NEWL REGISTRATION INSTRUCTIONS

This document will provide you with detailed instructions on how to use the ACLASS online system to get your students registered. The deadline for registration is April 01, 2022.

Overview

You have been assigned as a registrant for an upcoming American Councils exam using the ACLASSonline testing system. As a registrant you will be responsible for registering examinees and/or administrators through our online registration system.

To complete the registration process, you will need to:

1. Log in to https://actesting.org
2. Select your exam.
3. Add a lab tech and a proctor (if your students are testing at your institution).
4. Add your examinees.
5. Pay for your examinees or send them each an invoice to let them pay for themselves.

Please refer to the Communications Schedule to see the complete schedule of communications.

Step-by-Step Instructions for Registration

Step 1: Login to the Registration System

Go to: https://actesting.org

If this is your first time using the system or you cannot remember your password, please follow the “Reset Your Password” link to setup or change your password. Enter your email address on the password reset page to receive a message with a password setup link.

Step 2: Select Your Exam

After logging in, you will see a list of all exams to which you have been assigned (see FIGURE 1).

**FIGURE 1: EXAM LIST**

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**NEW 2018 Practice**
Step 3: Add Lab Tech and Proctor

Once you have selected your exam, you will be taken to the registration dashboard, as illustrated in below. Here, you can begin to add administrators (a proctor and a lab technician) and your examinees.

**FIGURE 2: REGISTRATION DASHBOARD**

To add lab techs and proctors for your school, enter them into the system in the blue tab labelled, “TESTING INSTITUTION ADMINISTRATORS” by clicking on the button “ADD/EDIT ADMINISTRATORS” (see FIGURE 2). This will launch a window with a spreadsheet-like interface for data entry (see FIGURE 3). For each administrator, you are required to enter first and last name, a valid email, their roles as proctor, lab tech, and/or teacher, dial code (“1” for calls in the United States), and a working phone number. There is an optional field for a backup phone number, if one is available. Once finished, save your work. If you need to modify existing administrators or add new ones later, you may return to the registration site and edit the list at any time. **Note: Each administrator must have a unique email address**, since this is what they will use to login.

**ABOUT PROCTORs**

A proctor is a person who logs in and monitors the examinees during an examination. This person should not have knowledge of the targeted language, nor have any stake in the examinees’ results (e.g., the examinees’ teacher or program coordinator). Proctors will receive their instructions directly from American Councils using the email address provided.

**ABOUT LAB TECHNICIANS**

A lab technician is a computer lab administrator or assistant who is responsible for setting up the lab before an exam is administered. Lab techs coordinate with American Councils staff to set up
workstations and perform quality assurance tests for each workstation. Lab techs will also receive instructions directly from American Councils using the email address provided. **Note:** The same individual may serve in multiple user roles. i.e. may be both the proctor and the lab tech.

**FIGURE 3: ADMINISTRATOR DATA ENTRY**

![Administrator Data Entry](image)

**Note:** When registering lab technicians and proctors please check the appropriate box as shown above. If a user will perform both roles, check both boxes.

**Step 4: Add Your Examinees**

To enter examinee information, click the **ADD/EDIT EXAMINEES** button (see FIGURE 2). This will launch a window with a spreadsheet-like interface for data entry (see FIGURE 4). This is where you can make changes to an examinee’s data. Note that if your exam has multiple forms, there is a separate button and roster for each. For every examinee, you are required to enter first name, last name, a valid email, date of birth, gender, and whether they are a heritage language learner of the target language. A heritage language learner is a person studying a language that has proficiency in or a cultural connection to that language. For more information about what constitutes as a heritage language learner, please visit the Center for Applied Linguistics’ page.

**Note:** Each examinee must have a unique email address.

**FIGURE 4: EXAMINEE DATA ENTRY**

![Examinee Data Entry](image)
To prepare your roster, you may collect all of the required information in an Excel spreadsheet, then copy and paste it into the online system, or enter the examinees one at a time. Note that the system periodically auto-saves to ensure that none of your data is lost. When you are finished, click the “Submit Roster” button to complete the registration process for your examinees. Modifications to the roster can be done at any time during the registration window.

SAVING EXAMINEES:

As with saving administrators, the system will check each examinee for potential duplication in the database and may ask you to help resolve partial matches (see SAVING ADMINISTRATORS, above).

SPECIAL ACCOMMODATIONS

If you have examinees that require testing accommodations please complete the Accommodation Eligibility form and submit it to NEWL@americanCouncils.org

Step 5: Payment

The most convenient way to pay is through the integrated registration payment system powered by PayPal®. Once the examinee roster is entered online, you have the option of either paying for your examinees or send them each an invoice to let them pay for themselves at any time during the registration period. To pay for or invoice your examinees, select any or all examinees and choose the PayPal option you desire (see FIGURE 5). Once your examinees are paid or invoiced, their payment status will be updated in the interface for you to see.

FIGURE 5: PAY NOW OR INVOICE EXAMINEES

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Communications Schedule

1828 L STREET NW, SUITE 1200 · WASHINGTON, DC 20036 · (833) 757-3926 · EXAMS@AMERICANCOUNCILS.ORG
Once you have completed steps 1-5, American Councils will handle communication with your administrators and examinees according to the following schedule:

**Registrant (you)**
- 03/21-03/31: Registration Deadline/Payment Reminder (as needed)

**Lab Tech**
- 1-2 Days after being registered: Welcome Message
- 04/16: Lab Setup Instructions and Zoom Orientation Invitation

**Proctor**
- 1-2 Days after being registered: Welcome Message
- 04/16: Proctor Instructions/script and Zoom Orientation Invitation

**Examinee**
- 1-2 Days after being registered: Welcome Message
- 03/21-03/31: Payment Reminder (as needed for invoiced examinees)
- 04/21: Exam Reminder & Instructions

Throughout the lead up to the exam, you can always review and resend any messages that have gone out through our system. As illustrated in FIGURE 6, you can review communications sent to examinees and admin by clicking the mail icon for any user and see a list of emails that has gone out. You can view any message by clicking the preview icon to the right of the message. If you want to resend any email, a button is provided for you to do so.

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**FIGURE 6: REVIEW COMMUNICATIONS**
Once on the PayPal website, log in if you have an account or choose “Pay with Debit or Credit Card” if you do not have an account with PayPal to pay as a Guest. This charge will appear on your credit card statement as payment to: PAYPAL * AC TESTING. When making a payment via PayPal®, please notify the finance department in your school of any credit card charges in advance, so they do not request or accept a chargeback. NOTIFY YOUR FINANCE DEPARTMENT OF ANY CREDIT CARD TRANSACTIONS. Payment status will show next to each examinee’s name. PayPal approves payments in real time and payment status updates upon successful completion of that transaction.

**FEE REDUCTION**

American Councils will provide a fee reduction for the main exam for individuals with financial need. Thus, the reduced cost of the NEWL exam will be $53 per examinee. Please complete and submit the Reduced Fee form for each student who will receive the reduced fee. For eligibility criteria and requirements please see the College Board’s website.
REFUNDS

If the examinee pays for the exam, but ends up not taking it, refund can be requested. Please note that there will be a $15 unused exam fee applied. To receive the refund, the registrant must submit a Refund Request form to American Councils no later than May 31, 2019. No portion of the fee is refundable if the examinee has taken any sections of the exam.