



*Le Grand Concours*

*The National French Contest  
of the American Association  
of Teachers of French*

**2017**

# **Secondary Concours**

## **PROTOCOL**

for the administration of the contest in your school

## **TEST DATES**

**25 February—24 March 2017**



## IMPORTANT INFORMATION

Teacher must choose between **Paper & Pencil** or **Online** option.

Teachers now directly order from and make payment to AATF National.

See chapter website for more information.

AATF Membership must be paid in full at time of order to take advantage of the member rate.

**New members are eligible for a discount. Contact your [local administrator](#).**

Teachers using **paper and pencil** tests must designate a **neutral party** to be responsible for the security and proper administration of tests. Please have materials addressed to your neutral party.

A pre-addressed Priority Mail envelope for answer sheets will be included with materials ordered for the paper and pencil test.

## CONTEST ADMINISTRATION

### ONLINE TESTS

Any device that can access the internet may be used – computers, tablets or phones.

Earbuds or headphones are essential to the administration of the test.

Teachers may administer the online test to their own students.

Multiple levels may test at the same time in the same room.

Students of the same level may take the test at different times. Students absent at the time of a group-administered test may take the test at teacher discretion as long as the testing period is open.

## PAPER AND PENCIL TESTS

1. The **neutral party** is responsible for the security of all testing materials. Security must be maintained for all test booklets and CDs until **after the national testing window**, regardless of the date on which the test is administered. After that date they may be released to the French teacher who ordered them.
2. Teachers may NOT administer **paper and pencil** tests to their own students. You will need to enlist the help of another teacher or guidance counselor to administer and proctor the test. (Please see attached instructions for proctors.)
3. To save time on the day of the test and to help ensure accuracy, the required information on the answer sheets can be filled out in advance under the supervision of the French teacher and collected by the teacher for checking. The answer sheets can then be returned to the student at the time the test is administered.
4. Students must take the entire test in one sitting unless the procedures for divided testing are followed. Please contact local administrator for guidance. The test lasts one (1) hour but additional time must be allowed for distribution and completion of information on answer sheets and student registration forms if this is not been done in advance.
5. All tests of a given level must be administered at the same time.
6. Only original answer sheets may be used. Photocopies are not acceptable as they lack the necessary encoding.
7. The tests can be administered any time between **25 February—24 March 2017** **but** completed answer sheets must be mailed by the day after the paper and pencil Contest is administered. Complete mailing instructions are included with the test. Answer sheets not received on time cannot be scored. Those answer sheets received late will **not** be included in the initial release of National results, but may be included in supplemental results.
8. Only completed answer sheets should be returned. You may keep any extras.
9. **RETAIN** the in-school administration report should it be needed for Verification.

## **DUTIES OF THE NEUTRAL PARTY**

*(Paper & Pencil Tests ONLY)*

Before the arrival of the test package, the neutral party should obtain a copy of the original order form(s) for tests and CD's.

Upon receipt of the test package in February, the neutral party should:

Check the count and level of tests and CDs enclosed with the numbers on the enclosed test order sheet.

Spot check CDs for clarity and quality. Boom boxes that will be used should also be verified that they will read the CDs and operate correctly.

Check directions and Teacher Codes. Store all other materials until the appointed test day for Le Grand Concours with the exception of the student answer sheets.

A few days prior to testing, the neutral party should

Give the exact # of answer sheets to teachers who have students participating in each level. Teachers should plan to take 10 minutes of class time prior to the testing date to have the students carefully fill out the student information.

**TEACHER CODES** are included in the test package.

Teachers should remind students of the following:

*Students are ultimately responsible for their name as it appears on the computer printouts and for the accuracy of other information including their level and division. The student names are read by the computer from the information that the student has filled in.*

Re-collect from teachers the answer sheets filled out with student info, level, division, teacher code, etc. Store with other materials until the test date.

On the appointed test day, the neutral party should:

Distribute the tests, answer sheets and student lists to the proctors in their classrooms. Immediately following the test period the tests should be returned to the proctor. At the neutral party's request, the answer sheets may be photocopied. There have been very few cases of missing papers, but it may happen due to computer error, malfunction, etc.

After testing on the appointed day, the neutral party should :

Compile the following information :

1) **STUDENT SCORE SHEETS**

(aligned one way by cut corners, but not separated by division, etc.)

2) **ELIGIBLE RECORDINGS:** (to be sent to appropriate addresses)

2) **REPORT ON IN-HOUSE ADMINISTRATION** (*see next page*).

Retain this report until results have been verified in April. It may be needed in case of missing answer sheets.

**REPORT ON IN-SCHOOL ADMINISTRATION***(Paper & Pencil Tests ONLY)***National French Contest Examinations**

2017

Teacher: \_\_\_\_\_

School: \_\_\_\_\_

Date(s) of administration: \_\_\_\_\_

<b>Proctor Name</b>	<b>Title</b>	<b>Concours Level</b>

**Answer Sheets:**

<b><u>Number of Answer Sheets</u></b>	
	Division 01
	Division 1
	Division 2
	Division 3
	Division 4
	Division 5
	<b>TOTALS</b>

Name of Neutral Party: \_\_\_\_\_

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

**RETAIN** this form should it be needed for verification purposes.

# National French Contest

## **PAPER AND PENCIL ADMINISTRATION PROCTORS: PLEASE READ CAREFULLY**

### **ADMINISTRATION INSTRUCTIONS**

The National French Contest must be administered in one (1) 60 minute block, unless alternate arrangements have been approved in advance.

Upon receipt of testing materials, verify accuracy of order. A proctor or neutral party may verify sound quality of CDs before the Contest.

### **MATERIALS**

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

1. A CD player to play Part A, Listening Comprehension.
2. These instructions
3. Enough test booklets for all candidates
4. Enough computer scoring answer sheets for all candidates
5. An accurate timepiece to tell when the administration is over.

### **SEATING**

To the extent possible, seat the candidates sufficiently apart; so that they cannot see another candidate's answer sheet, the use of alternate rows with spaced seating is desirable.

### **PENCILS**

Candidates should mark their answer sheets in #2 pencil without pressing too hard so that they can erase and change their answers easily, if necessary.

## **ADMINISTRATION**

The Contest should be administered in a regular classroom for reasons of acoustics, (unless headsets or individual recorders are used). Insert CD into player before the test begins. There may be very little lead time prior to the actual test.

After the test booklets and the answer sheets have been distributed, say:

*PLEASE TAKE YOUR ANSWER SHEET AND WRITE IN ALL THE INFORMATION CALLED FOR. BE SURE TO FILL IN EVERY SECTION COMPLETELY. THE NUMBER OF THE LEVEL MUST CORRESPOND TO THE NUMBER IN THE UPPER RIGHT HAND CORNER OF YOUR TEST BOOKLET. FAILURE TO FILL IN ALL THE INFORMATION ACCURATELY MAY DISQUALIFY YOUR ENTRY. THEN WRITE THE INFORMATION REQUIRED, INCLUDING YOUR TEACHER'S FULL NAME, ON THE FRONT COVER OF YOUR TEST BOOK. DO NOT OPEN YOUR TEST BOOKLET UNTIL I TELL YOU TO DO SO. LOOK UP WHEN YOU HAVE FINISHED WRITING THE INFORMATION ON THE TEST BOOKLET AND ANSWER SHEET.*

**After the candidates have finished, say:**

**ARE THERE ANY QUESTIONS?**

Make sure the candidates have entered all the required information.

Begin the CD. The directions will be read and then the students will be instructed to open their test booklets. This is when the Contest begins and proctors should mark on the board the end time - 60 minutes from the moment the seal is opened. At the end of the listening section, the speaker on the CD will instruct candidates to go on to part B.

**At the end of the examination, say:**

*STOP. THIS IS THE END OF THE NATIONAL FRENCH CONTEST. CLOSE YOUR TESTBOOKS. LOOK OVER YOUR ANSWER SHEET TO BE CERTAIN THAT YOU HAVE CORRECTLY FILLED IN THE REQUIRED INFORMATION. PLEASE SIT QUIETLY AND DO NOT TALK.*

Collect the answer sheets first and then collect the test booklets.

Only when you have verified by personal count that all test materials have been collected may the candidates be dismissed.