



# FLACS FREQUENTLY ASKED QUESTIONS

## MEMBERSHIP

### 1. What is FLACS?

FLACS is a professional organization that supports World Language leaders with professional development, advocacy efforts, access to resources and the development and administration of FLACS Regional Language Exams. Our members traditionally have been World Language Supervisors, Chairpersons or other school administrators. However, because some school districts do not have a supervisor of world languages, we have created other options for membership. **We require only one member representative per district.**

### 2. What are the options for memberships?

- a. Standard Membership: annual membership of \$50  
One World Language Supervisor; includes attendance at membership meetings, professional development opportunities, access to FLACS awards and scholarships and more... Each membership limited to one person per district (Supervisor/Lead Teacher/Appointed Administrator). \*Multiple memberships are possible for districts with more than one World Language Supervisor.
- b. Membership for City Schools or Large Educational Organizations: Organizations consisting of 15 schools or more (grades 6-12) may join as a single unit at the rate of \$500.

### 3. How do I know whether my membership is active for the current school year?

You will receive an automated email stating your membership has been activated. For other questions regarding membership status, please contact Denise Hannaoui: dhannaoui@flacs.org

### 4. How can I pay?

Options for payment include: P.O., Check, PayPal or Credit Card

### 5. How do I join FLACS?

Applying for membership can only be done online by visiting this link:  
<http://www.flacs.org/membership/>

### 6. Who can attend FLACS meetings?

Only FLACS members in good standing may attend FLACS membership meetings.

### 7. Who may attend FLACS workshops and conferences?

Any teacher or supervisor may attend workshops and conferences. There is an additional fee for any workshop and or conferences.



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## FLACS EXAM CONSORTIUM

### 1. What is the FLACS exam consortium?

Checkpoint A and B exams in Spanish, French, Italian, German, and Chinese are created by members the FLACS organization exam committee in order to provide districts with access to uniform, standards-based exams which meet the NYS LOTE requirement for an Advanced Regents Diploma. FLACS members who would like to participate in our exam consortium **must** enroll separately from their membership in the organization in order to have access to exams in June.

### 2. How does a school district gain access to the FLACS Checkpoint A and B exams?

The District must first join FLACS at <http://www.flacs.org/membership/>. The Superintendent must designate ONE World Language supervisor/district appointed liaison to represent the district in the FLACS Exam Consortium. Once payment is received and membership is activated, the Superintendent of Schools must complete an online application to sign up for the exam consortium:  
<http://www.flacs.org/consortium/superintendents.html>

### 3. How many people need to join FLACS from each district?

Only one member per district is necessary for a standard membership.

### 4. When is the deadline to join the FLACS consortium?

The deadline for schools and districts to join for \$50/member is October 15, 2016. Late registration fee of \$100 is imposed between October 16 and December 15, 2016. Any district attempting to join after December 15 will be subject to a \$500 late fee.

### 5. Can a school district sign up for only one exam and not another?

The school district contact person will receive access to all FLACS exams and may use only the exams needed.

### 6. What happens if a district signs on to the consortium but then decides not to use the exams?

That is the option of the school district.

### 7. Can schools in the consortium choose when to administer the exams?

NO. In order to keep our tests valid and secure, the FLACS exams may only be given as follows: Checkpoint A Exams: Monday, June 19<sup>th</sup> at 9:15 AM (2 hours) Checkpoint B Exams: Monday June 19<sup>th</sup> at 12:15 PM (3 hours). Schools may begin the exam up to one hour early. If your district or school is not able to comply with this protocol, you may not use our tests.

### 8. Can we use FLACS exams as a make-up exam?

NO. FLACS exams may only be given on the designated date, at the designated time. The FLACS exam is a secure exam that is administered on the same date and time each year. It is important to note that Districts have the option to create their own local exam to meet the graduation requirements



# FLACS

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### 9. What is the format of the exams?

FLACS exams are updated yearly. Please click on this link to view a detailed description of the FLACS exams and the changes that have been made:

[http://www.flacs.org/consortium/docs/exam\\_description.pdf](http://www.flacs.org/consortium/docs/exam_description.pdf)

### 10. Are previously administered exams available?

Yes. Current FLACS exam consortium members have access using a password protected log in. Please contact Laurie Lauria (Steering Committee Chairperson) for exam access issues: [llauria@flacs.org](mailto:llauria@flacs.org)

### 11. How many items should schools submit?

We encourage quality over quantity. Item writing is the most important part of our process and we encourage teachers to submit items. In addition to being an excellent opportunity for professional development, item writing allows us to have a pool of questions from which we can choose. Consider this an opportunity for departments to discuss assessments, themes, topics, standards and proficiency development. Several PowerPoint presentations are available on the FLACS website for supervisors and teachers to assist with the item writing process.

### 12. How will schools receive the exams?

Districts will receive passwords to access the exams in early June. Exams must be reproduced, stored and kept secure until the day of administration. No teacher who will be administering the exam to his or her own students is permitted to see the exam prior to the date of administration. It is the district's responsibility to appoint a staff member who does not have a vested interest in the outcome of the exams to receive access to the exams and oversee the photocopying and storage of the exams.

### 13. Is FLACS collecting data and if so, what kind?

FLACS has collected data regarding enrollment, passing, and mastery rates for the FLACS exams via Google doc links. We request all participating districts to submit results to the FLACS Exam Database immediately following scoring of exams. **Individual schools should not submit data separately. Only ONE district representative should be designated to submit data for all schools, collectively.**

### 14. Will questions from prior tests be recycled from year to year, or will there be a completely new exam every year?

We create new exams each year.

### 15. How should schools handle the speaking portion of the exams?

The speaking and writing manuals and administration guidelines with the rubrics are posted on our website. Students taking Checkpoint A exams will be awarded 0 points (no credit), 1 point (minimal proficiency), or 2 points (proficient/beyond) for each of the 15 utterances for the three tasks. The Checkpoint B speaking portion remains unchanged (0 points-no credit; 1 point-Checkpoint A response; 2 points-Checkpoint B response). Speaking tasks have been revised and updated for both exams.