

# LEXICA

Arabic Vocabulary  
and  
Placement Test

## Proctor Guide





Every test taker will need access to a computer or a mobile device with internet access,

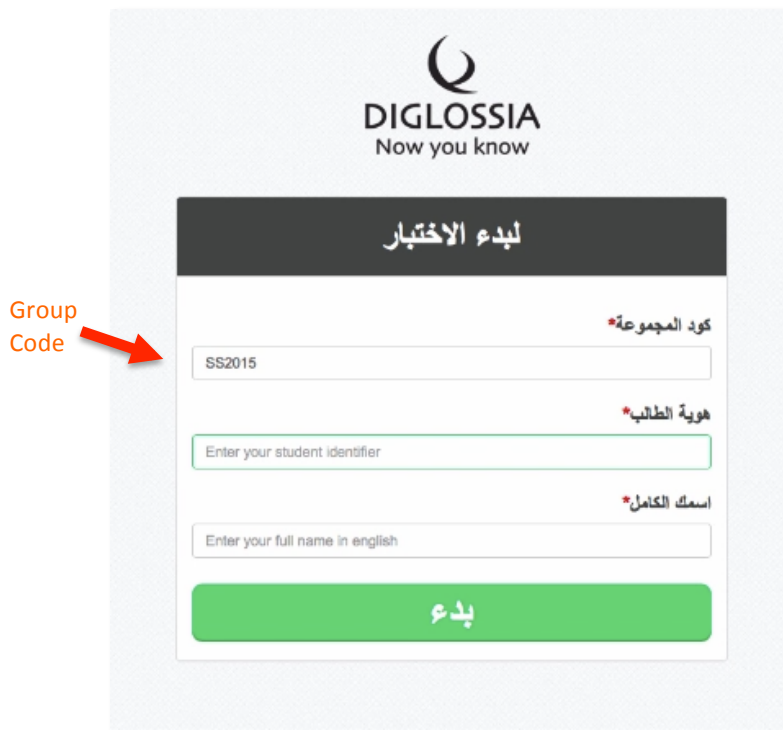


a recent version of a modern browser, such as Chrome, Internet Explorer, Firefox, or Safari,



and a set of headphones or ear buds for listening to the video tutorial that **must** be viewed by every test taker before beginning the test.

Optionally, the video tutorial can be shown to the entire class by the proctor, allowing individual test takers to skip the video after logging in. In this case, test takers would not need headphones. But either way, the video tutorial **MUST** be watched by every student before starting the test!



Test takers will begin with the login page, which can be accessed at


<http://lexica.diglossia.net/home/Arabic>

In order to complete the login process, test takers will need to be given a group code, which will be provided to your local test administrator by Diglossia.

It can be helpful to write this group code on the board so that all the students in the group can see it and enter it in correctly. *Don't forget to change the group code for the next group, though.*

Students will also need to know their student ID numbers.

If you are concerned that the students' actual student ID numbers are too long for them to remember, you may assign each student a shorter unique ID# for use with the Lexica test, but this ID# must be at least 4 characters long (e.g., 1001, 1002, etc.), and it will be your responsibility to maintain your own records linking this Lexica ID# to the test taker's actual student ID# in your Student Information System.





Once the test taker has completed the login process, the video tutorial page will be displayed. If the proctor has already shown this video tutorial to the entire class, the test taker may skip the video by pressing the “Begin Test” button.

Either way, however, **test takers should NOT begin the test without watching the video tutorial first.** It will take approximately 3 minutes to watch this tutorial.



Once the tutorial is complete, the test taker should click on the Begin Test button to start the test, which should take no more than 6-8 minutes to complete.