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ACLASS ONLINE LANGUAGE EXAMS REGISTRATION INSTRUCTIONS

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You have been signed up as a registrant for an upcoming American Councils exam using the ACLASS online testing system. As a registrant, there are at most two tasks that you will be responsible for at this stage of the exam registration process: registering examinees and registering administrators.

This entire process is done through our online registration system (FIGURE 1), which can be accessed by clicking here.

REGISTERING **ADMINISTRATORS**

If the exam is proctored and requires administrators, enter them into the system by clicking on the button "ADD ADMIN" (SEE FIGURE 1). For each

FIGURE 1: GETTING STARTED WITH THE ONLINE REGISTRATION SYSTEM

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 Register Students from L 	emo nign school	
Available Testing Center	S	
Y Demo High School		Examinees: 0
Administrative Personnel:		Add Admin
	No admins registered.	
Examinees:		Add Examinees
	No examinees registered.	

administrator, you are required to enter first and last name, a valid email, their role as proctor or tech and a working phone number in which we might reach them (SEE FIGURE 2). There is an optional field for a backup phone number, if one is available. Once finished, save your work. If you need to modify existing personnel or add new people later, you may return to the registration site and edit the list at any time.

PROCTOR

A proctor is a person who logs in and monitors the examinees during an examination. To the extent possible, this person should not have knowledge of the targeted language, nor have any stake in the examinees' results (e.g., the examinees' teacher or program coordinator). Proctors will receive their instructions directly from American Councils using the email address provided.

LAB TECHNICIAN

A lab technician is generally a computer lab administrator or assistant. This person is responsible for setting up the lab before an exam is administered. They will be coordinating with American Councils staff in order set up workstations and perform quality assurance tests for each workstation. Lab techs will also receive instructions directly from American Councils using the email address provided.



ENTERING EXAMINEE INFO

To enter examinee information, click the "ADD EXAMINEES" button (FIGURE 1), which will bring you to a page that has a spreadsheet-style interface (FIGURE 3). For each examinee, you are required to enter first name, last name, a valid email, date of birth, and whether or not they are a heritage speaker of the target language. A heritage language learner is a person studying a language that has proficiency in or a cultural connection to that language. For more information about what constitutes as a heritage speaker, please visit the <u>Center for Applied</u> <u>Linguistics' page</u>.

The best way to prepare your roster is to collect all of the required information in an Excel spreadsheet and then copying and pasting it into the online system. You may alternately enter the examinees into the online system one at a time, if you wish. Note that the system periodically auto-saves your to ensure that none of your data is lost. When you are finished, click the save button to complete the registration process for your examinees. Modifications to the roster can be done at any time during the registration window.

IMPORTANT INFORMATION

Do not edit your own information unless there is some sort of spelling error, or you want to update your email address. You may edit your own user roles (i.e. proctor/lab tech). If you change the first letter of your first/last name, your unique username will be altered and you will be kicked out of the registration interface. If you "replace" yourself with another user, please add this user in one of the spaces provided.

FIGURE 2: ADDING ADMINISTRATORS

Manage Ad Exam: Demo NEW Students From: De Festing Center: De	min Personnel L Exam mo High School mo High School		⊗ Cancel ± Save
First Name:	Demo]	
Last Name:	Proctor		
Emai:	proctor@gmail.com		
Admin Roles:	Exam Proctor Lab Tech	Examinee Registrant Admin Registrant	
Primary Phone:	202-555-1313		
Beckup Phone:	Backup Phone Number		
First Name:	Demo)	
Last Name:	Tech		
Emoit	demo_tech@demo.com		Carrintan
Admin Roles:	Exam Proctor	Examinee Registrant	
	I Lab Tech	Admin Registrant	
Primary Phone:	202-555-1314		
Backup Phone:	Backup Phone Number		

FIGURE 3: ADDING EXAMINEES

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Ex	aminees	O Undo C Redo	臣 Draft auto-sa 4 New	ved a few s	econds a	go			
	First Name	Last Name	Email	Date	of Birth	Heritage Ø		0	
1	Demo	Student 1	demo1@school.edu	1970-J	970-Jan-01 🔻				
2	Demo	Student 2	demo2@school.edu	1970-J	1970-Jan-02 🔻				
3	Demo	Student 3	demo3@school.edu	1970-J	1970-Jan-03				
4	Demo	Student 4	demo4@school.edu	1970-J	1970-Jan-01		Ψ.		
5				4	✓ January 1		1970		+
7				- Cura	Man Tuo	Wed	Thu	Ed	Cat
8				Sun	mon Tue	Wed	THU	-11	2
9				_		-	<u> </u>	2	3
10				- 4	5 6		8	9	10
11				11	12 13	14	15	16	17
12				18	19 20	21	22	23	24
13				25	26 27	28	29	30	31