NEWL REGISTRATION INSTRUCTIONS

This guide explains how to use the ACLASS online system for registering students for the National Examinations in World Languages. The registration deadline is April 3, 2024.

Overview

As a Registrant for an upcoming exam, your duties involve registering examinees and administrators and ensuring that all applicable fees are paid within the registration window.
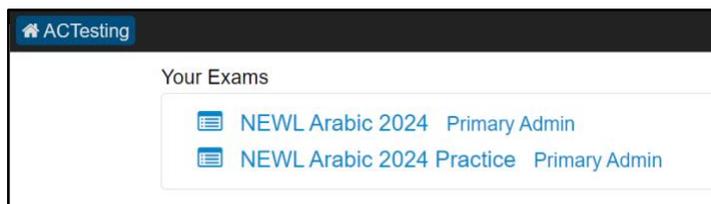
Registration Step-by-Step

Step 1: Login

- Log into your actesting account: https://actesting.org,

For first-time users or for password reset, follow the link and enter your complete email address for a password setup link.

Step 2: Select Exam

After login, view the list of assigned exams

Step 3: Add Examinees

To add examinee information, click the "Add/Edit Examinee" button. This opens a window with a spreadsheet-like interface for data entry. For each examinee, enter their first name, last name, a valid email, date of birth, heritage and gender. Each examinee must have a unique email address. Once completed click on "Submit Roster" to save examinee information.

There are three types of accommodations you can request on behalf of your examinees:

Reduced Fee |Time and a half |Double time| Extended break| Other

Navigate to the main dashboard, where you can choose specific examinees. Click on "With Selected Users" and then pick from the available accommodations. In case none are applicable, select "Other" and provide details about your request. Examples of "Other" may include screen readers or any specialized equipment. Use of specialized equipment is permitted; however, it is important to note that NEWL will not supply them. Users can bring and use their own equipment but must notify NEWL.

Important: NEWL retains the right to inquire about any or all requested accommodation for verification and approval purposes. Adherence to the code of conduct is crucial, and NEWL expects Registrants to truthfully enter this information to the best of their ability.

Step 4: Add the Administrators (not required for Practice)

The Registrant must add the exam administrators, (proctor and an IT specialist). Once you have selected your exam, you will be taken to the registration dashboard, as illustrated below. Here, you can begin to add administrators by clicking on "Add/Edit Administrators". For each administrator, enter their first name, last name, a valid email address, a phone number, and identify their role. Each administrator must have a unique email address. Once completed click on "Submit Roster" to save administrator information.
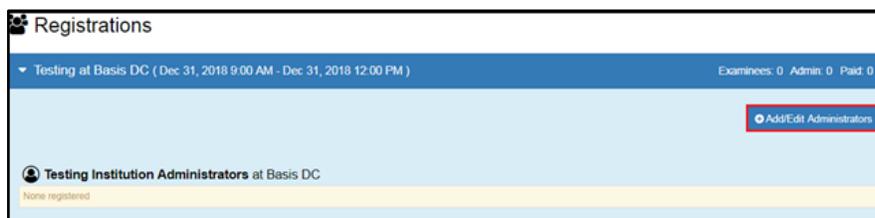
Step 5: Pay the Exam Fees

PayPal® is the primary payment method. POs will be accepted, but this detail must be indicated on your NEWL application form.

Once you have entered all your examinees, you can return to the main dashboard, where you can see a full list, and can choose specific examinees. Then Click on "With Selected Users" by either choosing "Pay Now via PayPal", which would then prompt you to enter a credit card, or you may choose to invoice the examinee by selecting "Invoice via PayPal". Upon completion of payment or invoicing, the interface will promptly update the payment status of your examinees. Paid invoices will be marked with **$**, and for invoiced but not yet paid statuses an invoice icon will appear.

Important: Examinees and administrators will only receive instructions once payment has been successfully collected.