



AMERICAN ASSOCIATION OF TEACHERS OF FRENCH

National French Contest

PROCTORS: PLEASE READ CAREFULLY

ADMINISTRATION INSTRUCTIONS – ONLINE CONTEST

GENERAL INFORMATION

Students have 60 minutes total to complete online testing. The Contest may be administered in two parts, provided the teacher makes the Contest inactive between testing sessions.

MATERIALS

For the administration of the National French Contest you will need the following:

1. A device on which students can access the internet
2. These instructions
3. Headphones or earbuds
4. Scratch paper & pen/pencil

ADMINISTRATION

The Contest should be administered in a room where all students are able to access the Internet. The teacher (who may proctor the online Contest) should **ACTIVATE** the 2019 National French Contest immediately prior to administration and should make the 2019 Contest **INACTIVE** when that group has finished. If the 2019 Contest is left active, students could re-access it, which might void their scores.

Please instruct the students to go to www.frenchcontest.org and click on the link [Log in here to begin the Online 2019 Contest or to access Practice Tests.](#)

Once they are redirected to the ProProfs site, students should login using their login and password. Please ask the students to be patient; it may take a little time for the site to load.

Direct the candidates to complete the autobiographical information then ask if they have any questions:

Make sure the students have entered all the required information. There is information about Contest divisions (A, B, C, D, or E) on the Grand Concours [website](#): in the 'enrollment information' tab on the left-hand side of the screen.

Please pass out scratch paper to the students. This will need to be collected at the end of the Contest.

See over for additional instructions

Remind the students that they need to click the 'submit' button at the end of parts A & B. They may click the 'save' button at any time, but that will not submit their answers.

If there are any issues with the device such as the sound not playing or graphics not appearing, instruct the student to immediately close the browser without saving or answering Contest questions, and have the student log in with another browser or device.

At the end of the testing period, say:

STOP. THIS IS THE END OF THE NATIONAL FRENCH CONTEST. Please click the blue submit button to submit your answers, even if you have not completed all the questions. Then, sit quietly while I collect the scratch paper. You may now log out of the test site.

Collect the scratch paper and the teacher should go to their administration page to make the Contest "INACTIVE."

The teacher should go to the administration page and check the completed report or the grade report to make sure that all students have submitted both parts of the Contest. If one part is missing, arrange for the student to complete the missing portion during the range of national testing dates.

Scoring

All tests will be scored by computer. National and chapter rankings will be determined once the Contest period is over and all scores are in.

November 2018

See over for additional instructions