

# 2016 NEWL™ Registration Information

Dear Colleagues,

Thank you for your interest in The National Exam in World Language (NEWL).

American Councils (AC) has partnered with the College Board in developing National Exam in World Languages (NEWL) assessments as part of its multi-language special portfolio for “critical” world languages. The assessments are offered as a placement tool for American colleges and universities enrolling freshmen with prior study or knowledge of the target language. These tests are intended for heritage and non-heritage secondary school students alike.

This year (2016), AC offers operational NEWL assessments in Arabic (MSA) and Chinese, and pilot NEWL assessments in Korean and Portuguese. In each language, the assessments probe the student proficiency in reading, listening, writing and speaking.

Below are our important dates, deadlines, and fees.

## EXAM ADMINISTRATION DATES:

Testing Date:	Arabic/Chinese:	April 28, 2016, 9:00 a.m. (local time)
	Korean/Portuguese	April 29, 2016, 9:00 a.m. (local time)
Exam Lab setup:	April 18-22, 2016	
Late Testing Date:	May 17, 2016 at 9:00 a.m. (school's local time)	

## REGISTRATION DATES and DEADLINES:

Application and	Open:	February 1, 2016
Registration Window:	Close:	March 31, 2016

## EXAM FEES FOR 2015:

Exam Fee	\$92 (\$15 rebate to school)
Late Testing Fee	\$38
Reduced Exam Fee	\$48 (\$4 rebate to school)

## Qualifications for National Exam in World Languages (NEWL)

The exam design and content of the National Exam in World Languages (NEWL) targets students who have completed a minimum of two to three years (or the equivalent) of academic work in the target language and culture. While both traditional and heritage learners are encouraged to take the NEWL, American Councils only allows students who are at least in **9<sup>th</sup> grade and/or born before September 1, 2001** to take the National Exam in World Languages. If your school offers the College Board AP® Chinese Language and Culture Exam, students are encouraged to take that exam at their school.

## Registration and Payment

**Registration:** Once your school is registered, the **Exam Coordinator** will be designated as the registrant. The registrant will be responsible for coordinating and submitting payment and registering students in our online registration system. This person will also be the point of contact for your school and must be able to handle confidential student information.

Our online registration system uses a familiar spreadsheet-style data input format so that you can easily register students for the exam. The registrant will receive a separate document with instructions on how to use our registration system. The registrant is also responsible for registering proctors and lab technicians for their school. In the case that a school will not be a testing center, the registrant is responsible for finding a qualified testing center (see below) and registering the appropriate lab technician and proctor.

Please be sure to use the students' full names, as they will appear on the score reports. Student email addresses should be valid (and regularly checked) up to December 1, 2016.

**Payment:** There are several payment options available. The most convenient is through the integrated registration payment system powered by PayPal®. Once you have uploaded all of your students, you can either invoice your entire student roster or pay individually. Here is a list of payment options:

PayPal	Credit/Debit	<b>Does not require PayPal account.</b>
	Instant transfer	Deposit funds directly from the bank account. AC receives payment instantly. Requires PayPal account.
	eCheck	Similar to Instant Transfer, but requires approval from bank before completed. Requires PayPal account.
Check	We accept mailed payment by check at a \$4 processing fee (to be added to the total check amount) <b>Make checks payable to: American Councils for International Education</b> <b>Mail to:</b> American Councils <b>ATTN:</b> NEWL Coordinator 1828 L Street, NW Suite 1200 Washington, DC 20036	

Payment status will show next to each student's name. Before approval, American Councils staff must process all checks, which may take several days. PayPal approves payments in real time and payment status updates upon successful completion of that transaction.

## Qualified Testing Centers

Each school must have a valid testing center to administer the exam. This includes having a computer lab, **one computer for each student**, and **one extra computer for every five students** tested. Testing centers must also provide proctor(s), and lab technician(s). The number of these admin personnel would depend on the number of students and testing rooms. If your school does not meet these requirements, it is the school responsibility to find a valid testing center.

For parents applying on behalf of their student, it is the parents' responsibility to find a valid testing center. Parents may want to check with the student's school whether they have the capability to administer our test.

**Proctor:** The proctor for the exam cannot be the language teacher or have knowledge of the target language.

**Lab Technician:** The technical support personnel must be someone who has the authority to add to and/or change settings to the computers used for the exam. The tech support personnel cannot have knowledge of the target language.

## Computer Requirements:

### Hardware (Macintosh or PC)

- Mac or Windows workstations (laptops are not recommended and student-owned laptops are prohibited)
- 2GB+ RAM
- A working sound card
- A good set of headphones (one set per computer—students may use their own, but it is not recommended)

### Software

- Windows 7+ OR Mac OS 10.6 or higher
- A Web Browser (Chrome (recommended), Firefox, Safari or Internet Explorer)
- Flash plugin (version 11+)

### Network

- 1 megabit per second per student bandwidth

For more information about network and computer requirements, please visit this website:  
<http://aappl.actfltesting.org/AAPPLSystemCheck/index.htm>.

## Speaking and Writing Assessments:

Following the reading and listening sections of the NEWL assessment, the American Council on the Teaching of Foreign Language Teachers/Language Testing International (ACTFL/LTI) conducts the speaking and writing sections as an online assessment. Each speaking and writing section will last approximately 30 minutes.

A proctor is required to be present during the speaking and writing section administrations for each student.

The \$92 exam fee includes the cost of the speaking and writing assessments by ACTFL/LTI.

## Missed Testing Sessions:

If a student misses any part of the NEWL assessment, either the Exam Coordinator or the proctor needs to notify AC **immediately**. There will be no charge for cancellations due to illness. The student is required to submit via email a written statement from a doctor or parent verifying the illness. Students who have unexcused cancellations or missed OPIs will pay a **\$38 fee** to reschedule.

## Late Testing:

The scheduled date for late testing is **May 17, 2016**. Only students affected by specific circumstances, as those put forth by the College Board<sup>1</sup> will be allowed to take the exam on the late test date. When the cause of late testing is generally beyond the control of the school and the students, there is no additional fee. In other instances, however, when the schools or students have a choice between testing on the scheduled date and requesting an alternate date, students will be charged an **additional \$38**.

## Score Reports:

The main exam fee of \$92 includes one grade report mailed to a college or university of the student's choice. Fees for additional grade reports are \$15 per report and \$25 for expedited

---

<sup>1</sup> <http://professionals.collegeboard.com/testing/ap/coordinate/late>

processed reports<sup>2</sup>. All regular score report requests will take 5-7 business days to process and mail out to the school(s) and all expedited score report will be sent overnight. The student must submit the Score Report Request Form to AC. Do note American Councils will send the current year exams report on July 8, 2016.

Students will receive an electronic copy of their score report, and Exam Coordinator will receive an electronic copy of their students' exam results.

## Fee Reduction:

American Councils will allow a \$44 fee reduction for students with financial need. In other words, the reduced exam fee for NEWL is \$48 per student. Please email the NEWL Coordinator [NEWL@americancouncils.org] for eligibility requirements and the *Fee Reduction Form*. Once completed, resubmit to the NEWL Coordinator with the subject: "[Your School]: Fee Reduction"

## Exam Accommodations:

The student may submit a request to AC for exam accommodations by completing the *Student Accommodations Form*. The school must verify the request and the need for accommodations through the school's disability office. Send the completed *Student Accommodations Form* to the NEWL Coordinator [NEWL@americancouncils.org] with the subject: "[Your School]: Student Accommodations".

## Student Language Content:

We expect appropriate student conduct and language of all students participating in the National Exam in World Languages. Any use of inappropriate language on any section of the exam will invalidate the entire exam. There will be no score report sent. Inappropriate language includes offensive language or topics in either the oral or written sections, as well as writing in languages other than the language tested throughout the written section of the exam.

## How to Apply

The application will be your gateway to registering for the National Examination for World Languages. You can find the application form by following the following link <https://americancouncils.org/services/testing-and-assessment/NEWL/application-form>. Please email the completed NEWL™ Application Form to [NEWL@americancouncils.org](mailto:NEWL@americancouncils.org) with the subject: "[Your School]: Application for NEWL 2016".

Address all questions and communiqués regarding registration, exam fees and score reports to the NEWL Coordinator [NEWL@americancouncils.org]. We recommend you check our FAQ before sending a question, as you may find your answer there.

Sincerely,



Werner Wothke  
Director of Assessment  
American Councils for International Education

---

<sup>2</sup> Requests for specialized mailing (i.e. Priority Mail Express, FedEx) will require additional postage.