

**PREPARING FOR THE PRITE® & CHILD PRITE®  
TEST ADMINISTRATION AND SECURITY PROCEDURES CHECKLIST**

Use this checklist to plan for and keep track of the many details involved in test administration.  
Please follow all administrative and security procedures carefully to help prevent irregularities.

**PREPARATIONS BEFORE THE TEST**

- Note the date(s) designated by The College for test administration (PRITE: October 1-15) (CHILD PRITE: December 1-7). Reserve testing room(s) for appropriate date(s) and check adequacy of seating, lighting and ventilation in testing room(s).
- Arrange a make-up date within one week of final test administration.
- Post testing date(s). The decision to administer the two-part PRITE on the same or separate days is left to the discretion of each program. CHILD PRITE is a one part examination.
- Ensure that all residents and faculty members receive adequate notice of testing date(s) to avoid schedule conflicts.
- Requests for special test accommodations must be submitted to The College **NO LATER THAN AUGUST 15, 2011 (PRITE) or OCTOBER 15, 2011 (CHILD PRITE)**. The College cannot guarantee that requests received after these dates will be approved. **ENSURE THAT ALL RESIDENTS ARE AWARE OF THIS DEADLINE.**
- Select proctors to assist with test administration.
- Notify all late entrants to your residency program of the testing date(s) and the deadline to request special accommodation.
- Select a secure place to store test materials.

**Testing materials will be shipped to programs via FedEx approximately one (1) month prior to test administration.**

- Alert your receiving office that the shipment is expected via FedEx and arrange to have it delivered to you as soon as possible. (**NOTE:** for security reasons the shipment is not marked as testing materials.)

**WHEN TEST MATERIALS ARRIVE**

- Within 24 hours of the shipment's arrival, check to ensure that it is complete.
- Notify The College immediately if there are any discrepancies or defective materials.
- Enter required information on the attendance roster and individual answer sheets.
- Securely store test materials until date of test administration.
- Read the Instruction Manual carefully to ensure that you are familiar with the test administration process.
- Reconfirm proctor assignments; review test administration procedures with proctors.

**ON THE DAY OF THE TEST**

- Arrive at the test site early.
- Keep test materials in a secure area. Never leave testing materials unattended or accessible to examinees.

**PROCEDURES DURING TESTING**

- Hand a test booklet and answer sheet directly to each examinee.
- Begin testing according to the instructions in the Instruction Manual keeping very careful track of timing.
- Proctors should walk about the testing room, watching their assigned areas closely while not disturbing the examinees.
- Allow only one examinee at a time to leave the room for a restroom break. Collect the test booklet and answer sheet from the examinee before they leave the room.
- Change the seats of examinees suspected of misconduct.
- NEVER LEAVE THE TESTING ROOM UNATTENDED.**

**AT THE END OF THE TEST**

- Collect an answer sheet and test booklet from each examinee.
- Account for all test booklets and answer sheets before dismissing examinees.
- KEEP THE ATTENDANCE ROSTER IN A SECURE PLACE (COPY IF NECESSARY) UNTIL RESIDENT REPORTS ARE RECEIVED FOR DISTRIBUTION. THIS IS THE ONLY RECORD THAT LINKS TEST RESULTS WITH THE RESIDENT'S NAME. NEITHER THE COLLEGE NOR PROMETRIC COLLECT THIS INFORMATION.**

**PROCEDURES AFTER THE TEST**

- Check the testing room to be certain nothing has been left behind.
- Complete all appropriate reports and forms.
- Photo copy all answer sheets for your records.
- Evaluate the administration – write any suggestions for improvements on the Report of Test Administration found at the back of the Instruction Manual.
- Secure the test booklets until you receive the test results.
- Return all answer sheets and the Report of Test Administration to Prometric at the address indicated in the Instruction Manual via FedEx or other traceable courier.
- Test booklets may be distributed to examinees at the same time that results are distributed to residents.