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This block is used only for compiling statistical summaries that will include examinees from many training programs. It does not affect the results received by any resident or by any single training program.

For most training programs, the same response choice will be used for all examinees. It is permissible to use different responses for different residents if this seems appropriate (e.g., if some of the residents tested with your group are actually receiving their training at some affiliated institution such as a state hospital rather than in your own training program). This block is **NOT** concerned with the type of patients or geographic location, but rather with the administrative organization of the training program.

- Medical school training program
- Public mental hospital training program (i.e., state or county hospital)
- Private hospital training program
- Military training program
- Other type of training program (including VA hospitals not intimately affiliated with medical schools)

## **Answer Sheet Block D — Testing Conditions**

The choice marked in this block in no way affects either the results reported to the individual examinee or the statistics reported to the training director. This variable is used to restrict membership in the norm group used for standardizing scores. Only residents tested under fully standardized conditions for both Part 1 and Part 2 will be included in the calculations of the standard scores.

- Standardized group: The resident took the test during a regularly scheduled testing session as specified in this manual.
- Make-up group: The resident attended one regularly scheduled testing session and one make-up session.
- Nonstandardized group: The resident did not attend either of the regular testing sessions or the make-up testing session.  
  
The test was not proctored or otherwise not taken under standardized conditions.  
  
The resident was provided with an auxiliary aid or other administrative modification.  
  
The test was taken by the Training Director.

**NOTE: IF AN EXAMINEE COMPLETES ONLY ONE OF THE TWO SESSIONS, NO SCORE CAN BE COMPUTED FOR THAT RESIDENT.** There is no method to yield meaningful total scores by extrapolating answers from a single session. For such examinees, print “VOID” in large letters across the front of their answer sheet and complete Section 4 on the **REPORT OF TEST ADMINISTRATION**.

## CONDUCTING AND SUPERVISING THE EXAMINATION

The PRITE is intended to be administered under the same conditions that apply to many standardized examinations. To facilitate that goal, this section of the Instruction Manual includes guidelines and procedures that are typical of many standardized tests.

### The Day of Testing

1. Notify switchboard operators so that requests for paging can be held or redirected.
2. Deliver the test booklets and other materials to the proctor who will begin the test session.
3. Ensure that all proctors are familiar with testing procedures as outlined here and on page 10.
4. If a public address system is available, you may wish to broadcast an announcement of the exam administration about 15 minutes prior to its beginning.

### Use of Testing Aids

Examinees may not use written or electronic notes, reference materials, or other forms of testing aids during the exam. Please indicate an area in the testing room, away from where examinees are seated, where examinees can leave unauthorized materials, such as paper, textbooks, computers or other items. There should be nothing on the examinee's desk except the test booklet, answer sheet and pencil(s) throughout the testing session.

**ALL ELECTRONIC DEVICES, INCLUDING PAGERS, CELL PHONES, PERSONAL COMPUTERS, ETC. MUST BE TURNED OFF OR SHOULD NOT BE ALLOWED IN THE TESTING ROOMS.**

### Irregularities

Report any irregularity that can affect one or more examinees' test scores significantly. Examples are: illness, power failure, timing irregularities, disturbances, and instances of giving or receiving assistance during the test. Describe such irregularities in detail on the **Report of Test Administration**.

### Giving or Receiving Assistance

If an examinee appears to be cheating or attempting to cheat, quietly inform him/her of your observations and remind him/her that no assistance of any type is permitted. Avoid any direct accusations of cheating.

If the behavior continues, move the examinee to another seat where he or she can be more closely observed and where cheating would be more difficult. Explain that moving the resident will avoid any further suspicion of cheating.

If you, or a colleague, are convinced that an examinee is giving or receiving assistance during the test:

1. Have a faculty member or other colleague verify the cheating by observation.
2. At the earliest possible moment, and without creating a disturbance, inform the examinee that you are aware of the situation. Explain that the situation will be reported to The College and Prometric.

3. Allow the examinee to continue testing, but, if the situation continues, move him/her to another seat in the testing room away from other examinees. Keep a careful watch for further evidence of cheating.
4. If the examinee is obviously collaborating with another examinee, follow the above procedures for each person involved.

It is very important to write a complete and detailed explanation of the irregularity, regardless of whether you suspected or were convinced an examinee was cheating. Attach the examinee's test booklet and answer sheet to your report and return them to Prometric with the answer sheets.

### **Group Mistimings**

If a delay or interruption occurs during the timed portion of the exam, the lost time must be added to the closing time of the test session. Group mistimings should be noted on a separate sheet of paper and attached to the **REPORT OF TEST ADMINISTRATION**.

### **Early Dismissal**

Examinees who complete the test and wish to leave early may do so, but only one at a time in order to avoid distraction to others and confusion in the collection of test booklets and answer sheets. Make sure that every examinee that leaves early returns his/her test booklet and answer sheet. Once an examinee has turned in a test booklet and answer sheet, the examinee must not be allowed to re-examine them. Also, the examinee may not return to the testing room once they have been dismissed.

### **Collecting Test Materials**

Proctors must make a complete count of all test booklets and answer sheets (including those for examinees who left early) before dismissing the examinees at the end of the testing session. Examinees are not permitted to retain the test booklets or to make a copy of any question, nor are they permitted to examine the test booklets or answer sheets after they have been turned in to the proctor.

The testing materials must be secured at the close of the testing session. This security is important and eliminates the possibility of any resident sharing test booklets with colleagues in other residency programs that have not yet tested. Should this happen, the integrity of the entire PRITE program, and the validity of the resident and training director reports could be affected. **The individual who signed the PRITE contract will be held legally responsible for the collection and storage of all testing materials.**

## DETAILED INSTRUCTIONS FOR PART 1 OF THE EXAM<sup>4</sup>

As examinees arrive at the designated time and place:

1. Place a check mark by each examinee's name on the attendance roster.
2. Hand each examinee the Part 1 answer sheet containing his or her ID number.
3. Direct each examinee to a seat. (See the diagrams on page 11 for recommended seating arrangements.)

Examinees who arrive late should **NOT** be given additional time. All test booklets and answer sheets should be collected at the end of the 2½ hour timed portion of the exam.

*After the examinees are checked in and seated, close the door of the testing room and read aloud the bolded instructions that follow:*

**We are now ready to begin.** *If electronic devices have been allowed in the room, say:*

**Please turn all your electronic devices, including pagers and cell phones, off. Do not place them in silent mode. You may not access these devices during this testing session.**

**You will have 2½ hours to complete this exam. You will be allowed to go to the restroom one at a time during testing. Before leaving the room, please give your test booklet and answer sheet to me. You cannot make up the time lost for using the restroom. If you finish the exam in less than the allotted time and wish to leave, you may do so. Those who leave early must do so one at a time and as quietly as possible, after turning in all testing materials to me.**

**Please refrain from discussing the exam with the following residents who are absent and will take the exam at a later time.**

*Announce the names of absentees from your attendance roster.*

**Use only a soft lead pencil to complete your answer sheet. If you do not have a pencil, raise your hand.** *Distribute pencils as needed.*....

**We will now distribute the test booklets. Please wait for all test booklets to be distributed and for further instructions before opening them.**

*Distribute a Part 1 test booklet to each examinee. When all materials have been distributed say:*

**Open the test booklet and please read the confidentiality statement on page 3 and the directions on the outside back cover.**

<sup>4</sup> These procedures and instructions may need to be modified for disabled residents for whom auxiliary aids have been provided or other modifications made.

*When everyone has finished reading the statement and directions, read the following instructions, pausing when four dots appear to allow time for the procedures to be carried out.*

**Sign your name in the space provided on the front cover of your test booklet.... Turn your answer sheet so that side 1 is facing you. Please make sure that you have received a blue test booklet and blue answer sheet titled "Part 1."**

**Blocks A through D on your answer sheet have been filled in for you. Block A contains your identification number. The first two digits indicate the year of testing — 2018. The middle three digits are the code for this residency program. The last four digits are a sequential number that has been randomly assigned to you in advance.**

**Blocks B and C contain demographic data about this residency program. The response in Block D refers to the conditions under which you are taking this exam. Do not change any of the pre-coded information. However, if you notice an error or have a question about the information, please contact the training director after the testing session.**

**This exam includes two types of test items. Be sure to read the directions carefully at the beginning of each section in your test booklet. In answering the questions, select the best alternative and find the row of circles with the same number as the question on your answer sheet. Find the circle in that row with the same letter as your answer and blacken the circle completely.**

**If you change an answer, be sure that you erase your first mark completely and then blacken the circle for the choice you prefer. No credit will be given for questions with two or more responses marked or for unanswered questions.**

**Your test scores will be based on the number of questions you answer correctly. Thus, it is to your advantage to answer every question. Do not make any stray marks on your answer sheet. Keep your materials directly in front of you and flat on your desk. **YOU MAY NOT GIVE OR RECEIVE ASSISTANCE OF ANY KIND AND YOU MAY NOT TALK TO YOUR NEIGHBORS.****

**I cannot answer any questions about the content of the exam, however, do you have any questions about the mechanics of the exam?**

*Answer any questions. Then say:*

**You may begin work.**

Note the time you begin the exam and record that time in the appropriate section of the **Report of Test Administration**.

If a blackboard is available, post the exam's starting and ending times.

Proctors should move around the room periodically during the testing session to make certain that the examinees are marking their answers properly and to enforce standardized testing conditions.

*Exactly two hours and 15 minutes from the start of the testing session, say:*

**You have 15 minutes to finish this test. All test booklets and answer sheets will be collected in 15 minutes. As a final reminder, be sure to mark all of your answers on your answer sheet. No credit will be given for a question unless the correct answer is marked on your answer sheet.**

*Exactly 15 minutes later, say:*

**Please put your pencil down and stop working. I will collect your test booklets first and then your answer sheets. Please remain seated until all materials have been collected and checked.**

Record the ending time of the test session on the **Report of Test Administration**.

Collect all test booklets and then all answer sheets. Make certain that every examinee has turned in a test booklet and an answer sheet and be sure that no examinee has any written notes to take from the testing room. *After everything has been checked, say:*

**Your test booklets will be returned to you when you receive your results. The Part 2 test session has been scheduled for \_\_\_\_\_.**

*Announce the date and time. Be sure that proctors have this information.*

**Thank you for your cooperation. You are dismissed.**



## DETAILED INSTRUCTIONS FOR PART 2 OF THE EXAMINATION<sup>5</sup>

As examinees arrive at the designated time and place:

1. Place a check mark by each examinee's name on the attendance roster.
2. Hand each examinee the Part 2 answer sheet containing his or her ID number.
3. Direct each examinee to a seat. (See the diagrams on page 12 for recommended seating arrangements.)

Examinees who arrive late should **NOT** be given additional time. All test booklets and answer sheets should be collected at the end of the 2½ hour timed portion of the test.

*After the examinees are checked in and seated, close the door of the testing room and read the instructions in the bolded type below:*

**We are now ready to begin.**

**Please turn all your electronic devices, including pagers and cell phones, off. Do not place them in silent mode. You may not access these devices during this testing session.**

**You will have 2½ hours to complete this exam. You will be allowed to go to the restroom one at a time during testing. Before leaving the room, please give your test book and answer sheet to me. You cannot make up the time lost for using the restroom. If you finish the exam in less than the allotted time and wish to leave, you may do so. Those who leave early must do so one at a time and as quietly as possible, after turning in all materials to me.**

**Please refrain from discussing the exam with the following residents who are absent and will take the test at a later time:**

*Using the Attendance Roster, announce the names of absentees.*

**Use only a soft lead pencil to complete your answer sheet. If you do not have a pencil, raise your hand.**

*Distribute pencils as needed ....*

**We will now distribute the test booklets. Wait for all test booklets to be distributed and for further instructions before opening them.**

*Distribute a Part 2 test booklet to each examinee. When all materials have been distributed, say:*

<sup>5</sup> These procedures and instructions may need to be modified for disabled residents for whom auxiliary aids have been provided or other modifications made.

**Open your test booklet to page 3 and please read the confidentiality statement, then turn your booklet over and read the directions on the back outside cover.**

*When everyone has finished reading the statement and directions, read the following instructions, pausing when four dots appear to allow time for the procedures to be carried out.*

**Sign your name in the space provided on the front cover of your test booklet....Turn your answer sheet so that side 1 is facing you. Please make sure that you have received a red test booklet and answer sheet titled "Part 2." Block A has been filled in for you. It contains the same number that appeared on your answer sheet for Part 1.**

**This exam includes three types of test items. Be sure to read the directions carefully at the beginning of each section in your test booklet. In answering the questions, select the best alternative and find the row of circles with the same number as the question on your answer sheet. Find the circle in that row with the same letter as your answer and blacken the circle completely.**

**If you change an answer, be sure that you erase your first mark completely and then blacken the circle for the choice you prefer. No credit will be given for questions with two or more responses marked or for unanswered questions.**

**Your test scores will be based on the number of questions you answer correctly, thus, it is to your advantage to answer every question. Do not make any stray marks on your answer sheet. Keep your materials directly in front of you and flat on your desk. **YOU MAY NOT GIVE OR RECEIVE ASSISTANCE OF ANY KIND AND YOU MAY NOT TALK TO YOUR NEIGHBORS.****

**I cannot answer any questions about the content of the exam. Do you have any questions about the mechanics of the exam?**

*Answer any questions. Then say:*

**You may begin work.**

Note the time you begin the exam and record that time in the appropriate section on the **Report of Test Administration**. If a blackboard is available, post the exam's starting and ending times.

Proctors should move around the room periodically during the test session to make certain that the examinees are marking their answers properly and to enforce standardized testing conditions.

*Exactly two hours and 15 minutes from the start of the testing session, say:*

**You have 15 minutes to finish this test. All test booklets and answer sheets will be collected in 15 minutes. As a final reminder, be sure to mark all of your answers on your answer sheet. No credit will be given for a question unless the correct answer is marked on your answer sheet.**

*Exactly 15 minutes later, say:*

**Please put your pencil down and stop working. I will collect your test booklets first and then your answer sheets. Please remain seated until all materials have been collected and checked.**

Record the ending time of the test session on the **Report of Test Administration**.

Collect all test booklets and then all answer sheets. Make certain that every examinee has turned in a test book and an answer sheet, and be sure that no examinee has any written notes to take from the testing room.

*After everything has been checked, say:*

**Your test booklets will be returned to you when you receive your results. Thank you for your cooperation. You are dismissed.**

## **AFTER TESTING HAS BEEN COMPLETED**

### **Procedures for Make-up Testing**

**All examinees attending the make-up testing session must have previously completed either Part 1 or Part 2 of the exam during a regular group testing session.**

For the make-up testing session, follow the same procedures as for the regular testing sessions that begin on page 17. It is necessary to determine which part of the exam is to be taken by each examinee. Be sure that the test booklet and answer sheet given to each examinee is for the appropriate part.

**BE SURE TO MARK THE APPROPRIATE CIRCLE IN BLOCK D ON THE PART 1 ANSWER SHEET FOR EACH EXAMINEE INVOLVED IN A MAKE-UP SESSION. (See page 14 for instructions.)**

**NOTE:** If a resident took Part 1 or 2 under standard conditions, but is now taking the other part in a make-up session, be sure to change the testing condition information in Block D from standard to make-up.

## Completing the Report of Test Administration

**NOTE:** It is VERY important that the information submitted on this form is 100% accurate. Please be sure that the information recorded on this form matches the information recorded on your answer sheets. The numbers should match exactly to the answer sheets submitted.

1. Enter Program Name, City, State
2. Enter Training Program Number
3. Record the date and starting and ending times for each standard session.

Indicate the number of Part 1 and Part 2 answer sheets being submitted to Prometric for scoring. If all residents completed both Part 1 and Part 2, the number of answer sheets for each Part will be equal. Since all analyses are based on a national sample, answer sheets can be scored one time only.

4. Record the date and starting and ending times of the make-up session. If a resident takes either Part 1 or Part 2 in a make-up session, be sure to correctly mark or change Part D (Testing Conditions) on the resident's blue Part 1 answer sheet to indicate "Make-up" group.
5. **FOR EXAMINEES COMPLETING ONLY ONE PART OF THE EXAM.** Record the ID numbers for any examinees that did not complete the entire exam and indicate which part of the exam was not taken, and the reason. Return Part 1 and Part 2 answer sheets to Prometric, even though one of them will not contain responses to the test questions. Print "VOID" across the front of these sheets.
6. Indicate the number of residents you submitted for each type of examinee. **DO NOT include any residents who completed only one part of the exam.** Please be sure that the list is in agreement with the type of examinee that is marked on the residents' answer sheets. **NOTE: Once the answer sheets are processed at Prometric and scoring begins, there cannot be any changes.**
7. Check the appropriate box to indicate whether or not your residents should receive local comparison data.
8. Check the appropriate box to indicate your training program type.
9. Describe in detail any testing irregularities or any defective test materials affecting individual examinees. (DO NOT include residents who completed only one part of the exam as an irregularity.) Be sure that defective testing materials have been returned to The College.
10. Record the ID numbers for any disabled residents for whom auxiliary aids or other administrative modifications were provided. Describe their disabilities, and the aid or modification.
11. Use a separate sheet to record other pertinent comments about the test administration and attach it to the Report of Test Administration.
12. The Program Director and Coordinator must sign the Report of Test Administration.

**Returning the Completed Answer Sheets**

1. **RETURN** the following materials to Prometric as soon as possible after testing. Materials must be received **NO LATER THAN OCTOBER 24, 2018.** Answer sheets received after this date may not be accepted for scoring.

- \_\_\_\_\_ All answer sheets to be scored for Part 1.
- \_\_\_\_\_ All answer sheets to be scored for Part 2.
- \_\_\_\_\_ Report of Test Administration
- \_\_\_\_\_ **COPY** of Attendance Roster (KEEP THE ORIGINAL)

2. **PHOTOCOPY** the answer sheets and the Attendance Roster for your files before returning the originals to Prometric for scoring. If the original answer sheets are lost, Prometric may be able to use the photocopies for scoring purposes.
3. **DO NOT** return the answer sheets to The College.
4. **DO NOT** return the **ORIGINAL** Attendance Roster with the answer sheets. Keep it in a secure location within your department. Please include a copy of the Attendance Roster **ONLY**.
5. **USE** a secure, traceable carrier to send the answer sheets to Prometric. Before sealing and returning the materials, make sure all answer sheets are flat in the envelope. The cost for returning answer sheets for scoring is the responsibility of each program.
6. **SEND** the materials to the address shown here.  
**Prometric Operations Center**  
**Scan and Score Department**  
**The College Program**  
**7941 Corporate Drive**  
**Nottingham, MD 21236**  
**Phone: 443-751-4800**
7. **STORE** the test booklets in a secure location until the examinees' test results are received.
8. **DISTRIBUTE** test booklets and examinees' test results at a time deemed appropriate by the Program Director.

**PREPARING FOR THE 2018 PRITE® & CHILD PRITE®**  
**TEST ADMINISTRATION AND SECURITY PROCEDURES CHECKLIST**  
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: September 24 - October 15; CHILD PRITE: December 1-7). 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<sup>th</sup> (PRITE) or OCTOBER 15<sup>th</sup> (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 UPS AND CANNOT BE SENT TO A PO BOX. NOTIFY THE COLLEGE IMMEDIATELY WHENEVER 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.
- ❑ **NEW – Please make a copy of your attendance roster and send a COPY to Prometric with your answer sheets and Report of Test Administration. Keep the ORIGINAL attendance roster in a secure place (copy again if necessary) until residents' results are received for distribution. DO NOT RETURN THE ORIGINAL ATTENDANCE ROSTER WITH YOUR ANSWER SHEETS.**
- ❑ Photocopy all answer sheets for your records.
- ❑ **Complete the REPORT OF TEST ADMINISTRATION** which is included with your testing materials.
- ❑ **Return all answer sheets, attendance roster (copy) and the REPORT OF TEST ADMINISTRATION** to Prometric at the address indicated in the Instruction Manual using FedEx, UPS 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.