



AMERICAN ASSOCIATION OF TEACHERS OF FRENCH

# National French Contest

PROCTORS: PLEASE READ CAREFULLY

## ADMINISTRATION INSTRUCTIONS REMOTE TESTING/VIRTUAL PROCTORING

### 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. Time left over in one part does not carry over to the next part. 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. A videoconferencing platform where you can schedule testing, invite students, and visually monitor student testing.
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 require headphones or earbuds [optional]

### ADMINISTRATION

- Review [NFC 2024 Proctoring Guide](#) on the Lingco site.
- Set up a meeting on your selected videoconferencing platform.
- Invite students. Students must appear on camera.
- Request students show phones and show that they are turned off. Students should stand up and physically move the device out of reach. Students may have their phones nearby ONLY if they are using their phone as a mobile hotspot, or ONLY if students will take the Contest on their phone.
- Provide secret word to students and monitor students as possible to make sure they are focusing. [note, the Lingco site also tracks student activity and attention during testing].
- Please instruct the students to log in to their account on Lingco.

See over for additional instructions

- Students will need to complete a Questionnaire [they will fill in their current grade and answer survey questions.]
- 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.*
- When students finish, they should indicate to you that they are complete.
- Verify completion and if so, offer *félicitations* and give student permission to log out of meeting.

Once all students have finished participating in the Le Grand Concours, please fill out the remote proctor attestation, found here: <https://forms.gle/UottuNHXmTAooAEs8>

\*Please note that Lingco chat support, support@frenchcontest.org and director@frenchcontest.org can only provide support with the Contest site, not with any videoconferencing platform. Should you need assistance with using a videoconferencing platform, please email support@frenchcontest.org to arrange for someone to help you.

### Security

Students are not allowed to switch tabs or browse away from the Contest screen. Please review the [Tracked Events](#) section of the 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 proctor guide for additional details.

### Awards

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