

Classical Association of Virginia 2017 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.

Instructions that are NEW for this year are highlighted in yellow. Please read carefully!

General Procedures for the Test Examiner(s)

Regular Administration: March 20-24, 2017

Before the Testing Date...

1. If you are not the Latin teacher, please notify the Latin teacher that the tests have arrived, and confirm the testing date (between March 20 and 24), location, and time. Verify that you have the correct number of tests on each level. If there is an error, please contact Kevin Jefferson (kevinsjefferson@gmail.com).
2. If more than one person will administer these tests, **COPY** these instructions and give them to all other persons administering the tests.
3. Please read over the information and instructions **NOW**. There is a major component which the Latin Teacher must complete **prior** to the students taking the exam.
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**. This form has also been emailed to the teacher, who may type directly into the document. They may also download one from www.cavclassics.org/contests. The Latin teacher should either **EMAIL** this document to kevinsjefferson@gmail.com or **MAIL** a printed copy with the students' answer sheets.

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 20 and Friday, March 24, unless your school ...
 - a. is on vacation that week, in which case permission should have been requested to administer the test between Monday, March 13 and Friday, March 17.
 - b. is unexpectedly closed on test day (e.g. for inclement weather). Please contact Kevin Jefferson immediately (kevinsjefferson@gmail.com). You will need to give the exam within two days of your return to school (no later than Thursday, March 30). Exams will then need to be sent via overnight mail by Thursday, March 30.
3. Before the arrival of the participating students:
 - a. At each student's seat, place (1) a ZipGrade answer sheet and (2) the test with the cover page on top (tests are color-coded for easy recognition). Organize students by exam 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. Fill in the "List of Participating Students" with each student's name and year in Latin. Student ID numbers and their exams are pre-filled for you. (This document has been emailed to you.)
 - d. You may wish to print a copy of this list to share with the students, or project it for them to read.

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

Classical Association of Virginia 2017 Latin Tournament

4. When students arrive at the testing room, ensure that each student knows their unique student ID number.
5. Guide the students through filling out their personal information on the answer sheet. 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. **Course** = school name.
 - c. **Quiz** = name of the student's exam.
 - d. **Student ID** = the five-digit ID number assigned to them. Students should write the numbers in the boxes and fill in the bubbles below the numbers. An example is provided on their exam cover page.
 - e. 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 answer sheet.
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. As students finish the exam, double check that they have correctly bubbled in their student ID number.
9. 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!**
10. 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). **New this year: you may also email this document (as .docx or .pdf) to Kevin Jefferson (kevinsjefferson@gmail.com).**
 - 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.**
11. Do NOT return the color-coded test packets! Please keep these packets. They may be released to the teacher and the students **AFTER** April 3.

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.