://www.quia.com/web) using the **USERNAME** and **PASSWORD** which was sent to you in an e-mail from Quia. 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 change a student’s exam level 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 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.

If you add any additional students, you must send payment to the AATG Office (112 Haddontowne Court #104, Cherry Hill, NJ 08034) 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 $5.00 for each new student registered.

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 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.

Changing a Student’s Exam Level
If you need to change the level for which one of your students is registered, follow these steps:

1. Log in to your National German Exam Quia account 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 row on the roster.
4. Click "Save changes". A new USERNAME and PASSWORD will be generated for that student. Be sure that the student uses the new USERNAME when taking the exam in order to access the correct level exam.
5. Ignore that student’s name on the original 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.

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. To make arrangements for students with special accommodations, teachers should contact nge@aatg.org at least one week prior to exam day to make accommodations for those students.
On Exam Day

Using the instructions sent by Quia by e-mail accompanying this document, 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.

Know to which computers students will be assigned to use when they arrive.
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 2014 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](http://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:

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 in the upper right-hand corner 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 and Text Completion. 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 40 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 can then 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 2014 Level _____ (insert level of exam 2, 3, or 4) 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:

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. Note: There is no way to go back and change your answers after the exam is submitted. Be sure to review your answers before submitting. 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.

After assuring that all students have submitted their responses, students may be dismissed.
Administering the Reading and Text Completion (Section II) Exam

Read aloud all instructions in bold print.

When all students have been properly seated, say:

You are about to take the 2014 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:

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 in the upper right-hand corner 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 and Text Completion. 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 and Text Completion section of the exam.

The Reading and Text Completion section consists of a number of print texts, including graphs and images with a total of 45 questions and tasks, and the text completion portion of the exam is comprised of one or two short texts with 15 questions. You will have 45 minutes to complete the exam registration and answer the questions in this section of the exam.

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 can then 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 2014 Level _____ (insert level of exam 2, 3, or 4) Reading and Text Completion. 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:

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)

Indicate your gender. (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 2 digits for month, 2 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 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.

*Instructions for Level 3 and Level 4 exams ONLY, say:*

During this test, you may need to type special German characters. In order to have the characters available when you need them, please select CLICK TO FLOAT above the exam title so that the special character bar will move with you as you complete the exam.

*Instructions for all students, 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. Note: There is no way to go back and change your answers after the exam is submitted. Be sure to review your answers before submitting. 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.

After assuring that all students have submitted their responses, students may be dismissed.
Providing Students with Additional Attempts

Each student may take the 2014 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.

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 and Text Completion).
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 February 1, 2014.

Reporting Irregularities
If any irregularities occurred in the exam administration, please provide AATG with a detailed description via email nge@aatg.org.

Viewing Raw Scores
You can view your student raw scores as soon as the students have submitted their responses. To view those results:
1. Log in to 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 the reports icon next to the exam for which you would like to view results.
5. Select your report settings.
6. Click "View" to view a report of your students' results.

Percentile scores and more detailed score reports will be available on February 21.

Thank you for administering the National German Exam!