

Instructions for Foreign Language Diocesan Exams

Diocesan exams for French 1 and Spanish 1 will be administered on Tuesday, May 19, 2009. Schools must plan for a two hour time block on the morning of May 20th in order to administer the exams. Foreign language exams will track the French 1/Spanish 1 Curriculum for Grades 7 and 8, which can be viewed on the website for the Office of Catholic Schools. The exams are multiple choice, with 200 questions (1 point each). Student answers will be recorded on Scantron answer sheets. Scantrons will be distributed to principals at the Spring Principals' Meeting, May 1 and 2, 2008. Students must earn at least 140 points (70%) in order to be awarded high school credit. Diocesan certificates will be mailed to schools no later than June 2, 2008 for those students who earn high school credit.

The Proctor of the exam should be an Administrator or teacher other than the Foreign Language teacher. Exams will be distributed electronically via e-mail to school principals on Friday, May 15, 2009. Individual schools will be responsible for copying the exams for students. Any school that has technological challenges, or that does not receive the exams on May 15th, should contact Frankie Conway or Dana Erby in the Office of Catholic Schools immediately at (804) 359-5661. Schools will keep the exams for use as future practice tests, and return only the Scantron answer sheets. Scantrons must be sent via Overnight mail to the Office of Catholic Schools, 7800 Carousel Lane, Richmond, VA 23294 Attention: Foreign Language Exams.

The Record Sheets included with these guidelines are interactive and need to be completed and e-mailed to The Office of Catholic Schools at (derby@richmonddiocese.org) by April 30, 2009. Once exams are graded, student scores will be recorded on the Record Sheets and sent back to the schools electronically on May 27, 2009.

Students are required to record their answers on the Scantrons using a #2 pencil. They should come prepared with several #2 pencils and a good eraser. Students are allowed to write on the exam papers, but must not make any stray marks on the Scantron sheet.

Any questions about these procedures may be directed to Mary Nugent, Foreign Language Exam Coordinator, Master Curriculum Council, at mnugent@stgregory.pvt.k12.va.us.