

## PROCTOR READ ALOUD INSTRUCTIONS FOR EXAMINEES

### Main Exam Administration

#### INTRODUCTION

Please make sure that you have read through the proctor instructions you received by email before reading this document.

This document contains instructions that you will need to read to examinees throughout the National Examinations in World Languages® (NEWL) administration. You may either print these instructions before the exam or have them available on a computer or mobile device to read to the examinees during the exam. The instructions are divided into 3 parts:

#### **1. Opening Instructions**

Read the script in the gray boxes to the students once all examinees are seated, have completed their language usage survey, and are ready to begin the exam.

#### **2. Instructions for Section Transitions**

Read to the students before they begin each of the four sections.

#### **3. Instructions for Dismissing the Students**

Read to the examinees when they have all completed the exit survey.

## OPENING INSTRUCTIONS

These instructions contain specific scripts and instructions for administering the NEWL exam. The text in the gray box is what you will read aloud to the examinees. When ellipses (...) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for the proctors and should **not** be read aloud. After all the examinees have completed their surveys, read the following instructions aloud so that everyone can hear. Please provide a space for holding any electronic devices that are brought forward.

You are about to begin the National Examinations in World Languages®. Please listen carefully to the following instructions. All bags and backpacks should be placed on the floor under your chair. Do not open them until you are dismissed. Cell phones or any other electronic devices must be turned off and put away. Please take a moment to turn off any electronic devices and put them away. Eating and drinking are not permitted during the exam.

You will all begin testing at the same time, and you will all be dismissed at the same time for the break as well as at the end of the exam administration. If you must go to the restroom during the exam or need to leave the room for any emergency, raise your hand. Do not share or exchange materials with anyone. If you use an unauthorized aid, such as a dictionary or electronic device, fail to follow exam procedures, or engage in any type of misconduct, you will be dismissed, and your exam grades will automatically be canceled. During the break between sections, you may not consult class notes, textbooks, teachers, electronic devices, or other students regarding the exam materials. Are there any questions? ...

The exam consists of the following sections:

1. Reading Comprehension -- 60 minutes
2. Listening Comprehension -- 45 minutes
3. Integrated Tasks: Speaking – 45 minutes
4. Integrated Tasks: Writing – 45 minutes

The total time of the exam is approximately 3 1/2 hours.

After the Reading and Listening sections, you will be released for a 10-minute break. When you have completed the Listening section, please sit quietly at your workstation until I give instructions to dismiss the entire group.

You will not be able to begin any section until I have written the numeric passcode for that section on the board or read it aloud to you. Time limits will be strictly enforced by the computer. There will be no returning to a section once the time has elapsed. Within each section, you are free to move back and forward through the pages. Every time you leave a page, you will be asked whether you want your work for that page saved or not. Within the section you are working on, you may change your answers at any point during the allotted time period. A timer will be displayed at the top of your screen throughout each section. When the time is finished, the computer will prevent you from doing any more work and will save whatever work you have completed up to that point. You are not allowed to open any other computer applications or windows while the exam is in progress. To do so is considered cheating and the exam has been designed to monitor your activity. Your test will be disqualified if any evidence of cheating is found. Are there any questions? ...

Answer any questions and then continue:

If everyone is ready, we will now begin the Reading section. In this section, you will be asked to read a series of short texts and answer multiple-choice questions in English. If you finish this section before the time allotted has ended, you may review your work in this section only. If you finish before the time is up, sit quietly and review your answers until the time runs out. You have 60 minutes for this section.

The passcode for this section is **5820**

It is recommended to write the passcode on a whiteboard/chalkboard.

## INSTRUCTIONS FOR SECTION TRANSITIONS

### READING > LISTENING

Read the following to the examinees after time has expired for the Reading Section:

We will now begin the Listening section. In this section, you will listen to audio content and answer multiple-choice questions in English. To listen to the audios, simply click on the 'Play Audio' button. As you listen to the audio, you may make notes on the scratch paper that I will provide. Please raise your hand if you would like a sheet of scratch paper. No other paper is allowed at your workstation.

Distribute scratch paper to students. Make sure that each student has a pencil or pen for taking notes. The scratch paper will be collected from the students at the end of the section. When the scratch paper and pencils have been distributed, then continue:

In this section, you may play the audio more than once, but keep in mind that you will have 45 minutes to complete the entire listening section. If you finish this section before the time has ended, you may review your answers. Are there any questions? ...

Answer any questions. Then say:

The passcode is **3741**

### BREAK

We're going to have a short break. Remember, you are not allowed to discuss any section of this exam with anyone at any time. Failure to adhere to any of these rules could result in an invalidation of grades. You may get up, talk, go to the restroom or get a snack or drink. When you return from break, you must return to your assigned workstation.

Testing will resume at \_\_\_\_\_. (*the time, 10 minutes from now*)

## LISTENING > SPEAKING:

There will be a ten-minute break between the Listening and the Speaking section. Once the time has expired for the listening section, say:

Welcome back. We will now move on to the Writing and Speaking portions of the exam. Please click the "Continue" button on your screen.  
[PAUSE]

Once all the students are logged on, continue:

We will now move on to the Speaking section of the exam. Like the Writing, you will have 45 minutes to complete four tasks. You are expected to submit a spoken sample for each task, so budget your time accordingly. As in previous sections, the time remaining will appear in the top right-hand corner of your screen. Listen to or read the prompt for each task and then respond in the target language. Once you have recorded an answer click "Save and upload your answer" before moving on to the next task. **Please note that once you click the "Save and upload" button you will not be able to return to that task so make sure your response is complete before uploading.** Click "Next Page" to move on to the next task.

When recording you should speak in a normal voice during this section. Do not whisper, but if you are speaking too loudly, it may disrupt others, and I may need to ask you to lower your voice. Do not touch the microphone with your mouth or hands during this task, as this may interfere with the recording. Try not to blow into the microphone. As in the Listening, you will be able to replay the audio prompt. There is a three-minute time limit for each recording, and the system will prompt you to save and upload if you exceed this limit.

Do your best to complete all four tasks in the time allotted. Are there any questions?...

The passcode for this section is **1405**

## SPEAKING > WRITING:

Once all the students have completed the Speaking section, continue:

In the Writing section, you will have 45 minutes to complete four tasks where you will be asked to write in the target language. You are expected to submit a written response for each task so budget your time accordingly. Before moving on to the next task in the section, please save your work. As in the Reading and the Listening sections, the time remaining will appear in the top right-hand corner of your screen. You may click “Previous Page” to continue working on an earlier task, if time allows, or use the “Jump to Page” button at the top of your screen and choose the page you wish to continue working on. Please take a moment to review the online instructions and check that your keyboard is working properly.

## Keyboard Check:

Before you begin the Writing Section, please make sure that the keyboard is set to type in the target language. If you are not sure how to do this, please raise your hand.

Once all the students have successfully switched their keyboards they may begin the Writing Section.

The passcode is **2397**..... If you are ready, please begin.

When the time has elapsed for the Writing section, say:

Thank you for participating in the NEWL exam. I will now collect any paper that you have used.  
[COLLECT THE NOTES] Please logout and exit the browser before you leave. Have a nice day.

Please make sure that all the browsers are completely closed and clean up any headphones, if necessary. When you leave the room, find a secure place to dispose of the notes.

Thanks for your help administering the NEWL exam!