

**Test Administration
Instructions**

**AATI
NATIONAL
ITALIAN EXAM**



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AATI National Italian Exam 2020 Test Administration Instructions

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

A. General information about the NIE

Timeline:

- The exam window will begin on **March 1, 2020** and close on **March 31, 2020** and the NIE may be administered anytime during this time. It is recommended that exams be administered between the hours of 8:00 AM to 6 PM EST, when technical support will be available.

Overview of Registration, Structure, and Administration of the Exam:

- Before administering the *National Italian Exam*, it is very important that teachers familiarize themselves with this *Manual*.
- In order for students to participate in this examination, teachers must be a **member of the National AATI** in good standing during the year in which the exam is taken. To become a member of the AATI, please visit the [AATI website](#).
- Since all exams will be administered online using the **Quia platform**, teachers can **register** their students at www.quia.com/nieorder or using the link provided on the NIE website.
- The cost per exam is **\$8.00 per student** and teachers can pay their order for the *AATI National Italian Exam*, visiting this site: https://bancheri.utm.utoronto.ca/aati_membership/NIE_payment.html
- The exam should always be taken at the **presence of the teacher or an authorized proctor** (this is particularly true for homeschooled students or students that study Italian outside of the traditional school setting).
- The exam is split into two parts: the ***Listening and Viewing*** exam and the ***Reading*** exam.
- Each exam is comprised of a total of **50 questions** (25 per part; with the exception of the *Novice Level*, which presents *40 questions* per level and 20 per part). For more information about the exam content and structure, please see the [NIE website](#).
- In order to give more flexibility to teachers and schools, the two parts of the exam may be administered in any order and on any different days /times within the exam window.
- Be aware that once your students begin either the *Listening* or *Reading* portion of the exam, they need to finish and submit their work. There isn't a way to pause the exam and to resume it again later. Once a student signs in and begins a portion of the exam, they have to complete that portion.
- If a student has a **technical difficulty** on a specific computer, it is crucial to log out before changing station/computer. See this *Manual* for more specific information.
- Both exam parts require students to **log in separately** with (1) their **username**, (2) their

password, and (3) a **secret word** (one for each exam part). [**Note:** You will use the same username and password for both exams; however, the *Reading Exam* and the *Listening and Viewing Exam* have different secret words.].

- Teachers will receive two separate e-mails from Quia: one will include the **students' usernames** and **passwords**, the other will have the **secret words** for each part of the exam.
- Students will use the **SAME username** and **password** to sign in for both parts of the exam, only the **secret word will be different**.
- Students have **ONLY 40 minutes** to complete each part of the exam, including the demographic questions.
- Each student needs **access to a computer** or tablet connected to the Internet. We strongly recommend reviewing Quia's technical requirements at <http://www.quia.com/help/tech/system-requirements.html>
- Make sure that **all students fill in** all the parts of the **demographic questionnaire**, including the exam level they are taking and the category (if requested in the questionnaire). Failure to do so will invalidate the entire exam!
- Students who do not complete **both parts** of the exam, cannot participate in the competition and in the awards distribution;
- Be aware that the **demographic questionnaire** for students (including the selection of the category) are attached to the *Reading* portion of the exam. This however doesn't mean that they have to take the *Reading* portion first. Since both exams are attached to their student accounts, the demographic information will apply to their entire exam/account.

Suggestions / Tips: There is no penalty for guessing. It is to students' advantage to answer every question even though they may not be sure if that answer is correct. Students should use their time effectively. Teachers might want to give some tips or suggest some strategies to use when responding to the exam. Practicing old exams might be useful for students to familiarize themselves with the exam format and the platform environment. See [NIE website](#) for practice exams.

B. Administration instructions to the teachers

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.

Remember, there will be two secret words, one for the *Reading* part and one for the *Listening/Viewing* part. You can decide with which of the two exams your students start the exam.

a. 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.
- ✓ Decide in which **order / time / days** your students will take each part of the exam.
- ✓ Log into your Quia account and make any last-minute changes as outlined in the e-mail that accompanied this document.
- ✓ 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 <ul style="list-style-type: none">• Internet Explorer 8, 9, 10• Mozilla Firefox• Google Chrome
Macintosh OS X <ul style="list-style-type: none">• Safari 3, 4, 5, 6• Mozilla Firefox• Google Chrome

- ✓ Since this exam presents several **videos and audio files in streaming**, it might be possible to overburden the school system if you have many students taking the exam at the same time. It might be wise to divide students in groups of 25 or so, depending on your school system. You can show your technician the old exams (on [the NIE website](#)) to give an idea of the overall exam. Please **consult with your school technician in advance**.
- ✓ In addition, we strongly recommend reviewing Quia's **technical requirements** at <http://www.quia.com/help/tech/system-requirements.html>

b. Immediately prior to students' testing session:

- ✓ Turn on all computers.
- ✓ Using the instructions sent to you by Quia, **log in to your Quia account** in case you need to use it for any of the reasons outlined in the accompanying e-mail.
- ✓ It is suggested that you open up the correct Internet browser and have the page <http://www.quia.com/web> already on the computer screen when the students

arrive.

This will present one less step for student error 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.

c. When students arrive for testing session:

- ✓ Assign each student to a computer station.
- ✓ Give each student his/her username and password.

- **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 Italian Examination. We will access the National Italian Exam 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: **"Where it says 'Quick Login,' enter your username and password."**

When all students are at the following page, look at the page with them.

Student Zone



The screenshot shows a light blue header bar with a "Help" icon and text. Below the header, the following information is displayed:

Class:	Level 1	My account
Instructor:	Walter Moore 	
Class web page:	http://www.quia.t:11300/pages/wmoore/page1	

- **Instruction 4:** Say: **"Click on the class web page link."**

- **Instruction 5:** After you have finished reading the instructions on the page, say: **"Click on the link of the exam you are taking today. You will only have one attempt per 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.



Quiz Log In

Username:

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:

_____"

If you give out an incorrect secret word, the student could log in to another test from home. Students who log-in incorrectly will be disqualified, 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. Remember that each part of the exam has a different secret word (one for <i>Listening</i> and one for <i>Reading</i>).

This quiz requires a secret word.



Secret word

Enter the secret word provided by your teacher.

Instruction 8. Read the instructions for the exam:

In addition to being a tool to assess your knowledge of Italian, the National Italian Exam is also a contest. Please provide the following information so that your test score will be entered correctly for your level and category. Failure to complete the information correctly will result in your disqualification from the contest. PLEASE NOTE: Failure to declare a category will result in your score being disqualified.

These are the **demographic questions** students will find at the beginning of the *Reading section* of the exam. We suggest that **teachers distribute them in advance so students can familiarize with them** and fill them in quickly when they take the exam. The system will start counting 40 mins. as soon as students access the exam platform, including the demographic questions. The questions are the following:

1. What is your teacher's name? [Students write your name]
2. I am currently enrolled in ... (select your grade) [Students select their level among the ones in the menu]
3. What level of Italian you are currently studying? (select your class, if unsure, ask your teacher). [Students can choose from *Italian 1, 2, 3, 4, 5 or other*].
4. What exam "category" are you taking today? If you are not sure, please ask your teacher. Remember, it is important to select the right category! [Students choose among *A, B, C*]
5. What language did you first speak as a child? [Students write their answers]
6. Exposure to Italian Language. I only study/studied Italian in the classroom. [Students will have to check *yes or no*]
7. I sometimes speak and hear Italian at home. [Students will have to check *yes or no*]
8. I have lived in Italy for a period longer than 6 months. [Students will have to check *yes or no*]
9. I have studied in Italy where Italian was the language of instruction. [Students will have to check *yes or no*]
10. Are you studying or have studied another language (select the language that applies) [Students will have to select one of the following: *Spanish, French, Portuguese, Romanian, Other, I don't study or I haven't studied another language*]
11. Do you regularly use another language at home with your family? (select the language that applies): [Students will have to select among *Spanish, French, Portuguese, Romanian, Other, I don't use or have used another language at home with my family*]
12. I regularly use Italian at home (Italian is the main language of communication). [Students will have to check *yes or no*].

Instruction 9: Say: "This is the end of the student information section. Please read the National Italian Contest Security and Academic Integrity Policy and check 'I agree'" Pause.

You are not allowed to have any other window open during this examination. Opening any other window will immediately disqualify you. Now read the directions for the exam.

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

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

(National Italian Exam - New Format) Say: **Unlike previous iterations of the National Italian Exam, the format has been updated this year to only display one question at a time. As you answer questions throughout the exam, you can click the 'Submit answer' button to move on to the next question. If you'd like to skip a question temporarily, use the 'Skip for now' button. You will be able to return to any question in the exam and update your answer by using the drop-down menu in the top right corner of the exam. Finally, before submitting, you will receive a summary window confirming how many questions you have answered and whether you want to continue working on the exam. By selecting the option "keep working" you will be able to review your answers and respond to the ones you have skipped. When you are ready, click "submit".**

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. If you save your username and password, you will be able to log back into your test after May 1 and see your answers as well as the correct answers for any questions your missed."

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 may now begin the National Italian Exam."

C. Additional Information

C.1 Technical Support

Technical support for the National Italian High School Contest Examination is available to assist with any questions you may have. For non-urgent requests, please contact support at help@quia.com. For requests that require immediate assistance, please contact support Monday - Friday from 8:00 am to 6:00 pm (Eastern Time) by calling (855) 883-4800.

C.2 Print Required Documents

Print out the **three** (3) items sent to you via e-mail

1. The E-MAIL which contains USERNAMES and PASSWORDS
2. The separate E-MAIL you received with SECRET WORDS (one for the *Listening/Viewing* part and one for the *Reading* part)
3. This ADMINISTRATION MANUAL

C.3 Arrange Accommodations for Students with Special Needs

Students with an IEP who receive accommodations under IDEA guidelines on standardized examinations may receive the same accommodations on the National Italian High School Contest Examination. **You must make arrangements at least one week prior to exam day.** To make arrangements for students with special accommodations, send a copy of the student's IEP in an email to l.maiellaro@neu.edu with the following information:

- Teacher name
- Teacher's e-mail address
- National Italian Exam Confirmation Number
- School Name
- Student Name
- Required accommodation (ex: about of additional time needed.)

C.4 Adding Students or Changing Student Registrations

Once you have registered for the National Italian Exam, you can add additional students to your roster or make corrections to a student's name, grade level, or exam level. **Please do not create a new order or a new registration if you realize that you made a mistake since this will create confusion.** If you have made a mistake with your registration, simply modify it following the instructions below

C.5 Making Corrections to Your Registration

To make corrections or additions to your registration before you receive your USERNAME and PASSWORD from Quia, go to <https://secure.quia.com/nieorder> and sign in using your e-mail address and the REGISTRATION CONFIRMATION NUMBER you received in the e-mail confirming your registration.

Once logged in, you may add students to your registration or correct the spelling of a student name, or change a student name, grade level, and/or exam level. After making necessary additions or corrections, click "Continue" at the bottom of the screen, review the information, and click "Submit Registration" to submit the changes.

C.6 Making Corrections to Your Exam Rosters

Once you have received the USERNAME and PASSWORD sent to you in an e-mail from Quia, changes in your student roster can only be made by logging in to your National Italian High School Contest Examination Quia account at www.quia.com/web using the USERNAME and PASSWORD contained in the e-mail. When you log into your National Italian High School Contest Examination Quia account, the students you registered for the exam appear on the class roster at the level for which they are registered. To see a student's password, click on the lock icon next to a name. You may add additional students to your roster or change a student's exam level up to exam day.

C.7 Adding New Students

If you would like to register additional students to take the exam, follow these steps:

- a. Log in to your National Italian Exam Quia account using the USERNAME and PASSWORD which was sent to you in an e-mail from Quia.
- b. Navigate to the appropriate class roster using the Class drop-down menu in the upper left.
- c. Type the student's first and last names into the blank rows of the roster. If you are adding several students and run out of space, click "Add more rows..." to add additional rows at the bottom of the roster.
- d. When you have added all the students, click "Save changes". A USERNAME and PASSWORD will be generated for each new student. To see a student's PASSWORD, click on the lock icon next to the student's name.

If you add any additional students, you must pay **exam fees** for these students BEFORE any scores will be released to your school. Please note that adding new students requires that you pay the exam fee of \$8.00 for each new student registered. You may pay via PayPal at the (will need the PayPal Link) or send payment to:

Enza Antenos-Conforti

AATI Secretary/Treasurer
43 Mt. Prospect Avenue
Verona, NJ 07044

C.8 Making Substitutions

If you need to substitute a student, simply add him or her to the roster for the appropriate level and ignore the entry for the original student. As long as the original student does not take the exam, you will not be charged an additional fee. To substitute a student, please follow these steps:

1. Log in to your National Italian Exam Quia account using the USERNAME and PASSWORD which was sent to you in an e-mail from Quia.
2. Navigate to the appropriate class roster using the Class drop-down menu in the upper left.
3. Type the student's first and last names into the blank rows of the roster.
4. Click "Save changes". A USERNAME and PASSWORD will be generated for the new student. To see a student's PASSWORD, click on the lock icon next to the student's name.
5. Ignore the original student's name on the exam level roster.

C.9 Changing a Student's Exam Level

If you need to change the level for which one of your students is registered, follow these steps:

1. Log in to your National Italian High School Contest Examination Quia account using the USERNAME and PASSWORD which was sent to you in an e-mail from Quia.
2. Navigate to the appropriate class roster using the Class drop-down menu in the upper left.
3. Type the student's first and last names into the blank row on the roster.
4. Click "Save changes". A new USERNAME and PASSWORD will be generated for that student. Be sure that the student uses the new USERNAME when taking the exam in order to access the correct level exam.
5. Ignore that student's name on the original exam level roster.

C.10 Students Not Taking the Exam

If your roster contains students who will no longer be taking the exam, simply ignore their names on the roster. You cannot delete any students' names, and there is no refund.

C.11 Providing Students with Additional Attempts

Each student may take the National Italian High School Contest Examination only once. Students are automatically barred from taking the exam multiple times. However, if something goes wrong the first time a student takes a section of the exam – for example, if the power goes out, the Internet connection fails, or the student accidentally hits the "Submit" button before completing the test – you can add attempts for individual students.

Additional attempts may not be added if a student simply runs out of time.

To add an attempt for a student, follow these steps:

1. Log into your National Italian High School Contest Examination Quia account using the USERNAME and PASSWORD which was sent to you in an e-mail from Quia.
2. Click the "Quizzes" link in the upper left corner.
3. Click the folder next to the student's exam level.
4. Click "Add attempts" next to the exam for which you want to allow an extra attempt.
5. Change the number of attempts to 2 using the drop-down menu labeled "Attempts" next to the student's name.
6. When you are finished, click "Done".

The student will now be able to log in and attempt the exam a second time using the USERNAME and PASSWORD they were provided.