**PREPARING FOR THE 2016 PRITE® & CHILD PRITE®**

**TEST ADMINISTRATION AND SECURITY PROCEDURES CHECKLIST**

Please follow all administrative and security procedures carefully to help prevent irregularities.

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| **PREPARATIONS BEFORE THE TEST**   * Note the date(s) designated by The College for test administration (PRITE: September 24 - October 15, 2016; CHILD PRITE: December 1-7, 2016). Reserve a 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 the final test administration. * Post testing date(s). Ensure that all residents and faculty members receive adequate notice of testing date(s) to avoid schedule conflicts. The decision to administer the two-part PRITE on the same or separate days is left to the discretion of each program. The CHILD PRITE is a one part examination. * Requests for special test accommodations must be submitted to The College **NO LATER THAN AUGUST 15, 2016 (PRITE) or OCTOBER 15, 2016 (CHILD PRITE)**. The College cannot guarantee that requests received after these dates will be approved. * Select proctors to assist with test administration.   **Testing materials will be shipped to all programs approximately three (3) weeks prior to test administration. NOTE**: **for security reasons the shipment is not marked as testing materials.**  **EXAM MATERIALS ARE SHIPPED USING FEDEX AND CANNOT BE SENT TO A PO BOX. NOTIFY THE COLLEGE IMMEDIATELY WHENVER THERE IS A CHANGE OF ADDRESS FOR YOUR PROGRAM.**   * Alert your receiving office when the shipment is expected and arrange to have it delivered to you as soon as possible.   WHEN TEST MATERIALS ARRIVE   * Within 24 hours of the shipment’s arrival, check to ensure that it is complete and notify The College immediately if there are any discrepancies or defective materials. * Enter required information on the attendance roster, individual answer sheets, and on the **REPORT OF TEST ADMINISTRATION**. | * Securely store test materials until date of test administration. Never leave testing materials unattended or accessible to examinees. * 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.   **PROCEDURES DURING TESTING**   * Begin testing according to the directions in the Instruction Manual keeping very careful track of timing. * 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.   **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 residents’ results are received for distribution. **DO NOT RETURN THE ATTENDANCE ROSTER WITH YOUR ANSWER SHEETS.** This is the only record that links a resident’s name with their test results. Neither The College nor Prometric collects this information. * Photocopy all answer sheets for your records. * **Complete the 2016 REPORT OF TEST ADMINISTRATION** which is included with your testing materials. * Return all answer sheets and the **REPORT OF TEST ADMINISTRATION** to Prometric at the address indicated in the Instruction Manual using FedEx or other traceable courier. * Secure the test booklets until you receive the test results. Test booklets should be distributed to examinees at the same time that results are distributed. |