

Classical Association of Virginia 2015 Latin Tournament

If the recipient of this testing information is not the person who will be administering the tests, please turn it over to the examiner(s) now.

General Procedures for the Test Examiner(s)

Regular Administration: March 23-27, 2015

Before the Testing Date...

1. If you are not the Latin teacher, please notify the Latin teacher at your school that the tests have arrived, and confirm the testing date (between March 23 and 27), location, and time. Count the tests on each level and check with the Latin teacher to verify that the count is correct. If there is an error, please contact the Tournament Director, Kevin Jefferson (kevinsjefferson@gmail.com).
2. If testing will take place in more than one room, **COPY** these instructions and give them to the other persons administering the tests.
3. Please read over the information and instructions **NOW**.
4. Give the "List of Participating Students" to the Latin teacher **NOW**. The Latin teacher should complete and return it to the examiner before testing. (You may also download this form from the CAV website and type directly into the document: visit www.cavclassics.org/contests.htm. Please print this form and mail it with the scantrons.) **Use one form per exam administered, and sort students alphabetically by last name.**

On the Testing Date ...

1. All Latin students will take their exams at their own schools.
2. All students on a given level of Latin **MUST** take the exam at the same time. The test **MUST** be given between Monday, March 23 and Friday, March 27, unless your school ...
 - a. is on vacation that week, in which case permission should have been requested to administer the test between Monday, March 16 and Friday, March 20.
 - b. is unexpectedly closed on test day (e.g. for inclement weather), in which case either you or the Latin teacher must contact Kevin Jefferson immediately (703-508-8636; kevinsjefferson@gmail.com). You will need to give the exam within two days of your return to school (no later than Tuesday, March 31). Exams will then need to be sent via overnight mail by Tuesday, March 31.
3. Before the arrival of the participating students:
 - a. At each student's seat, place (1) a scantron sheet and (2) the test with the instructions for filling out the scantron sheet, face up (tests are color-coded for easy distribution and recognition). Organize students by exam in order for ease of collecting and sorting students' exams.
 - b. Ensure that students' seats have sufficient space between them to minimize distractions and the temptation to cheat.
 - c. You may wish to post the colors of the tests so students can seat themselves in the proper location.
 - d. You may also wish to make the "List of Participating Students" available to students so that they check and correct the spelling of their name. This will also assist in taking attendance.

Test Color Codes:

Latin One: Blue **Latin Two:** Green **Adv. Prose:** Purple **Caesar:** Yellow **Adv. Poetry:** Orange

Download a copy of these instructions: www.cavclassics.org/contests.htm

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4. When students arrive at the testing room:
 - a. They may check off their names on the “List of Participating Students” and correct any spelling error in their name.
 - b. Have them sit in groups according to their color-coded test. Encourage students to double check that they are sitting at the correct test.
5. Guide the students through filling out their personal information on the scantron. These instructions are also included on the cover page for each exam. Assist any student who has questions.
 - a. **Name** = the student’s name.
 - b. **Subject** = your school’s name. Acceptable abbreviations are H.S. (High School) and M.S. (Middle School). The following schools may fully abbreviate their names: MWGS, TJHSST, and SSSA.
 - c. **Period** = year in Latin: 1, 1-Advanced (i.e. second year of a two-year Latin 1 program), 2, 3, 4, 5, 6, 7, etc. Remind students that “AP” or “IB” is NOT a year of Latin!
 - d. **Date** = title of their exam: Latin One, Latin Two, Advanced Prose, Caesar, Advanced Poetry.
 - e. **Below the Box** = name of their Latin teacher.
 - f. Warn the students that five points will be deducted from their score if this information is not completed correctly.
6. Remind students that the exam consists of 75 multiple choice questions and one 25-point translation. Since the scantron has space for 100 answers, there should be 25 blank spaces on the front side (#76-100); they should write their translation on the back of the scantron.
7. Noting the time, instruct the students to begin. They may take up to two hours, but no longer. Most students tend to finish in about one hour.
8. If the Latin teacher administers the exam, she or he may only answer administrative or procedural questions. You may not answer questions concerning the content of the exam: **vae fallācibus!**
9. Mail the following three items in the enclosed, addressed envelope within 24 hours of the last exam:
 - a. The “List of Participating Students” (completed by the Latin teacher).
 - b. This instruction page, signed by the test examiner(s).
 - c. All students’ scantron sheets. **Please sort sheets in order by exam and alphabetically by last name.** (This will facilitate exam processing and ensure accuracy.)
10. The color-coded test packets may be released to the teacher and the students **AFTER** April 2. Do not return these test packets in the mail!

The Classical Association of Virginia reserves the right to disqualify any school that does not follow the above stated procedures.

Your signature below indicates that you have read, understood, and followed the above stated procedures. If different persons are administering the exams in different rooms, each person’s name, position, and signature must be recorded. **If you are the Latin teacher, your signature below is your word of honor that you gave no help of any kind on this examination.**

Examiner(s): _____ Position: _____

School: _____ Phone Number: _____ Examination Date: _____

Signature: _____

Please return this page with the examination materials.

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