3A Learning Management System

Registration Form

TESTING CENTRE REQUIREMENTS:

* High speed internet
* Computers with web camera, microphone and
* headphones (mobile ear-buds OK)
* Latest version of Google Chrome installed
* Privacy dividers
* Proctor to facilitate the exam and check IDs
* Maximum 50 students per exam at one time

Please fill out the form to sign up your school. Please email this completed for to contact@3aenglish.com. We will contact you with an invoice within two business days.

Please complete the steps below so we can create appropriate user accounts.

|  |  |  |
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| **STEP 1** |  | |
| **School Information**  This is the school’s primary contact information. | | |
| SCHOOL NAME | | |
| SCHOOL ADDRESS (Mailing) | | |
| EMAIL | | PHONE |

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| **STEP 2** |  | |
| **School Administrator**  This section is for the school administrator. They will be the primary contact with 3Aenglish. They will have a control account on 3Aenglish.com where they can monitor teachers, students, and receive communication and billing information from us. | | |
| FIRST NAME | | LAST NAME |
| EMAIL | | PHONE |
| WEBSITE USERNAME | |  |

Teachers will receive an email with a registration link to send to their students.

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| **STEP 3** |  | | | |
| **Teacher classroom information**  Add a teacher and their classes. | | | | |
| FIRST NAME | | LAST NAME | | |
| EMAIL | | PHONE | | |
| WEBSITE USERNAME | |  | | |
| **Classes** | | | | |
| CLASS 1 NAME | | | NUMBER OF STUDENTS |  |
| CLASS 2 NAME | | | NUMBER OF STUDENTS |  |
| CLASS 3 NAME | | | NUMBER OF STUDENTS |  |
|  | | | TOTAL STUDENTS |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Teacher classroom information** | | | |
| FIRST NAME | LAST NAME | | |
| EMAIL | PHONE | | |
| WEBSITE USERNAME |  | | |
| **Classes** | | | |
| CLASS 1 NAME | | NUMBER OF STUDENTS |  |
| CLASS 2 NAME | | NUMBER OF STUDENTS |  |
| CLASS 3 NAME | | NUMBER OF STUDENTS |  |
|  | | TOTAL STUDENTS |  |

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| --- | --- | --- | --- |
| **Teacher classroom information** | | | |
| FIRST NAME | LAST NAME | | |
| EMAIL | PHONE | | |
| WEBSITE USERNAME |  | | |
| **Classes** | | | |
| CLASS 1 NAME | | NUMBER OF STUDENTS |  |
| CLASS 2 NAME | | NUMBER OF STUDENTS |  |
| CLASS 3 NAME | | NUMBER OF STUDENTS |  |
|  | | **TOTAL STUDENTS** |  |

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| --- | --- | --- | --- |
| **Teacher classroom information** | | | |
| FIRST NAME | LAST NAME | | |
| EMAIL | PHONE | | |
| WEBSITE USERNAME |  | | |
| **Classes** | | | |
| CLASS 1 NAME | | NUMBER OF STUDENTS |  |
| CLASS 2 NAME | | NUMBER OF STUDENTS |  |
| CLASS 3 NAME | | NUMBER OF STUDENTS |  |
|  | | **TOTAL STUDENTS** |  |

|  |  |
| --- | --- |
| **TOTAL STUDENTS FOR ALL CLASSES** |  |

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| **STEP 4** |  | |
| **FINAL EXAM INFORMATION**  Please select dates and times for your exams, or email [contact@3aenglish.com](mailto:contact@3aenglish.com) to schedule a phone call.  Not sure on your test dates? You can register for the final exam later. Please allow MINIMUM TWO WEEKS NOTICE when registering for your exams. | | |
| **PROCTOR INFORMATION** | | |
| **NAME:** | | |
| **EMAIL:** | | |
| **PHONE:** | | |
| **CLASS NAME** | **LOCATION** | **DATE / TIME (3 hour blocks)** |
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