Extempore NDE Seal Assessment Student Handbook

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Need Assistance?

First, reach out to your proctor for help.

Please contact us by clicking the blue circle on the bottom left corner, in your account! Otherwise, your proctor should have our contact information.

Click Here to Watch A Walkthrough Video

How to Enroll in an Assessment & Account Creation Information!

Step 1: Click on the Link to Enroll and Create Your Account

The Link to access your test will be provided by your administrator or proctor. These next steps will walk you through how to create your account and enroll in the proper assessment.

Step 2: Account Creation Page

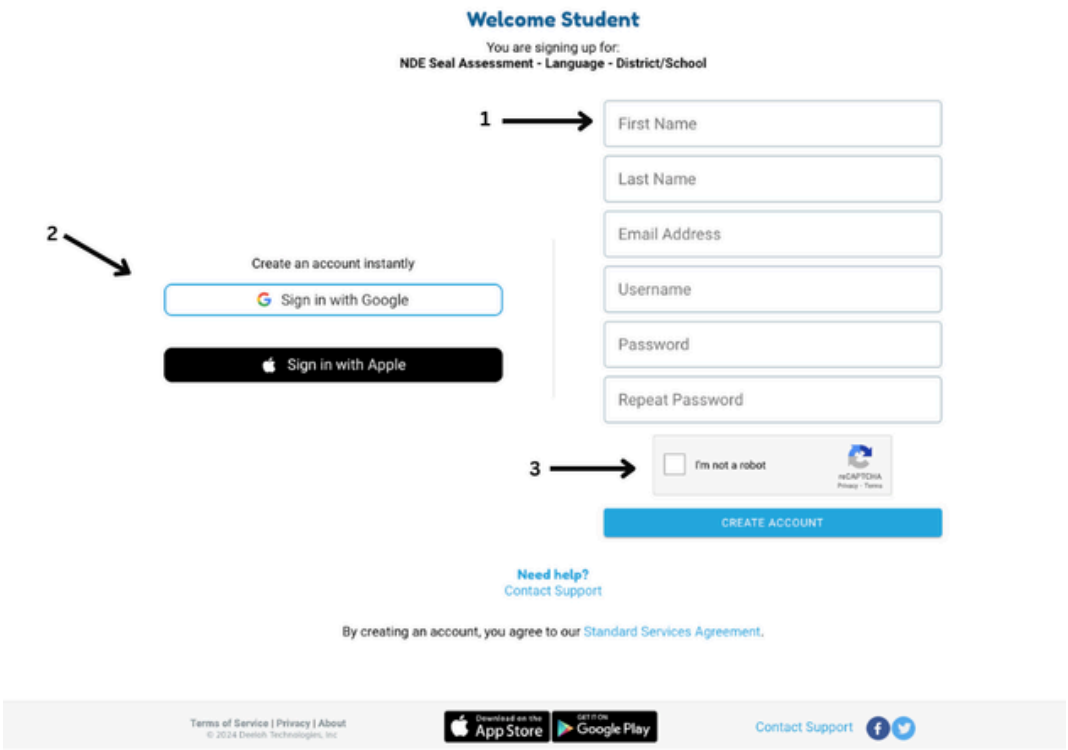
After you have clicked on the link it will direct you to the similar page of the image showed below. The arrows on the image will display a different step and instruction below the image.

1. **Arrows 1 (Red):** Make sure you see WI, the language you are assessing, and your district or school name.
2. **Arrows 2 (Blue):** If you already have an Extempore Account through your district or school click the button (Blue Button) that says, "**Add Class to Existing Account.**" From there please use your username and password from your school account, or sign in through Google.
3. **Arrows 2 (Gold):** If this is your first time on Extempore, please click on the button (Green Button) that says, "Create a New Account."

Go to Next Page for Next Steps

Continuation of Account Creation & Accessing Your Assessment

Step 3: Form Fill Out to Create Your Account & Enroll in Your Assessment



*If your school uses Google Email follow **Arrow 2.***

1. **Arrow 1:** Fill out the form on the right-hand side to create your account. Please use your school email to create your account. When creating a username you must use at least 8 characters long. **Remember your username and password** as you will need that log back in!
2. **Arrow 2:** If your school uses Google Emails, please click on "Sign in With Google," you will need your school email and password to log in.
3. **Arrow 3:** Before creating an account you must click on, "I'm not a robot," to create your account.

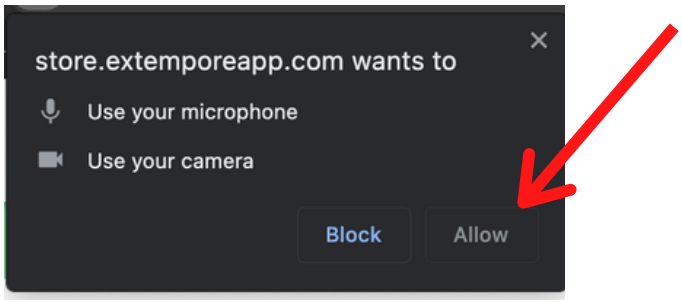
Step 4: Click On "Student Portal" at the Bottom Right Corner to Access Your

Go to Next Page for Next Steps

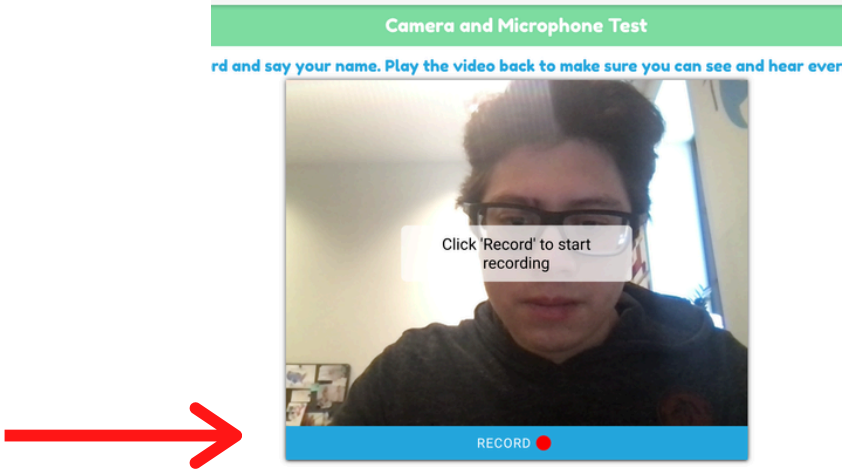
Enabling Microphone

***** Make sure your device has a built-in microphone or that your proctor has provided you with one to take the assessment.*****

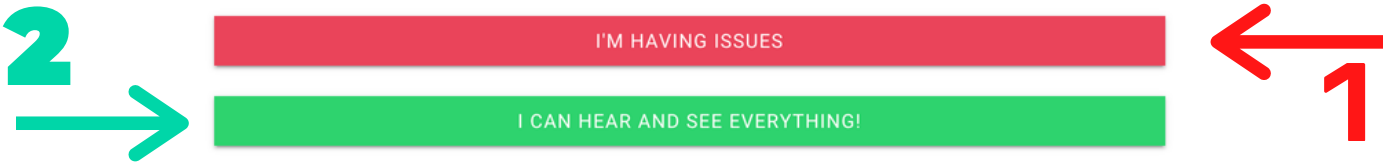
Step 5: Click "Allow" to Enable the use of the Microphone. Will be Required to Submit Answers



Step 6: Click "Record" to Test Audio and Video Camera



Step 7: Press Play to Listen - Follow Instructions and Image Below for More Instruction



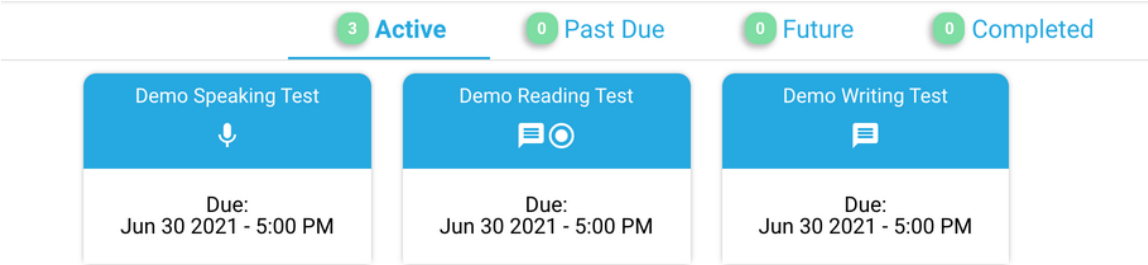
- **Red Arrow (1):** If you are having issues hearing your response, please click on the red button that says, "I'm Having Issues." Notify your proctor if further assistance is needed or email Lisa.Parra.Staves@extemporeapp.com
- **Green Arrow (2):** If you are able to hear your response and see yourself clearly. Please, click on the green button that says, I Can Hear And See Everything."
- *Note: Extempore works best in Google Chrome or in the app. Do not use Safari!*

Go to Next Page for Next Steps

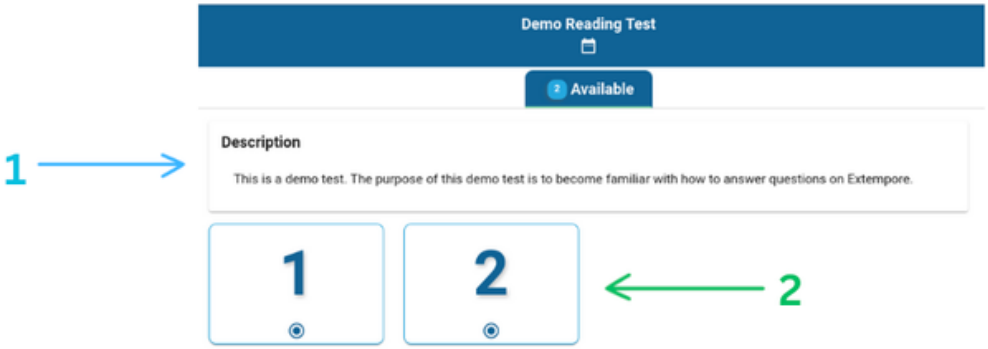
Accessing Assessment & Helpful TIps

Step 8: Click on the Class That Has "NDE," in the Name

Step 9: Taking the Extempore - NDE Seal Assessment



- You will see an Assessment for each different skill you will be tested on. (Speaking, Writing, Listening, or Reading.)
- The Due time for each assessment will be displayed underneath where it says "Due." If there is a Part 1 or Part 2, you must do Part 1 before Part 2.
- To see the questions for an assessment, "Click on One of the Boxes."



- You will now appear in the question page. You must do all questions in order.
- If you do not “Submit” an answer because the you want to come back to the item, you can do so by clicking “Back.” The question will be still visible until the answer is submitted. You cannot go back after you click “submit.”
- **Blue Arrow (1): Description-** helpful instructions on the format of the assessment. Please read before starting. In English & Target Language.
- **Green Arrow (2):** These are the questions. Question 1 is at the top left, second question follow to the right of it.