



AMERICAN ASSOCIATION OF TEACHERS OF FRENCH

# National French Contest

PROCTORS: PLEASE READ CAREFULLY

## ADMINISTRATION INSTRUCTIONS IN-PERSON TESTING

### GENERAL INFORMATION

Students have 60 minutes for levels 01-3 or 75 minutes for levels 4 and 5 total to complete online testing. Each part is individually timed for a total of 60 or 75 minutes. Extra time does not carry over from one part to the next. The Contest may be administered in two sessions, one part administered in each session. Each part has a separate secret code.

### PRE-CONTEST

Prior to scheduled Contest, students should do a practice test on equipment that will be used during the Contest to make sure everything functions as intended. Do not try for first time at your scheduled Contest session.

### MATERIALS

For the administration of the National French Contest you will need the following:

1. Access to the Lingco page for the proctor.
2. Review [NFC 2024 Proctoring Guide](#) on the Lingco site.
3. A device on which students can access the internet.
4. These instructions.
5. Students will need headphones or earbuds.
6. Students will be able to use one sheet of scratch paper & pen/pencil provided by teacher.

### ADMINISTRATION

The Contest should be administered in a room where all students are able to access the Internet. The teacher [who may proctor the online Contest] needs to provide students with the secret word. Please review the [NFC 2024 Proctoring Guide](#) on the Lingco site for complete directions on how to access the secret word.

Please instruct the students to log in to their accounts on Lingco.

Students will need to complete a Division Questionnaire [they will fill in their current grade and answer survey questions.]

See over for additional instructions

Please pass out scratch paper to the students. This will need to be collected at the end of the testing session.

Remind the students that they need to click the 'submit' button both at the end of part A and at the end of Part B.

*Students should do a practice/review Contest before the date of the Contest. If there are any issues with the device such as the sound not playing or graphics not appearing, instruct the student to immediately close the browser without saving or answering Contest questions, and contact Lingco Chat for technical assistance by clicking the purple question mark on the lower right-hand corner of the screen.*

At the end of the testing period, say:

**STOP. THIS IS THE END OF THE NATIONAL FRENCH CONTEST.** Please click the green submit button at the top of the page to submit your answers, even if you have not completed all the questions. Then, sit quietly while I collect the scratch paper. You may now logout of the test site.

Collect the scratch paper and the teacher should change the secret code in that part of the Contest level.

### **Check Submissions.**

Verify student submissions on each part of the Contest to ensure that students have completed the Contest. If part of the Contest is missing, please provide students the new secret code and have them submit that part of the Contest.

### **Security**

Students are not allowed to switch tabs or browse away from the Contest screen. Please review the [Tracked Events](#) section of the Lingco Proctor Guide for more information.

Lingco also scans for the use translation tools during testing. Student using a translation tool, even if by accident, will be disqualified from National rankings. See the [Tracking Students Translating the Page](#) section of the Lingco Proctor Guide for additional details.

### **Awards**

National and chapter rankings will be determined once the Contest period is over and all scores are in.