

ACCLASS ONLINE LANGUAGE EXAMS REGISTRATION INSTRUCTIONS

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

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.

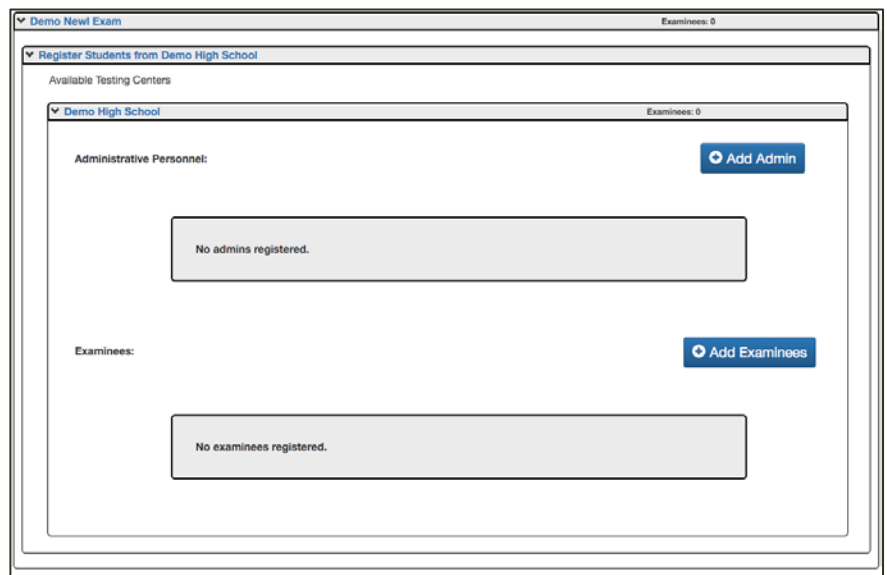
PROCTOR

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.

FIGURE 1: GETTING STARTED WITH THE ONLINE REGISTRATION SYSTEM



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 [Center for Applied Linguistics’ page](#).

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

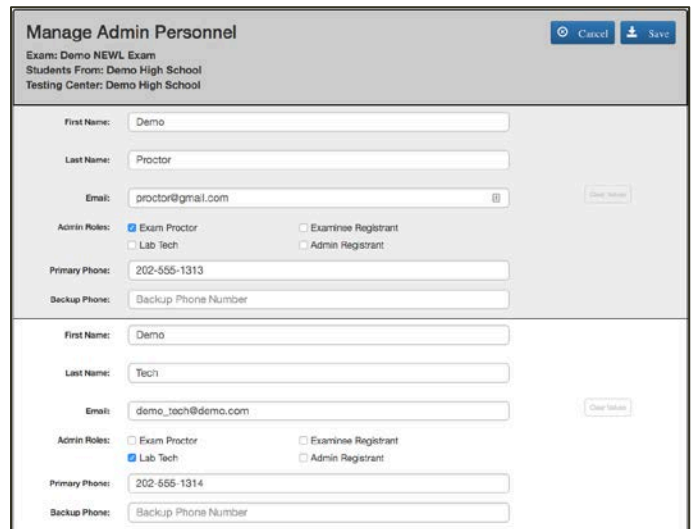
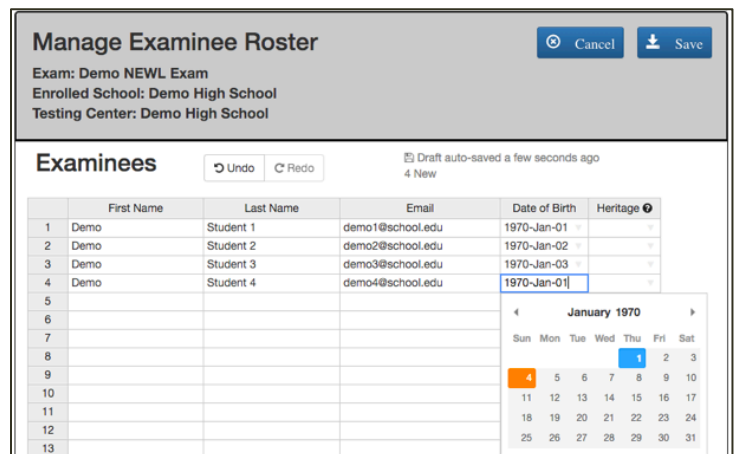


FIGURE 3: ADDING EXAMINEES



	First Name	Last Name	Email	Date of Birth	Heritage
1	Demo	Student 1	demo1@school.edu	1970-Jan-01	
2	Demo	Student 2	demo2@school.edu	1970-Jan-02	
3	Demo	Student 3	demo3@school.edu	1970-Jan-03	
4	Demo	Student 4	demo4@school.edu	1970-Jan-01	
5					
6					
7					
8					
9					
10					
11					
12					
13					