

# NEWL REGISTRATION INSTRUCTIONS

This document will provide you with detailed instructions on how to use the ACLASS online registration. To complete the registration process, you will need to:

1. Log in to <https://actesting.org>
2. Select your exam.
3. Add a lab tech and a proctor (if your students are testing at your institution).
4. Add your examinees.
5. Pay for your examinees or send them each an invoice to let them pay for themselves.

## DETAILED INSTRUCTIONS

You have been assigned as a **registrant** for an upcoming American Councils exam using the ACLASS online testing system. As a registrant you will be responsible for registering examinees and/or administrators.

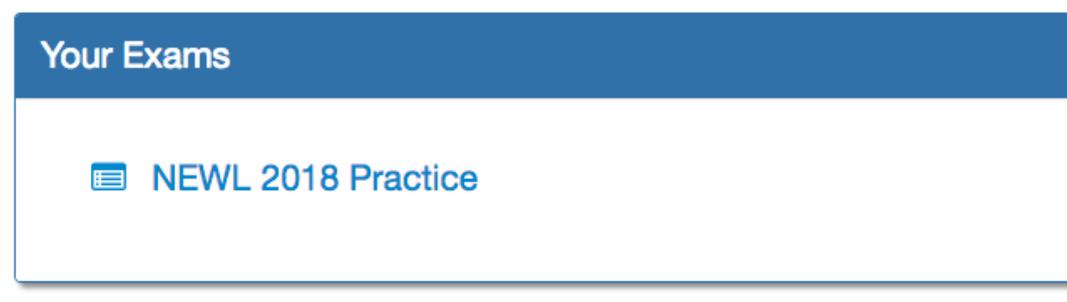
This entire process is done through our online registration system, which can be accessed by [clicking here](#).

**Login:** *Your email address*

**Password:** *You set this using the ['Create/Reset Password' link](#) on the home page.*

After logging in, you will see a list of any exams that have been assigned to you (see FIGURE 1).

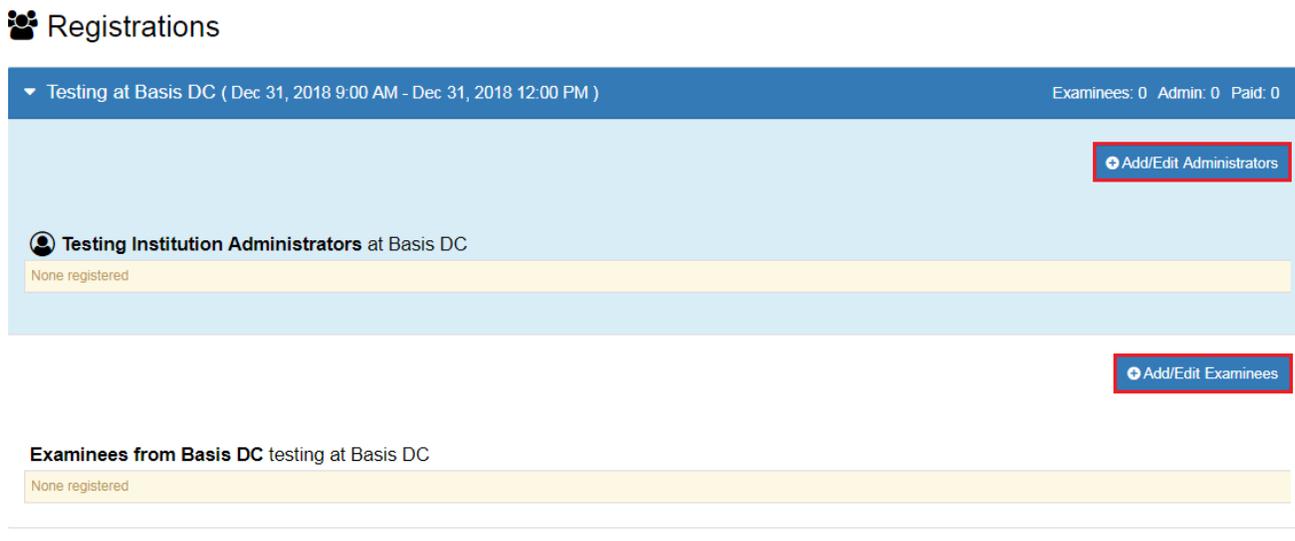
**FIGURE 1: EXAM LIST**



Once you have selected your exam, you will be taken to the registration dashboard, as illustrated in FIGURE 2. Here, you can begin to add administrators (a proctor and a lab technician) and your examinees.

**Note: You will need to add both test center administrators and examinees unless your students are taking the exam at a different institution. In that case, the test center point of contact will add the test center administrators.**

**FIGURE 2: REGISTRATION DASHBOARD**



## REGISTERING ADMINISTRATORS

If the exam is proctored and requires administrators, enter them into the system in the blue tab labelled, “**TESTING INSTITUTION ADMINISTRATORS**” by clicking on the button “**ADD/EDIT ADMINISTRATORS**” (see FIGURE 2). This will launch a window with a spreadsheet-like interface for data entry (see FIGURE 3). For each administrator, you are required to enter first and last name, a valid email, their roles as proctor, lab tech, and/or teacher, dial code (“1” for calls in the United States), and a working phone number. 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 administrators or add new ones later, you may return to the registration site and edit the list at any time. **Note: Each administrator must have a unique email address**, since this is what they will use to login.

### ADMIN ROLE: PROCTOR

A proctor is a person who logs in and monitors the examinees during an examination. 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.

### ADMIN ROLE: LAB TECHNICIAN

A lab technician is a computer lab administrator or assistant who is responsible for setting up the lab before an exam is administered. Lab techs coordinate with American Councils staff to 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. **Note:** The same individual may have multiple user roles. i.e. may be both the proctor and the lab tech.

**FIGURE 3: ADMINISTRATOR DATA ENTRY**

Add/Edit Testing Institution Administrators  
 Administrators  
 Testing at Basis DC  
 Draft auto-saved a few seconds ago  
 2 users added/changed  
 Undo Redo Cancel Submit Roster

	First Name	Last Name	Email	Dial Code	Phone	Alt. Phone	Lab Tech	Proctor
1	Demo	Demo	Ddemo@gmail.com	+1	4444444444		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Demo 1	Demo 1	Ddemo1@gmail.com	+1	3333333333		<input type="checkbox"/>	<input type="checkbox"/>
3							<input type="checkbox"/>	<input type="checkbox"/>
4							<input type="checkbox"/>	<input type="checkbox"/>
5							<input type="checkbox"/>	<input type="checkbox"/>
6							<input type="checkbox"/>	<input type="checkbox"/>

**Note:** When registering lab technicians and proctors please check the appropriate box as shown above. If a user will perform both roles, check both boxes.

## REGISTERING EXAMINEES

To enter examinee information, click the “**ADD/EDIT EXAMINEES**” button (see FIGURE 2). This will launch a window with a spreadsheet-like interface for data entry (see FIGURE 4). This is where you can make changes to an examinee’s data. Note that if your exam has multiple forms, there is a separate button and roster for each. For every examinee, you are required to enter first name, last name, a valid email, date of birth, gender, and whether they are a heritage language learner 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 language learner, please visit the [Center for Applied Linguistics' page](#).

**Note:** Each examinee must have a unique email address.

**FIGURE 4: EXAMINEE DATA ENTRY**

Main Form Examinees from Basis DC  
 Testing at Basis DC  
 Draft auto-saved a few seconds ago  
 Undo Redo Cancel Submit Roster

	First Name	Last Name	Email	Date of Birth	Heritage	Gender
1	Tyrian	Lannister	flagshipvideo@global.americ	2000-Dec-12	No	Male
2	Sarah	Sarnuif	ss34@gmail.com	2001-Dec-10	No	Female
3	Sansa	Stark	Sstark.winterfell@gmail.com	1999-Feb-02	Yes	Female

To prepare your roster, you may collect all of the required information in an Excel spreadsheet, then copy and paste it into the online system, or enter the examinees one at a time. Note that the system periodically auto-saves to ensure that none of your data is lost. When you are finished, click the "Submit Roster" button to complete the registration process for your examinees. Modifications to the roster can be done at any time during the registration window.

**The registration will not be complete unless you click "Submit Roster"**

**Note:** If your school is registering for both the practice and the main exams you may simply copy and paste your roster over to the main administration and click "Submit Roster". If you have additional students, you can always add them later to your roster.

### **SAVING EXAMINEES:**

As with saving administrators, the system will check each examinee for potential duplication in the database and may ask you to help resolve partial matches (see SAVING ADMINISTRATORS, above).

### **SPECIAL ACCOMMODATIONS**

If you have examinees that require testing accommodations please complete the [Accommodation Eligibility form](#) and submit it to [NEWL@americancouncils.org](mailto:NEWL@americancouncils.org)

### **PAYMENT**

For current NEWL fees please consult the [NEWL website](#). Please note the payment information below:

The most convenient way to pay is through the integrated registration payment system powered by PayPal®. Once the examinee roster is entered online, you will pay for your examinees or send them each an invoice to let them pay for themselves at any time during the registration period.

**FIGURE 5: PAY NOW OR INVOICE EXAMINEES**

Registrations

Testing at Basis DC ( Dec 31, 2018 9:00 AM - Dec 31, 2018 12:00 PM ) Examinees: 4 Paid: 0

With Selected Users... Select all Add/Edit Examinees

Pay Now via Paypal  
 Invoice via Paypal  
 Delete

		testing at Basis DC								
Name	Email	DOB	Heritage	Gender	Start Time	Mail	Paid			
Billy Rogerson	barrfoo@gmail.com	1998-Dec-10	Yes	Nonbinary	2018-12-31 9:00 AM	✉ 1	🔄	✔		
Jon Snow	kneebent@got.com	1999-Jan-21	Yes	Male	2018-12-31 9:00 AM	✉ 1	🔄	✔		
Rachel Mcadams	Rm44@gmail.com	1990-May-04	No	Female	2018-12-31 9:00 AM	✉ 1	🔄	✔		
Sarah Samuif	ss34@gmail.com	2001-Dec-10	No	Female	2018-12-31 9:00 AM	✉ 1	🔄	✔		

Once on the PayPal website, log in if you have an account or choose **“Pay with Debit or Credit Card”** if you do not have an account with PayPal to pay as a Guest. This charge will appear on your credit card statement as payment to: PAYPAL \* AC TESTING. 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. NOTIFY YOUR FINANCE DEPARTMENT OF ANY CREDIT CARD TRANSACTIONS. 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.

## 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 complete and submit the [Reduced Fee form](#) for each student who will receive the reduced fee. For eligibility criteria and requirements please see the [College Board's website](#).

## REFUND

If the examinee pays for the exam, but ends up not taking it, refund can be requested. **Please note that there will be a \$15 unused exam fee applied.** To receive the refund, the registrant must submit a [Refund Request form](#) to American Councils no later than May 31, 2019. **No portion of the fee is refundable if the examinee has taken any sections of the exam.**