



## Taking the NIE remotely

The **National Italian Exam** will close on **May 1st, 2020**, but given the extraordinary circumstances caused by the COVID-19 pandemic, the NIE Committee is allowing students to participate remotely, granted they follow a proctoring protocol.

Teachers will need to sign a *statement* in which they confirm that they (or someone else they officially designated) proctored their students, and students will need to sign an *Honor Pledge Statement*. There is no need to send us the Honor Pledge signed by the students: these should be collected by the teachers and stored in a safe location in case the NIE Committee requires to see them. Please, see the instructions below on [how to proctor your students remotely](#), the [student's Honor Pledge Statement](#) and the link to [the teachers' statement](#).

## How to proctor the NIE remotely?

- Using a **proctoring service** (if your schools already subscribes to a service for online proctoring). As its name implies, online proctoring is a supervision service provided by different platforms to all those institutes that have virtual class programs. The service aims to assign a supervisor capable of analyzing the environment and behavior of a student (both in real time and through the analysis of videos and audios) while it is being evaluated, carrying out the supervision process, this basically will use different methods and resources that allow you to study in detail the behavior and environment of the student in question. If your school offers already this type of service, the NIE will accept it. Teachers will need to provide an official documentation proving that proctoring has taken place. *Please, be aware that we don't allow for a parent or a guardian to take the role of proctors during the exam.*
- **Real time proctoring** (provided by the teacher). This methodology basically consists of monitoring the student through his/her webcam or the camera of his/he cell phone while the same develop the test in question, this method seeks to study in real time, the actions and the environment of the student while he/she is performing the test, with the intention of making sure that such student is not using any resource support. This methodology is usually used more frequently when the student must undergo verbal evaluations (in which the supervisor will not only supervise but also carry out the evaluation process), but would work fine also for the NIE since the student's gestures and facial expressions are supervised, as well as the environment in which the student develops the test to ensure that he or she is not using it, nor has access to support resources at the time of presenting.



## Instructions for real time proctoring provided by teachers or designated proctors

Using *Zoom*, *Google Meet*, *Canvas Conferences*, etc. or any other video conferencing tool, follow the protocol below.

### Prerequisites

All of your students will need to have access to working webcam (which could be their computer webcam). Make sure that you and your students check [Quia technical requirements](#). Also, remember that the exam should be taken with a **computer** (desktop or laptop) and **not an iPad**.

### Set up

The setup should:

- Have all your students join a video session at the time of the exam.
- All students must have a working webcam. Direct students to set up their webcam so that it shows a wide view of them in their work area.
- Allow the student to see their screen and interact with it.
- Help you to see that they are not using outside materials or communicating with others.
- If, during the exam, you cannot adequately see a student work area, ask the student to reposition their camera.
- Tell students to use private chat to ask questions only to you (no communication among students should be allowed).
- Tell the students that they cannot exit Zoom or turn off their cameras during the exam time.
- Recommend the students to close all the other browsers on their computers as this might slow down their internet connection.
- Once you have finished giving instructions, give all the access information so students can begin the exam, which they will complete during the allotted 40 mins per part.

### Steps

#### *A few days/ weeks prior to the exam day*

Make sure to instruct the students prior to the exam day. Tell them what they will do on the exam day (check the first pages of the [Administration Manual](#)), you can also offer a mock exam (maybe using the [old NIE](#) exams) to make sure they familiarize with the setting of webcam, the chat and everything else. You can also practice on how to view all your students on the screen at the same time.

#### *A day prior to the exam*

Trying to proctor the exam online might take more time than expected, therefore we strongly recommend reviewing with your students the demographic questions that are to be found at the beginning of the reading section of each exam. You will find them in the [Administration Manual](#) (p. 7; be aware that the steps in the manual might look a little different on the screen). Carefully go over each of them and make sure the students know what to answer or to select. They can even write down their responses so on the day of the exam, they can simply use their notes.



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You could also send them their individual username and passwords (make sure to send them individually) to save more time.

### ***On the day of the exam***

You should log in to the teachers Quia account ([www.quia.com/web](http://www.quia.com/web)) using your username and password. It is important to be logged in to be able to monitor the progress of the test. Proceed with the exam (check the first pages of the [Administration Manual](#)).

If you are using Zoom, it is possible to have faculty-proctored exam to view up to 49 participants at one time in one screen. You might need to divide your students in two groups.

Please note ZOOM allows up to 300 participants at a time, but only 49 show up in one screen. You have to scroll to see the next batch of 49 participants.

[Displaying Participants in Gallery View](#)



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### Student Honor Pledge

Consistent with the *(name of school/institution)* \_\_\_\_\_ *Code of Conduct*, I agree that the **National Italian Exam 2020** I complete will represent my work and my work only. I also understand that all forms of academic misconduct are prohibited. Academic misconduct includes, but is not limited to, all forms of cheating, including the use of unauthorized materials, plagiarism, false identification, and forgery. In addition, I understand that it is my duty and my responsibility to inform the instructor if I become aware of any violations to this Honor Code.

Date \_\_\_\_\_

NAME \_\_\_\_\_

Signature  
\_\_\_\_\_



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### TEACHER AGREEMENT

This form is a written agreement between course instructor and the NIE to arrange proctoring of exams remotely. This form should be [completed online](#) prior to the exam day. If the same teacher is teaching multiple courses, only one form needs to be completed by the teacher, but each course must be listed.