

2012 NSE Checklist

Each year, the National Spanish Examination has three (3) phases:

Phase 1: Test Registration

- Regular Registration (**November 8**– January 31)
- Late Registration (February 15 – 25)
 - There is a \$2 late fee per examination for late registrations

NOTE: Teachers must register their individual students only **ONCE**; however, registrations can be updated during the regular registration window by choosing the “Update” option on the **Online Registration Form**.

Registration Checklist: Please have the following on hand **BEFORE** registering for the NSE:

- Each student’s first and last name, grade level, and exam level
- A valid email address for each teacher (in order to receive a copy of the payment invoice, test administration documents and results)

NOTE:

1. AATSP members must verify their AATSP membership number in order to access the NSE registration form.
2. Teachers must have paid their 2012 dues by January 31, 2012 in order to participate in the 2012 NSE at AATSP-member rates. **New members need to contact the AATSP office at (248) 960-2180 or online at www.aatsp.org.**

Phase 2: Test Administration

- Test Window (March 1 – April 10)

Test Administration Checklist: Teachers **MUST** print out, read and understand the following **three (3) documents** prior to administering the NSE:

- NSE Test Administration Instructions (please click on the web-link which is provided in the **Usernames and Passwords email to obtain this document**)
- NSE Usernames and Passwords email
- NSE Secret Words email

NOTE: The above documents will be emailed to the email address(es) provided by the teacher on the NSE Registration form **PRIOR** to the Test Window opening (on or around Feb. 21).

Phase 3: Test Results

- National Results Sent Out via Email (by May 1)
- Chapter Results Sent Out via Email (date varies by chapter)

Results Checklist:

- Upon successfully administering the NSE, teachers will be emailed national results for the students that they registered in an MS Excel Spreadsheet from the National Office
- Please contact your chapter coordinator to learn more about chapter results and prizes

NOTE: A list of local coordinators and chapter prize structures is provided at <http://www.nationalspanishexam.org/index.php/about-us/chapters-and-coordinators>.