

2017 DATES, DEADLINES AND FEES

Exam Administration Dates:

All exams are administered at 9:00 a.m. (School's local time)

Practice Exam Lab setup:	Prototype AP Russian:	January 23-27, 2017
Practice Exam †:	Prototype AP Russian:	February 3, 2017
Practice Make-Up‡:	Prototype AP Russian:	February 10, 2017

Main Exam Lab setup:	All Languages:	April 17-21, 2017
Main Exam:	Prototype AP Russian:	April 26, 2017
	Arabic/ Chinese*:	April 27, 2017
	Korean/ Portuguese:	April 28, 2017
Late Testing Date:	All Languages:	May 16, 2017

OPI Administration:	Russian Only	February 13-April 19, 2017
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† At this time, the practice exam is **optional** and **only** offered for Russian language.

‡ Make-up date is scheduled for a snow day cancellation **only**.

Exam Registration Deadlines:

Registration Windows:	Open:	Practice (Russian Only)	December 1, 2016
		OPI (Russian Only)	December 1, 2016
		Main (all languages)	December 1, 2016
	Close:	Practice (Russian Only)	December 16, 2016
		OPI (Russian Only)	March 31, 2017
		Main †	March 31, 2017

† Russian OPIs require scheduling, and must be scheduled by **March 31**. OPI scheduling is on a first come, first served basis. There will be no available slots after **April 19**. It is the registered teacher's responsibility to schedule the examinee/s for the OPIs by the deadline.

Exam Fees:

Practice Exam:	\$25 †
Main Exam:	\$93 (\$9 per examinee testing expense included) ‡
Late Testing Exam:	\$45
Reduced Exam:	\$53 (\$4 per examinee testing expense included) ‡

† The fee for the practice exam is non-refundable.

‡ Expense provided to the testing center for the services and equipment they supply on the day of the administration.

*The College Board provides the AP® Chinese Language and Culture Exam. If a school offers the AP® Chinese Exam, enrolled students should take the AP® Chinese Exam. They are encouraged, however, to take both exams.

QUALIFICATIONS FOR NEWL™

The exam content of NEWL targets individuals who have completed a minimum of two to three years (or the equivalent) of academic work in the target language and culture. While both traditional and heritage learners are encouraged to take NEWL exams, American Councils only allows students who are **enrolled in 9th grade** or above, OR who have turned **14 before September 1, 2016** to take the 2017 scheduled exams.

HOW TO APPLY

Schools and independent students interested in the NEWL exams can find the application form [here](#). Please email the completed NEWL Application Form to NEWL@americancouncils.org with the subject line: “[LANGUAGE]: 2017 NEWL Application Form”.

REGISTRATION AND PAYMENT

Registration:

Once the applications are received by AC, the **Exam Coordinator** will be designated as the registrant. The registrant will be the person responsible for coordinating and submitting payment and registering examinees in the online registration system. The registrant will also be the point of contact for the school and must handle confidential examinee information. The registrant can also be the examinee’s language teacher.

The online registration system uses a familiar spreadsheet-style data input format so that you can easily register examinees for the exam. The registrant will receive a separate document with instructions on how to use the registration system. The registrant is also responsible for adding proctors and lab technicians online for the school. In the case that a school does not provide its own testing center, the registrant is responsible for finding a qualified testing center (see below) and registering the appropriate lab technician and proctor.

Please be sure to use the examinees’ full names, as they will appear on the formal score reports. **Examinee email addresses must be valid (and regularly checked) up to December 1, 2017.**

Payment:

There are several payment options available. The most convenient is through the integrated registration payment system powered by PayPal®. Once the examinee roster is entered online, the registrant will receive an invoice for the entire student roster. Alternatively, invoices can be sent to individual examinees. Here is a list of payment options the registrant/ students can chose:

PayPal	Credit/Debit	Does not require PayPal account.
	Instant transfer	Deposit funds directly from the bank account. AC receives payment instantly. Requires PayPal account.
	eCheck	Similar to Instant Transfer, but requires approval from bank before completed. Requires PayPal account.

Payment status will show next to each examinee's name. PayPal approves payments in real time and payment status updates upon successful completion of that transaction.

Notify Your Finance Department of Any Credit Card Transactions

When making a payment via PayPal®, please notify the finance department in your school of any credit card charges in advance, so they do not request for a chargeback. Resolving chargebacks takes a significant amount of time for both parties, so notifying finance staff in advance will avoid complications.

This charge will appear on your credit card statement as payment to: **PAYPAL * AC TESTING.**

SPEAKING AND WRITING ASSESSMENTS

NEWL: Arabic, Chinese, Korean, Portuguese

The exam fee includes the cost of the speaking and writing assessments, powered by our partners, the American Council on the Teaching of Foreign Language (ACTFL) and their exclusive licensee Language Testing International (LTI).

The speaking and writing portions of the test will be administered following the reading and listening section and will last approximately 30 minutes for each section.

Prototype AP®: Russian

The exam fee includes the cost of the Integrated Written Communication (IWC) and the cost of the live (in-person) Oral Proficiency Interview (OPI). The Writing assessment will be taken following the reading and listening sections of the main exam and will last approximately 70 minutes. The OPI will be with a tester via a landline telephone. The OPIs will last between 20 and 25 minutes, depending on whether an examinee is a non-heritage or heritage speaker of Russian. The OPI section will be taken separately, independent of the main exam administration.

Please refer to the OPI information document.

LATE TESTING

Late testing is scheduled for **May 16, 2017**. Only those who are affected by specific circumstances as those put forth by [the College Board](#) will be allowed to take the exam on the late testing date. This should be communicated with AC by March 31, 2017 deadline. When the cause of late testing is generally beyond the control of the school and the examinees, there is no additional fee. In other instances, however, when schools or examinee have a choice between testing on the scheduled date and requesting the alternate date, examinees will be charged an additional fee of \$45.

SCORE REPORTS

Current year exam reports will be available in July. Examinees and teachers will be notified via email once the score reports are ready. The examinees must confirm their name, school, and email address before being able to access the score reports.

The main exam fee includes the cost of **one** report sent to a college or university of the examinee's choice. Additional requests will be charged a processing fee: \$15 for regular report and \$32 for an expedited one. All *regular* score report requests will take 5-7 business days to process and mail out to the school(s), and all expedited one's will be sent over night.

The examinee must submit the [Score Report Request Form](#) to American Councils.

FEE REDUCTION

American Councils will provide a fee reduction for the main exam for individuals with financial need. Thus, the reduced cost of the NEWL exam will be \$53 per examinee. Please refer to the [Fee Reduction Form](#) for eligibility and requirements. This form must be submitted to AC by **March 31, 2017**.

EXAM ACCOMMODATIONS

An examinee may submit a request to American Councils for exam accommodations. The school must verify the request and the need for accommodations.

The registrant must submit the [Accommodation Eligibility Form](#) to American Councils by **March 31, 2017** date.

EXAMINEE LANGUAGE CONTENT

Appropriate conduct and language is expected of all examinees participating in NEWL. Any use of inappropriate language on any section of the exam will invalidate the entire exam. No score report will be issued. Inappropriate language includes offensive language or topics in either the OPI or written section, as well as writing in English throughout the written section of the exam.

MAIN EXAM REFUND POLICY

If the examinee pays for the exam, but ends up not taking it, a partial refund of \$57 can be requested. In order to receive the refund, the registrant must submit the [Refund Request Form](#) to American Councils no later than May 22, 2017. No portion of the fee is refundable, if the examinee has taken any sections of the exam, including the OPIs.

QUALIFIED TESTING CENTERS

Each school must coordinate with a valid testing center to administer the exam. This includes having a computer lab, **one computer for each examinee**, and **one extra computer for every five examinees** being tested. Testing centers must also provide proctor(s), and lab technician(s). The number of these admin personnel will depend on the number of examinees and testing rooms. If your school does not meet these requirements, it is the school's responsibility to find a valid testing center.

For parents applying on behalf of their child for independent assessment, it is the parents' responsibility to find a valid testing center. We recommend that parents check with the examinee's school first, whether they have the capabilities and personnel required (computer lab, proctors, and technicians) to administer the exam.

Proctor: The exam proctor cannot be the language teacher OR have knowledge of the target language.

Lab Technician: The technical support personnel must be someone who has the authority to add and/or change settings to the computers used for the exam. The tech support personnel cannot have knowledge of the target language.

COMPUTER REQUIREMENTS

Hardware (Macintosh or PC)

- Mac or Windows workstations (laptops are not recommended and examinee-owned laptops are prohibited)
- 2GB+ RAM
- A working sound card
- A good set of headphones (one set per computer—examinees may use their own, but it is not recommended)

Software

- Windows 7+ OR Mac OS 10.6 or higher

- A Web Browser (Chrome (recommended), Firefox, Safari or Internet Explorer)
- Flash plugin (version 11+)

Network

- *1 megabit* per second per examinee bandwidth

For more information about network and computer requirements, please visit this website:

<http://aappl.actfltesting.org/AAPPLSystemCheck/index.htm>.

FREQUENTLY ASKED QUESTIONS

Please find the FAQ list on the NEWL website:

<https://www.americancouncils.org/services/testing-and-assessment/NEWL/frequently-asked-questions>

POSTING NEWL™ EXAM INFORMATION AND DOCUMENTS ON SCHOOL WEBSITES

Any document and/or information pertaining to NEWL exams are the intellectual property of American Councils for International Education and may not be used without its permission in writing. In cases where materials or information about NEWL is shared by an entity other than American Councils, proper credit to both American Councils and the NEWL website <https://www.americancouncils.org/services/testing-and-assessment/NEWL> must be referenced.

Exam information posted on school websites must have authorization from American Councils (AC). This includes exam information that American Councils sends to you and exam information created by school administrators/ teachers. While we encourage the sharing of exam information with parents, examinees, and administrators, exam information posted online must be approved by AC. This is to ensure that all information made available to the public is correct and in accordance with AC requirements. This is also to provide the most updated and relevant information pertaining to current year's exam.

In order to avoid unauthorized postings, AC makes available the NEWL exam documents on its website <https://www.americancouncils.org/services/testing-and-assessment/NEWL>. We encourage you to post this link on your school's website and/or share it with parents, examinees, and administrators. Please note that it would be a violation of the copyright law, if you decided to copy the information and make it available on any other website without authorization from AC.

Contact Info

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