

Instructions for Foreign Language Diocesan Exams

Diocesan exams for French 1 and Spanish 1 will be administered two days after the Algebra I Exam was administered. The exam is usually taken the 3rd week in May of the school calendar year. Schools must plan for a two hour time block on the morning 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. Students must earn at least 140 points (70%) in order to be awarded high school credit. Diocesan certificates will be mailed to schools 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. Individual schools will be responsible for copying the exams for students. Any school that has technological challenges, or that does not receive the exams should contact **Miriam Cotton** 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.**

Schools will sign up each student to take the Foreign Language exam on-line. A record sheet of the students that was signed-up will be created with the student's name will be sent to the principal indicating if the student passed or failed along with the student's score of the exam.

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 Miriam Cotton, Assistant Superintendent of Catholic Schools at: mcotton@richmonddiocese.org.