

# National Spanish Assessment

## Test Administration Instructions

**THIS DOCUMENT IS CONFIDENTIAL.**  
**NO STUDENT IS TO BE GIVEN ACCESS TO THIS DOCUMENT.**

### General instructions:

1. What you say is **"in bold within quotation marks."**
2. What you do is written in normal type.
3. What you observe is [within brackets].

### SECRET WORDS

Secret words needed to access the exams were e-mailed to teachers separately. Teachers should print out the secret words and have them ready to provide to the students. Secret words are **NOT** to be given to the students until they have logged into the test.

### A few days prior to students' testing session:

- ✓ Make sure that you have devised a plan to give students their **usernames** and **passwords** on the day of the test.
- ✓ Verify with the computer technicians that the computers are up to date with the latest available operating system and browser patches. Running these operating systems and browsers without the latest patches is hazardous and may prevent certain Quia features from working properly.

Windows XP, Vista, 7, 8, 10

- Internet Explorer
- Mozilla Firefox
- Google Chrome

Macintosh OS X

- Safari
- Mozilla Firefox
- Google Chrome

In addition, we strongly recommend reviewing Quia's technical requirements at <http://www.quia.com/help/tech/system-requirements.html>

### Immediately prior to students' testing session:

- ✓ Using the instructions sent to you in the e-mail accompanying this document, **log in to your Quia account** in case you need to use it for any of the reasons outlined in the accompanying e-mail.
- ✓ When administering the exams, ensure that headsets (for listening to audio) are available and functioning at each computer station.
- ✓ It is suggested that you have the following URL written on the board: <http://www.quia.com/web> so that the students have the correct log in page on their computers. This will present one less step to slow down the log in process.
- ✓ Know to which computers students will be assigned when they arrive.
- ✓ **Secret words** to access the exams were e-mailed to you. Print out the secret words and have them ready for use during Instruction 7 below.

### When students arrive for testing session:

- ✓ Give each student his/her username and password.
- ✓ Do **not** give out secret words until later in Instruction 7.

- Instruction 1: Say: **"Please take your assigned seat and wait for my instructions. It is important that you do not touch the computers until instructed to do so."**

[when all students have been seated]

Say: **"Today you will be taking the online National Spanish Assessment. We will access the National Spanish Assessments through the Quia website."**

If you have already set the browsers to the Quia website, skip instruction 2 and proceed to instruction 3.

- Instruction 2: If you have not set the browsers to the Quia website, say:  
**"Open up your Internet browser and go to <http://www.quia.com/web>."**  
Make sure that the students open up the correct Internet browser and are all at the Quia website. When all students are at the website, proceed to instruction 3.
- Instruction 3: Say: **"In the spaces provided, enter your username and password."** When all students are at the page below, look at the page with them.

**Student Zone**

 [Help](#)

**Class:** Level01 [My account](#)

**Instructor:** Walter Moore 

**Class web page:** <http://www.quia.com/t/11300/pages/wmoore/page1>

- Instruction 4: Say: **"Click on the class web page link."**  
Wait until all students have advanced to the next webpage and say: **"You should now see links to all of the NSA modules. We are now going to read the final instructions together."**  
Read the instructions on the page.

**My Quia activities and quizzes**

**QUIZ** [Test 1 - Module 1.1 - NSA - Reading - Level 2](https://www.quia.com/quiz/7334769.html)

**QUIZ** [Test 1 - Module 2.1 - NSA - Listening - Level 2](https://www.quia.com/quiz/7334770.html)

**QUIZ** [Test 1 - Module 3.1 - NSA - Vocabulary - Level 2](https://www.quia.com/quiz/7334771.html)

**QUIZ** [Test 1 - Module 4.1 - NSA - Grammar - Level 2](https://www.quia.com/quiz/7334772.html)

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**QUIZ** [Test 2 - Module 1.2 - NSA - Reading - Level 2](https://www.quia.com/quiz/7334773.html)

**QUIZ** [Test 2 - Module 2.2 - NSA - Listening - Level 2](https://www.quia.com/quiz/7334774.html)

**QUIZ** [Test 2 - Module 3.2 - NSA - Vocabulary - Level 2](https://www.quia.com/quiz/7334775.html)

**QUIZ** [Test 2 - Module 4.2 - NSA - Grammar - Level 2](https://www.quia.com/quiz/7334776.html)

NOTE: Make sure that the students click on the link of either Test 1 or Test 2. Remember that the student can take each test twice and at different points in the year. The first time the student takes the test, the student should take Test 1

**IMPORTANT:** If students are allowed a second attempt, results for the first attempt will be deleted. If teachers want to show growth over the school year, they must administer Test 1 and then Test 2 to keep both sets of results.

- Instruction 5: After you have finished reading the instructions on the page, say: **"Click on the link of the exam you are taking today. Be sure you are taking the correct exam."**

- Instruction 6: When the students have the following log in screen up, say: **"Do not type in any usernames or passwords until I have finished the instructions. When you type in your username and password, be careful to type them in accurately. They do not have any spaces before or after them. You will only have one attempt per exam, so you must log in correctly in order to take the exam. After you have typed in your username and password, click the start now button and wait for the rest of the group. Go ahead and type in your username and password."**

**This quiz requires you to log in.**  
Please enter your Quia username and password.



← Enter your username and password.

Instruction 7: When the students have the following "secret word" screen up, say: **"In order to access today's exam you will need a secret word. After you have typed in the secret word, click the start now button and wait for the rest of the group. The secret word is: \_\_\_\_\_"**

Write on the board of the secret words that corresponds to the exam that you are administering. If you give out an incorrect secret word, the student could log in to another test from home. Students who log-in incorrectly run the risk of having an exam result that is not valid, as the computer log will show what date and time the student logged in to the exam.

SECRET WORDS
Secret words needed to access the exams were e-mailed to teachers separately. Teachers should print out the secret words and have them ready to provide to the students at the appropriate time.

**This quiz requires a secret word.**



← Enter the secret word provided by your teacher.

- **Instruction 8.** Allow students time to read the instructions for the module that they are about to take, making sure that students read the introductory information for each module and say: **“Read the Important Student Information section and fill in the information that is required. Once you get to the warning box, stop and wait for further instructions.”**
- **Instruction 9:** Wait for all students to fill in the student information section, then say: **Please look at the warning in the box.”** Pause. **“For security purposes, copying, pasting, printing and any other features using the control key have been disabled. As a result, applying any function using the control key may delete text from the exam and will disqualify you.**

**You are not allowed to have any other window open during this examination. Opening any other window will immediately disqualify you.**

**I will be moving around the room while you are taking your exam.**

**Guessing.** If you do not know an answer to a particular item, leave the item blank. You should not guess. Guessing will cause an incorrect test result.

Teachers/proctors are expected to walk around the room to supervise and make sure the integrity of the test is not compromised.

**Once you have completed the exam and answered all of the questions, click *Submit answers* to submit the exam. Remember, clicking *Submit answers* will submit the exam. There is no way to go back and change your answers after the exam is submitted. Be sure to review your answers before submitting. After you click “*submit answers*” your exam will be computer graded and your score will be sent to your teacher’s online account.**



**Submit answers**

**← Clicking *Submit answers* will submit the exam. There is no way to go back and change your answers after the exam is submitted. Be sure to review your answers before submitting.**

Say: **“Good luck. You have \_\_\_\_\_ minutes to complete this examination. You may now begin the National Spanish Assessment.”**

**TIME SUGGESTION:** It is suggested to give students 20 minutes for each module; however, it is up to the teacher as to the actual amount of time to allot.

**The National Spanish Assessments are NOT timed tests.**

*This document was last updated on  
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