

# Howard County Public School System Office of World Languages Guide to Implementing National Language Exams



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## Introduction

Welcome to the Howard County Public School System guide to World Language National Examinations. This guide will help you explore the examinations for Spanish, French, German, and Latin. Use this guide to bring national world language exams to your school if you do not have them already. The promotion and use of these exams aligns with the HCPSS Vision 2018 1.1.1 that states that we will “implement curriculum that meets or exceeds national and/or international standards in all relevant content areas” and 1.6.2 that states that we will “develop robust world language instruction and international learning opportunities K-12” ([HCPSS Strategic Plan/Vision 2018](#)).

National language examinations measure not only student knowledge but also application abilities. The exam results will tell you how well your students understand certain concepts in your classroom as well as how well they can apply the material they have learned. The scores will also tell you how your students rank amongst other schools in Howard County, the state of Maryland, and the nation. These exams can help promote interest in each of the languages as well as our language programs as the number of students who take the exam grows. It is also a fabulous way to recognize our students’ achievement by instilling a sense of accomplishment in all of the hard work that they have done.

There are many benefits for the students as well. Taking the exam is a wonderful activity for students to add to their resumes and college applications because it demonstrates a desire to participate in language use beyond the classroom. Most of the professional organizations also offer student travel abroad scholarships, medals, and certificates as well.

Please use the following guide to help promote and implement the various world language examinations within your school. Each language contains an introduction with basic information about the exam and then, checklists for what to do to before to prepare for the exam, during the exam, and after the exam. All links in this document are clickable and can be accessed by clicking the link using your mouse. You may have to allow permission to open the websites connected to this document.

Please [see Appendix A](#) for a sample letter to send home with your students about the exam. There are pull-down menus for parts of the letter that will allow you to customize the letter. The bottom section requires every teacher to fill in his/her own deadlines and information.

This guide has been made possible through the contributions of Leslie Ammann (Spanish teacher at Mt. Hebron High School), Dan Desmond (German teacher at Centennial High School), and Patty Almquist (French teacher at River Hill High School). Many thanks to them for their hard work on this project.

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## National Spanish Exam: El Examen Nacional de Español

### Rationale

The National Spanish Exam is a computer-based examination given every year in the spring and is not only a measure of your students' knowledge abilities but also a way to recognize their achievements through awards and prizes. The exam is affiliated with both the [American Association of Teachers of Spanish and Portuguese](#) (AATSP) and [La Sociedad Honoraria Hispánica](#) (SHH). The exam is divided into two 40-minute sections: achievement (vocabulary and grammar) and proficiency (listening and reading comprehension). Each teacher can proctor their own exam, unlike some of the other national language exams. This is a wonderful way to help promote the language and students' use of the language outside of the classroom. It also looks great on students' resumes and college applications. Although you cannot require a student to take the exam, encourage your entire class to take it. The organization offers awards and certificates, travel and camp scholarships, and it shows students' desire to further their language skills. Colleges will never receive a score report of the students' scores. The only people who receive the scores other than AATSP are the state chapter coordinators and the teacher. The following can be used as a checklist for the preparation needed to be done ahead of time, what to do during the test, and what to do with the results afterward.

### Before the exam:

In this section you will find what you need to do prior to the exam to get your students, the computers, and yourself ready for the exam.

- Become a member of AATSP in the fall/renew your current membership

Membership	Cost Per Exam
AATSP Member dues \$65	\$6 per student*
AATSP Member dues \$65 late payment (after 1/31 until mid-February)	\$8 per student*
Non-AATSP Member	\$75 registration fee AND \$6 per student*
Non-AATSP member late payment	\$75 registration fee AND \$8 per student*

\*cost subject to change (currently \$3 for the MD Chapter fee and \$3 for the exam fee)

All exam fees are non-fundable

- Announce the exam and encourage students to take the exam
- Announce/remind parents at parent/teacher conferences about the exam ([see sample letter](#))
- Choose a fee collection deadline
- Collect exam fees
- Deposit the cash/checks in a timely manner
- Collect information to register each student
  - Students' first and last names
  - Grade level
  - Language level
- Register students on the NSE website
- Print registration invoice

- Submit registration invoice and check request form (send invoice with check)
- Register any late exam fees and repeat deposit/check process
- Prepare students with practice at least once or twice:
  - [practice old exams](#)
  - create a practice log for them
  - [online practice activities](#) for vocabulary and grammar
  - select a few vocabulary words from suggested lists to add to students' current vocabulary
- Book a computer lab for each teacher in your school giving the exam days prior to having 10 weeks left in the school year (during 3<sup>rd</sup> quarter)
  - Book 2 days for 50-minute classes
  - Book 1 class period for 90-minute classes (move lunch period if necessary)
- Create a department schedule for the lab
- Print NSE emails with exam instructions and the secret words needed and usernames and password to enter the exam ([sample exam instructions](#))
- Check computer system requirements with media specialist or lab coordinator
- Collect headphones for the exam (no microphone needed) or encourage students to bring their own
- Add attempts for each student in your NSE teacher account
- 1 day prior write/type the following information for the students in the lab:
  - teacher name
  - school name and address
  - the exam website
  - the secret words for each level and section of the exam
- Print students' usernames and passwords for distribution the day of or to tape to monitors as a seating chart
- Remind all students to report to the lab/media center for the exam

#### During the Exam:

- Log in to your teacher account on the NSE website
- Direct students where to sit and where to place their materials
- Students should log into the computers with their Howard County issued usernames and passwords
- Ask students to open their web browsers and the exam site
- Read exam instructions ([see sample](#))
- Have students type in personal information
- Take achievement portion first (40 minutes)
  - Remind students about the click-to-float toolbar
  - Remind students to not hit the backspace bar on the keyboard or mouse once they have clicked outside of a box or radio button
  - Remind students to check their answers and hit submit when finished
- Assist students who time out of the exam; none of their answers will save

- Take the proficiency exam on day 2 or continue in a 90-minute class (40 minutes)
  - Remind students about headphone use
  - Remind students that they can listen to audio files multiple times
  - Remind students to not hit the backspace bar on the keyboard or mouse once they have clicked outside of a box or radio button
  - Remind students to check their answers and hit submit when finished
- Ask students to hit submit before the bell rings if they have not already done so
- Troubleshoot as necessary
  - Add extra attempts if needed
  - Sound issues can normally be resolved by unmuting the sound in the icon tray or adjusting the volume on the headphones
- Check student results in your account
- Patiently wait for state/chapter results

#### After the Exam:

- Check your email for individual and state/chapter results
- View how the exams are scored ([scoring explanation](#))
- Filter students by award placement and level for certificates
- Print certificates for participation and honorable mention
- Wait for bronze, plata, and oro certificates as well as oro medals to arrive in the mail
- Present awards in class or at your annual world language induction ceremony
- Use NSE template to announce awards to the parents, school, or even the local newspaper
- Publicize the results. This can be done:
  - On the school-wide morning announcements
  - In a parent newsletter
  - Through the World Language Coordinator at the central office
  - Any other media you can think of!

#### The following school year:

- Assist seniors in the Senior Scholarship process: must have a specific score on the NSE as a junior
- Assist one junior in the Junior Travel Award process: must have a specific score on the NSE as a sophomore; winners receive an all-expenses paid trip
- Assist one sophomore in the Global Citizen Scholarship process: winners receive a 2-week camp experience at the Concordia Language Village as well as lodging and meals; students must cover their own transportation
- Application process for the awards above includes:
  - recorded interview with the student and teacher
  - a student essay
  - 2 letters of recommendation
  - student transcripts
  - an application

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## National French Exam : Le Grand Concours

### Rationale

The Grand Concours is a 60-minute multiple choice test sponsored each year by the American Association of Teachers of French. The 2015 exam will be given during the period of February 21 to March 22, 2015. It is NOT given online. Each level of the test must be given on a single day. There are no makeups. It is usually convenient to give the exam AFTER school on a single day for all levels. This allows for the fewest number of conflicts with classes, rooms, etc. For a more information, please view this year's chapter letter in [Appendix B](#).

There is a fee per student (currently \$6.00) as well as a fee for each school (currently \$30.00). If you are not a member of AATF, the fees are \$8.00 per student and \$40.00 per school. In addition, you must purchase the CDs for the listening part of the exam. There is a CD for each different level (1-5). You will need a CD for each testing room. Each CD costs \$7.00. Student registration can be completed online, but you must send a hard copy of the registration form and a check for the fees to the Chapter Contest Administrator by *December 31* in order to avoid late fees. Currently our Chapter Contest Administrator is:

Lorna Wingate  
7 Trotting Horse Court  
Catonsville, MD 21228-5354  
mmewingate@comcast.net  
410-747-0422

If you are planning to give the exam for the first time, please contact Mme Wingate so that she can send you the necessary forms.

One proctor is required for each classroom/testing area in which the exam is given. A French teacher whose students are taking the exam MAY proctor the test, but may NOT proctor a level (1-5) that he/she is teaching that year. Other world language teachers can proctor as well. You will need to find enough proctors for each classroom/testing area.

Please use the following checklists as a guide for what to do in order to prepare before, during, and after the exam.

### Before the Exam:

- Visit the AATF website for the Grand Concours: <http://www.frenchteachers.org/concours/index.html>
  - A wealth of information can be found by clicking on "Teachers" on the left. Be sure to review which vocabulary, grammar, and cultural sensitivity items are part of the test for each level: [http://www.frenchteachers.org/concours/gc\\_about/gc\\_specs.html](http://www.frenchteachers.org/concours/gc_about/gc_specs.html)
- Be sure you have received the necessary forms from the Chapter Contest Administrator. (See [Rationale](#))
- Distribute a letter to students and parents explaining the Grand Concours (See [Appendix C](#)). Include a tear-off at the bottom for students to return to you with their individual student fee. Also include questions to determine each student's Division. To determine a student's Division visit: [http://www.frenchteachers.org/concours/gc\\_about/gc\\_enroll.html](http://www.frenchteachers.org/concours/gc_about/gc_enroll.html)

- Collect the fee and the information regarding the appropriate division for each student. View and download [this spreadsheet](#) in order to collect the appropriate information.
- Deposit the money with the bookkeeper at your school.
- Fill out the registration form with the students' names and their appropriate Divisions. See [Appendix D](#) for a sample form. You can send this electronically to AATF.
- Determine the number of classrooms you will need for each level of French (1-5) being tested. Ask colleagues to allow you to use their rooms on test day.
- Recruit staff members to help you proctor the test.
- Go to the AATF website online and print out the instructions for the proctors. Make two copies for each proctor. Distribute one copy the day before the test and place the other copy in the packet (see below).
- Alert the principal (or the test administrator you named on the registration form) that he/she will be receiving the testing materials sometime in February. Ask him/her to secure them in a safe location.
- Ask an administrator to open the testing materials box, find and open the CDs, and verify that they are in good working order (not skipping, loud enough to be heard, etc.)
- Make sure that there is a working CD player for each classroom
- Obtain the ANSWER SHEETS only from the administrator. Have your students fill out the administrative information (name, etc). You will need YOUR teacher code. This can be obtained on the AATF site or from the Contest Administrator. Recollect the sheets and return them to the administrator.
- The day before the test, obtain the exams, the CDs, and the completed answer sheets. Prepare a packet for each proctor. It should include:
  - A list of the names of the students taking the test in that room
  - An exam booklet and a completed answer sheet for each student testing in that room
  - A CD for the level being tested
  - A copy of the directions for the proctor
  - A card with the room number where that person will proctor
  - A timing device
  - Extra #2 pencils
- Prepare signs for the various classrooms indicating the room number and which level is testing in that room. If a level has enough students that MORE than one classroom is used, you will need to list the names of the students on the sign as well.
- Alert the front office that testing will occur after school on the date selected and ask that NO ANNOUNCEMENTS BE MADE from the time the testing begins until its completion.

#### **DURING the exam:**

- Make sure all students turn off all electronic devices. These should be placed in the students' backpacks. The backpacks should be placed together somewhere in the room away from the student desks.
- Pass out the answer sheets and ask students to make sure the information is correct.



- Pass out the test booklets. Follow the directions printed from the AATF site. These directions should be included in the folder for the proctor. The listening items are first, then the discreet grammar/vocabulary items, and finally the readings.
- Proctors should write the following on the chalk board for all students to see during the exam and revise the "Time remaining" line every 10 minutes:
  - Start time: \_\_\_\_\_
  - End time: \_\_\_\_\_
  - Time remaining: \_\_\_\_\_
- Proctors should periodically walk around the room to monitor student work.

**AFTER the exam:**

- Each proctor should collect the answer sheets, the test booklets, and the pencils and dismiss the students.
- Proctors should put the student answer sheets in alphabetical order and return all materials to the French teacher (or ITL) in charge of the exam.
- Exam answer sheets should be secured in the front office until the day after the exam.
- Take the exam answer sheets to the post office the day after the exam and send them by registered mail to the address given by the Chapter Contest Administrator.
- When the results are returned, fill out certificates with the names of the winners and distribute certificates and other prizes to the winners. During a class period with their peers watching is usually a good time to do this. Students who score in the top 50% receive a "Certificat de Réussite," students who score in the top 20% receive a "Certificat d'Honneur," and those who place in the top ten nationally receive a "Lauréat National." Other prizes include medals, pins, and CDs.
- Publicize the results. This can be done:
  - On the school-wide morning announcements
  - In a parent newsletter
  - Through the World Language Coordinator at the central office
  - Any other media you can think of!
- Write thank you notes to all those who contributed their time and effort to make the administration of the Grand Concours possible.

## **National German Exam**

### **Rationale**

Participating in the National German Exam provides you with an opportunity to recognize students and promote your program to the community. Additionally, it provides you with valuable program data.

Student recognition aligns with HCPSS Vision 2018 (1.1.1, 1.6.2). Students performing above the 80<sup>th</sup> percentile will be recognized at an awards ceremony in the spring by the MD AATG. Students scoring above the 90<sup>th</sup> percentile will also have the opportunity to compete for an all-expenses paid travel-study award during the summer of 2015.

Program Data you will receive as a result of participating in the NGE provides individual diagnostic feedback on all of your students. This can help you make adjustments to what and how you teach. It also helps create a sense of accomplishment among students at all levels.

When you receive students' scores, be sure to make the community aware of their success. This helps promote the German program in your school and in the county. Last year, Dr. Foose attended the Awards Ceremony in Baltimore!

### **What You Need to Know**

- Registration
  - you must be an active member of AATG
  - opens on October 1, 2014
  - fee: \$5
- Delivered in electronic format compatible with Windows and Apple operating systems and all internet browsers
- Headphones or ear buds are required so that students may hear the audio portion of the exam
- Testing Window (December 1, 2014 – February 2, 2015)
- Although you cannot require students to take the exam, you can find ways to incentivize participation

### **Exam Format**

- 100 questions ( multiple choice, matching, true/false, and fill-in)
- All materials used in the exam are from authentic sources.
- The NGE has two parts:
  - listening and viewing (40 minutes), consisting of short audio and video segments with a total of 40 questions and tasks
  - reading and text completion (45 minutes), consisting of a number of print texts, including graphs and images with a total of 60 questions; this sections includes 5 minutes for completion of personal information
- The sections may be administered separately and in any order.
- The exam may be administered on one day or over two days.
- Teachers can proctor their own students.

### **Before the Exam:**

- Decide whether you will administer the exam in one sitting or on two separate days.
- Sign up for the computer lab for the exam day(s) and days for doing the practice exams.
- Register for the exam and download the handbook at: <http://www.aatg.org/?page=NGE>

- Collect and deposit money ahead of time. You will need to make sure that this is done with enough advance time to get a check prepared and mailed to AATG.
- Use authentic sources as much as possible in instruction.
- Remind students that only their teacher will receive their scores; colleges never receive these!
- Have students take Practice Exams: <http://www.aatg.org/?page=NGE>
- Make sure all computers have updated browsers (information arrives in the test instructions)
- Add 2-3 attempts for each student ahead of time (do not tell them this) in case they are kicked out of the exam or an error occurs
- Have all student usernames/passwords printed ahead of time

#### During the Exam:

- Write the following on the board:
  - Teacher/school information
  - Exam website
  - Secret words to enter each exam
- Distribute a usernames/password to each student prior to the exam day. Secret words are NOT to be given to students until they have logged into the exam on exam day.
- Problems with sound are usually due to the sound on the computer being muted
  - Check the sound icon
  - Check the volume on the headphones
  - DO NOT hit backspace or it will exit the student from of the test

#### After the Exam:

- Access results immediately.
- At the end of February, you will receive normed results from AATG in two formats:
  - Results Reports include raw scores as well as percentile rankings, which indicate the performance of an individual student in comparison to all students who took the NGE across the US; also included is the achievement level for each student's performance and whether or not they qualify for the Study Trip Award
  - Labels Reports provide information on how students performed on specific question types, such as identifying main ideas, comprehending idiomatic expressions, and making inferences; help teachers better understand where their students did well and where they may need more instruction.
- Encourage students who score at the 90<sup>th</sup> percentile or above to compete for the travel-study grants. Deborah Mifflin will communicate with you about this. This will involve writing letters of recommendation for eligible students.
- You will also need to make sure that students scoring at the 80<sup>th</sup> percentile and above are invited to the Awards Ceremony. There are generous monetary prizes for all of these students. It also serves to publicize your program.
- Publicize the results. This can be done:
  - On the school-wide morning announcements
  - In a parent newsletter
  - Through the World Language Coordinator at the central office
  - Any other media you can think of!

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## National Latin Exam

### Rationale

The National Latin Exam is a paper-based examination given every year in the spring and is not only a measure of your students' knowledge abilities but also a way to recognize their achievements through awards and prizes. The exam is affiliated with both the [American Classical League](#) and the [National Junior Classical League](#). This is a wonderful way to help promote the language and students' use of the language outside of the classroom. It also looks great on students' resumes and college applications. Although you cannot require a student to take the exam, encourage your entire class to take it. The organization offers awards and certificates, scholarships, and it shows students' desire to further their language skills. Colleges will never receive a score report of the students' scores. The only person who receives the scores other than NLE is the teacher. The following will give you information about the test, the preparation needed to be done ahead of time, what to do during the test, and what to do with the results afterward. Use the checklists to walk you through the process of registration and exam preparation.

### Before the exam:

- Announce the exam to your students, parents, school, and administrator
- Have the Latin club make posters about the exam around the school
- Announce the testing dates and begin to collect the exam fees:

Dates	Cost Per Exam
By 1/20/15	\$5 per student* + \$10 handling fee + \$5 convenience fee if paid by credit card
After 1/20/15 for 4 exams or less	\$5 per student* + \$10 handling fee + \$5 convenience fee if paid by credit card +\$20 late fee
After 1/20/15 for 5 exams or more	\$5 per student* + \$10 handling fee + \$5 convenience fee if paid by credit card +\$50 late fee

\*cost subject to change; all exam fees are non-refundable

- Find a proctor(s); you may NOT proctor your own exam
- Deposit exam fees
- Order exams via the mail or online (extra fee applies); information needed for order:
  - Number of exams
  - School name and address
  - Proctor's name and email address
- Send a check to the NLE organization
- Find a space for the exam
  - Students do not need to be separated by level
  - No listening or speaking portion
- Create an exam schedule: 45 minutes needed for the exam
- Ensure that the proctor/principal received the packet in the mail
  - Exams and exam answer sheets for each student
  - Proctor instructions

- Sign-off sheet
- Prepare students:
  - Print copies of [past examinations](#)
  - Integrate past exam questions from a downloadable database into your lessons/clickers (view [bottom of this website](#) for the database)
  - Download the free [NLE practice app](#)
  - Complete [online practice questions](#); answers on separate page
- Have students fill in personal information on exam key one class period before the exam (optional)
- Remind students when and where the exam will occur
- By March 13<sup>th</sup> students take the exam

### During the Exam:

- Direct students where to sit and where to put personal belongings
- Separate students of the same level
- Fill out personal information on exam answer key (if not already completed)
- Hand out test examination booklets
- Read the test directions
- Remind students that they have 45 minutes to complete the exam and write the time started on the board
- Periodically change the time remaining on the board
- Collect exams from students who have finished and leave early
- At the 45-minute mark, collect all remaining exams
- Separate exams and answer keys and sign the proctor instruction sheet
- Place all exams in the sealed envelope and take to the Latin teacher
- Immediately take all exams to the post office: must be postmarked the same day as the exam

### After the Exam:

- Mid-April receive a packet:
  - individual class results
  - certificates
  - medals
  - breakdown of national norms
  - answer key for the exams
- Create a time to present awards and/or review the exam
- Present awards in class or your annual world language induction ceremony
- Announce awards to the parents, school, or even the local newspaper
- Publicize the results. This can be done:

- On the school-wide morning announcements
  - In a parent newsletter
  - Through the World Language Coordinator at the central office
  - Any other media you can think of!
- Awards for multi-year winners:
- Maureen O'Donnell Award (Oxford Classical Dictionary) awarded to students who earn four gold medals
  - Carter Stubbs Drake Goad Award (a book award) awarded to students who earn three or more perfect papers, or five or more gold medals
- Scholarships: \$1,000 awards (by application only)
- will be mailed to senior gold medal winners in Latin III, Latin III-IV Prose, III-IV Poetry, or Latin V-VI
  - applicants must agree to take at least one year of Latin or Classical Greek in college (A classics in translation course does not fulfill this requirement)
  - scholarships are renewable for the following 3 years

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## Appendix A

# National (Fill in Your Language) Examination

Dear Parent/Guardian,

This year your child’s language class will be participating in the National (Fill in Your Language) Examination. The exam, which is administered by over 3,000 teachers nationwide, is designed to recognize student achievement and promote the study of (Fill in Your Language) as a second language. In addition, it is great tool for preparing students to take other standardized tests such as the AP, SAT II and college placement exams.

This is an excellent opportunity for your student to build his/her resume and receive recognition for all of his/her hard work in the language! Students who achieve outstanding scores are given national recognition and can compete in opportunities to win scholarships, prizes, and trips.

The exam is (Fill in Cost) per student. This fee includes the cost of administering the exam and score/percentile reports as well as eligibility to compete in Junior Travel Awards or Senior Scholarships. Please submit the fee before Choose a date to ensure that your student will be registered on time.

In addition, your student will be receiving detailed instructions about how to prepare for the exam. They are strongly encouraged to study independently using the numerous practice exams and resources on the national examination website.

Please feel free to contact me if you have any questions/concerns.

Sincerely,

Teacher Name  
Teacher School  
School Phone Number  
Teacher Email Address

.....

Who?	Course Name/Level
What?	National Language Examination
Where?	School/Room Number
When?	Date (More information to follow)
How much?	cost

.....

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## Appendix B

September 2014

Dear Colleague,

Registration is now underway for the 2015 GRAND CONCOURS sponsored by the American Association of Teachers of French. The exam for FLES (grades 1-6) may be given February 14–28. Secondary students (levels 01-5) are expected to test on Monday, March 16, weather and school schedules permitting. However, with the wide range of spring breaks, mandatory assessment preparation and testing here in the Maryland Chapter, you may request an alternate date provided it falls within National’s required window for 2015 – February 21 to March 22. All students may test in their home schools. Since French teachers are not permitted to proctor their own students, other instructors, guidance counselors, or administrative personnel may be used. Proctor scripts are all in English. Exams may be given either after school or during the school day, provided an adequate block of time can be arranged to administer them.

Please visit the AATF website [WWW.FRENCHTEACHERS.ORG](http://WWW.FRENCHTEACHERS.ORG) to determine the correct testing level and division for your students. If further clarification is needed, feel free to contact me.

Please be sure to provide all information requested on your registration sheet. Reliable fax numbers and e-mail addresses are essential, especially for elementary schools, so that notification of FLES students eligible for taping may be done in a timely manner. After registration forms have been processed, principals/administrators accepting Grand Concours shipments will be sent information regarding their responsibility in receiving, counting, and storing test materials before and after the exam date in order to comply with National’s requirement for maintaining test security.

Forms must be postmarked by DECEMBER 31, 2014. A fee of \$6 per student (\$8 for non-members’ students), \$7 for each CD requested (normally one per testing level), plus a \$30 school fee must accompany the forms. Late registration fees are \$8 per student (\$10 for non-members) plus a \$40 school fee. Sorry, no registrations can be accepted after the end of January. Checks should be made out to “AATF – MD CHAPTER”. You may register as many students as you wish for each level and division. In fact, you are encouraged to have as many students as possible participate. Please send all forms and fees to:

LORNA WINGATE  
7 TROTTING HORSE COURT  
CATONSVILLE, MD 21228-5354

TEL. 410-747-0422

E-MAIL: [MMEWINGATE@COMCAST.NET](mailto:MMEWINGATE@COMCAST.NET)

If you are not a member of AATF and you would like to join (and be eligible for member rates), please contact me for an application. If you prefer, you may apply and pay on line at AATF’s website: [WWW.FRENCHTEACHERS.ORG](http://WWW.FRENCHTEACHERS.ORG). Since National requires member teachers to belong to the chapter in which they are testing, National dues plus the \$3 Maryland Chapter dues must be received at Headquarters BEFORE JANUARY 1, 2015 in order to qualify for lower fees. AATF DOES NOT OFFER DEPARTMENTAL OR SCHOOL-WIDE MEMBERSHIPS AT THIS TIME. ONLY INDIVIDUAL AND FAMILY MEMBERSHIPS ARE AVAILABLE.

If you have any questions, please contact me at the numbers listed above.

Yours truly,

Lorna Wingate  
Contest Administrator  
Maryland Chapter AATF

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## Appendix C

### LE GRAND CONCOURS de FRANÇAIS 2014

Chers élèves de français et parents,

It's once again time to register for the National French Exam, le Grand Concours! Sponsored by AATF (American Association of Teachers of French), this is an opportunity for you to be recognized for the knowledge and skills you have worked so hard to develop. It is given every year to French students throughout the country.

This year's test will be given Tuesday, March 18, 2014 AFTER school at River Hill. The test will last approximately 75 minutes. You should plan to be at River Hill until 4:00 PM on that day.

This will be the eleventh year that this test will be given at River Hill. Our students have performed exceptionally well in the past ten years with several of our students being recognized by the state of Maryland and by the nation for their outstanding scores.

The cost of the test is \$6.00. If you'd like to participate, please bring that amount to me by Friday, December 13, 2013. You may bring the \$6.00 in cash (CORRECT CHANGE, PLEASE!!), or you may pay by check made out to River Hill High School. Please fill out the bottom of this form, tear it off, and bring it with your test fee. Please understand that, if you cannot take the test on the day it is given, you will not receive a refund.

Should you have any questions, please contact Mme Almquist at [palmquist@hcpss.org](mailto:palmquist@hcpss.org)

Bonne Chance!  
Mme Almquist

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Name: \_\_\_\_\_  
(please print!)

Grade: \_\_\_\_\_ French level: \_\_\_\_\_ Pd you have French \_\_\_\_\_

Date: \_\_\_\_\_

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# Appendix D

## SUMMARY SHEET

PLEASE INDICATE THE TOTAL NUMBER OF STUDENTS TESTING IN EACH LEVEL (DIVISION DOESN'T MATTER HERE) AS WELL AS THE NUMBER OF CDs YOUR SCHOOL WILL NEED TO ADMINISTER THE TEST.

# OF STUDENTS	LEVEL	# OF CDs	LEVEL
_____	FLES	_____	FLES
_____	01	_____	01
_____	1	_____	1
_____	2	_____	2
_____	3	_____	3
_____	4	_____	4
_____	5	_____	5

TOTAL # OF MEMBER STUDENTS TESTING \_\_\_\_\_ X \$6.00 = \$  
 TOTAL # OF NON-MEMBER STUDENTS \_\_\_\_\_ X \$8.00 = \$  
 TOTAL # OF CDs REQUIRED \_\_\_\_\_ X \$7.00 = \$  
 SCHOOL FEE \$30.00 (\$40.00 IF AFTER DEC. 31) \$ 30  
 ADD \$2.00 PER STUDENT IF AFTER DEC. 31 \$

TOTAL AMOUNT DUE \$

(Make check payable to: AATF MARYLAND CHAPTER)

TEACHER: SCHOOL PHONE:

SCHOOL: FAX:

SCHOOL ADDRESS: E-MAIL:

MAIL TO: LORNA WINGATE  
 7 TROTting HORSE COURT  
 CATONSVILLE, MD 21228-5354

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