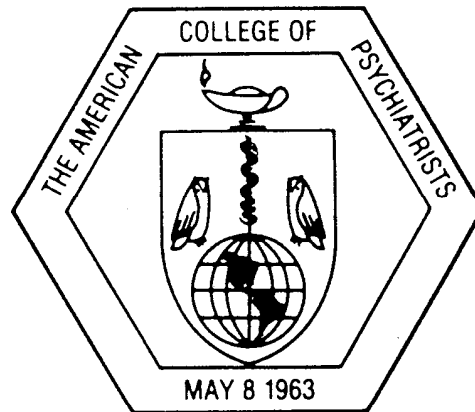


THE AMERICAN COLLEGE OF PSYCHIATRISTS

PSYCHIATRY RESIDENT
IN-TRAINING EXAMINATION
(PRITE)

October 6 – 17, 2008



INSTRUCTION MANUAL

TABLE OF CONTENTS

COMMUNICATION GUIDELINES	ii
CONFIDENTIALITY AND USE STATEMENT	ii
INTRODUCTION AND GENERAL INFORMATION	1
Test Security	1
Purpose of the Examination.....	1
Examination Stipulations.....	2
How the Examination is Constructed.....	3
Content Categories for the PRITE.....	3
Reporting of Results	6
PLANNING FOR THE TEST SESSIONS	7
2008 Testing Schedule	7
Maximizing Attendance	7
The Americans with Disabilities Act.....	8
Make-up Testing Sessions and Nonstandardized Testing.....	9
Clinical Coverage During Testing Sessions.....	9
Proctors and Their Responsibilities	10
Examination Rooms and Seating Arrangements.....	10
Advance Arrangements for the Testing Sessions.....	12
Materials for Test Administration.....	12
COMPLETING THE ATTENDANCE ROSTER AND ANSWER SHEETS	14
Attendance Roster.....	14
Answer Sheet Block A – Resident ID Number.....	14
Answer Sheet Block B – Type of Examinee	15
Answer Sheet Block C – Type of Training Program	16
Answer Sheet Block D – Testing Conditions	16
CONDUCTING AND SUPERVISING THE EXAMINATION	17
The Day of Testing	17
Use of Testing Aids	17
Defective Test Booklets and Answer Sheets.....	17
Irregularities.....	18
Giving or Receiving Assistance	18
Group Mistimings	18
Early Dismissal.....	19
Questions	19
Collecting Examination Materials.....	19
Smoking, Eating and Drinking.....	19
DETAILED INSTRUCTIONS FOR PART 1 OF THE EXAMINATION.....	20
DETAILED INSTRUCTIONS FOR PART 2 OF THE EXAMINATION.....	24
AFTER TESTING HAS BEEN COMPLETED	27
Procedures for Make-up Testing.....	27
Returning Answer Sheets via Federal Express for Scoring.....	27
TEST ADMINISTRATION AND SECURITY PROCEDURES CHECKLIST	30
TIPS FOR PREVENTING SECURITY INCIDENTS	31
REPORT OF TEST ADMINISTRATION	33

COMMUNICATION GUIDELINES

Questions concerning policies, receipt of test materials, administration of the examination, or billings and payments should be directed to:

Kathy Ricker
The American College of Psychiatrists
122 South Michigan Avenue, Suite 1360
Chicago, IL 60603
Telephone: (312) 662-1020
FAX: (312) 662-1025
Kathy@acpsych.org

Questions concerning the return of test materials, scoring procedures, and examination results should be directed to:

Jessica Romero
Prometric
2000 Lenox Drive, Suite 300
Lawrenceville, NJ 08648
Telephone: (609) 895-5161
FAX: (609) 895-5022
Jessica.Romero@prometric.com

CONFIDENTIALITY AND USE STATEMENT

The primary objectives of the Psychiatry Resident In-Training Examination (PRITE), offered by The American College of Psychiatrists (The College), are to provide an assessment of knowledge base in clinical science of psychiatry and to provide educationally useful feedback to individuals and groups in the form of comparisons with peers in specific areas of knowledge. Residents take PRITE in all stages of training, post-residency trainees and psychiatrists in practice. It may be used by residency programs as one factor, among many, for assessing the competency of a resident. Except as indicated herein, all residents' test results will be kept confidential.

Copyright 2008 © The American College of Psychiatrists

All rights reserved. Produced and published in the United States of America. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise, without the prior written consent of The American College of Psychiatrists.

INTRODUCTION AND GENERAL INFORMATION

This Instruction Manual, which contains specific directions for administering the Psychiatry Resident In-Training Examination (PRITE), has been prepared by The American College of Psychiatrists (The College) to ensure that all psychiatric residents have an opportunity to be tested under comparable conditions.

Test Security

Test security is such an important aspect of an administration that it cannot be overemphasized. The training director is responsible for the security of all tests from the time they are received until they are returned to the resident. This means that no one is to have the opportunity to examine any test book at any time except the examinee taking the test. Also, no one may be permitted to copy the examination questions. **No examination test booklet shall be sent outside of the training program area unless authorized to do so by The College.**

Purpose of the Examination

The PRITE provides a reasonably objective external criterion for use on a voluntary basis by training programs wishing to scrutinize curriculum content, goals, and effectiveness. There is currently much diversity among training programs and much controversy concerning the exact knowledge and skills to be acquired during a psychiatry residency. Attempts to enforce narrow conformity in the absence of a clearly defined, widely accepted standard are clearly inappropriate. By contrast, the content of this examination and the policies governing its use are determined by democratic processes that seek to incorporate a broad segment of the educational community. These policies include specific safeguards, such as firm guarantees of confidentiality for individual residents and training programs, and prohibitions on the use of results for certification or pass-fail purposes.

This in-training examination is taken by residents in all stages of training (including beginners), and substantial performance data are provided to participating training programs. It is not meant to be a certification instrument and, it may be used by residency programs as one factor, among many, for assessing the competency of a resident. The primary objective is to provide educationally useful feedback for individuals and groups in the form of comparisons with peers in specific areas of knowledge. The criterion for item selection is reasonable relevance and importance for post-M.D. psychiatric education.

Each resident receives a detailed computer analysis of his or her test performance in comparison with other residents at a similar level of training. Each training director receives statistical summary data comparing his or her training program with other groups of participants. In addition, each training director receives copies of test results of individual residents. Except as indicated herein, test results will be kept confidential.

Examination Stipulations

The following stipulations apply to each residency program's participation:

1. Test results of individual residents must be kept strictly confidential, except as indicated herein.
2. The results may be used as one factor, among many, for assessing the competency of a resident, but may not be used for certification or pass/fail decisions.
3. The test must be administered during the period of October 6 through 17, 2008.
4. Makeup must be administered during the period of October 20 through 24, 2008.
5. Uniform testing conditions and procedures are essential in a program that involves testing at many centers. To ensure a standardized testing environment for all examinees, the directions in this manual must be followed exactly. This examination is intended to be a timed, proctored, closed-book examination taken under group testing conditions by all residents in the training program, including beginners. (Some flexibility is permitted to minimize hardship for residents unable to participate in standardized administrations because of serious schedule conflicts or unanticipated difficulties such as illness and to accommodate special testing needs, as required by the Americans with Disabilities Act.)
6. Test booklets must be collected after the administration and stored in a secure area. They will be distributed to residents at a later time when the examination results are returned to the program.
7. The training director at each participating training program must sign the contract supplied by The College. By signing the contract, each training director
 - acknowledges that all residents in the program are participating in PRITE
 - acknowledges that the test results may be used by his or her program as one factor for assessing the residents' competency,
 - acknowledges that the examination is not a certifying examination and agrees that it will not be used for making "pass/fail" decisions, and
 - guarantees that the program will take all measures necessary to comply with the Americans with Disabilities Act.

A program may not participate in PRITE unless the contract is signed, returned to The College, and payment is received in full.

8. Signed contracts must be received by The College by the deadline of June 27, 2008. Payment for the examination materials ordered must be received by the deadline of July 31, 2008.
9. The training director must notify The College by the deadline of August 15, 2008, of
 - all residents who have notified the program of any disabilities and auxiliary aids or modifications those disabilities necessitate,
 - the aid or modification the program has agreed to undertake,
 - any determination that there is no appropriate on-site aid or modification, or

- any modification to the examination itself, which the program considers necessary.

A small amount of descriptive data must be provided for all participating residents (type of examinee, resident I.D. number, type of training program, and testing condition, etc.). Names, Social Security numbers, or other sensitive or personal factors about residents will **not** be collected. (See the instructions beginning on page 14 of this manual for further details.)

How the Examination is Constructed

This examination is constructed by a multi-stage, open-ended process designed to maximize its validity while permitting a large number of persons to influence its content. Representatives of The College, American Academy of Child and Adolescent Psychiatry, American Association of Directors of Psychiatric Residency Training, American Psychiatric Association, Association for Academic Psychiatry, two neurology consultants, one genetics consultant, and six psychiatry residents make up the PRITE Editorial Board, which develops the examination.

Members of the Editorial Board write the items. Each item is reviewed by members of the Editorial Board on the basis of (1) educational significance, (2) appropriateness of wording, and (3) verification of the correct responses. Reviewers may recommend any changes that seem desirable, including elimination of any items they consider inappropriate for this examination.

The PRITE Editorial Board makes the preliminary selections for items to be included in the examination. The primary goals at that time are to select well written, educationally significant items and to ensure appropriate distribution by topic. The wording of selected items is further refined with the assistance of consultants from Prometric who are experts in test construction methodology. The selected items are separated into content batches and sent to designated members of the Editorial Board for final review. Those members make recommendations to the Editor-in-Chief for the finalization of the 300 items that appear on the examination.

Content Categories for the PRITE

Titles of the 14 categories are in capital letters; the outlines are clarifications and conventions, but are not meant to be full definitions.

I. NEUROLOGY AND NEUROSCIENCES

- A. Clinical neurology
- B. Neurologic diagnostic procedures
- C. Neuropathology
- D. Neuropharmacology and neurochemistry, except if item is a good fit for the Somatic Treatment Methods category below
- E. Sleep physiology

II. PSYCHIATRY

A. GROWTH AND DEVELOPMENT

1. Normal development (biological, cognitive, psychodynamic, personality)
2. Death and mourning
3. Most of analytic theory except therapy and psychopathology
4. Normal psychosexual functioning and behavior

B. ADULT PSYCHOPATHOLOGY

1. All psychiatric disorders except "Disorders Usually First Evident in Infancy, Childhood, or Adolescence" as classified by DSM IV
2. All psychiatric disorders not classified by DSM IV
3. Sleep and arousal disorders
4. Differential diagnosis
5. Symptoms and descriptive terminology
6. Biological, dynamic, and other descriptive or etiologic models
7. Family pathology, child abuse, spouse abuse

C. EMERGENCY PSYCHIATRY

1. All items about suicide
2. Crisis interventions
3. Differential diagnosis in emergency situations
4. Treatment methods in emergency situations
5. Homicide, rape, other violent behavior

D. BEHAVIORAL SCIENCE AND SOCIAL PSYCHIATRY

1. Learning theory
2. Psychology not elsewhere classified
3. Theories of normal family organization, dynamics, communication
4. Theories of group dynamics and process
5. Ethology, anthropology, sociology, etc.
6. Transcultural psychiatry
7. Community mental health
8. Epidemiology (including epidemiology of suicide)
9. Research methodology and statistics

E. PSYCHOSOCIAL THERAPIES

1. All forms of psychotherapies (group, individual, family, behavioral; theory and practice)
2. Treatments of psychosexual dysfunctions
3. Hypnosis
4. Doctor-patient relationship

- F. SOMATIC TREATMENT METHODS
 - 1. Pharmacotherapy of mental disorders (including indications, technique of prescribing, side effects, complications, pharmacokinetics, etc.)
 - 2. Pharmacology of psychotherapeutic drugs
 - 3. Mechanism of action
 - 4. ECT and other somatic therapies
 - 5. Biofeedback

- G. PATIENT EVALUATION AND TREATMENT SELECTION
 - 1. Psychological testing
 - 2. Laboratory methods used in psychiatry (biological markers of functional disorders, work-up for organic mental disorders, etc.)
 - 3. Mental status examination
 - 4. Diagnostic interviewing
 - 5. Treatment comparisons and selection

- H. CONSULTATION-LIAISON PSYCHIATRY
 - 1. Specific syndromes (such as stress reactions, post-partum disorders, pain syndromes, post-surgical and ICU reactions, etc.)
 - 2. Psychiatric aspects of nonpsychiatric illness
 - 3. Psychiatric complications of nonpsychiatric treatments
 - 4. Psychosomatic and somatopsychic disorders
 - 5. Models of consultation-liaison psychiatry

- I. CHILD PSYCHIATRY
 - 1. Assessment and treatment of children and adolescents
 - 2. Disorders usually first evident in infancy, childhood, or adolescence
 - 3. Other disorders in children and adolescents
 - 4. Mental retardation and developmental disabilities (except if item is exclusively neurological)

- J. ALCOHOLISM AND SUBSTANCE ABUSE

- K. MISCELLANEOUS
 - 1. History of psychiatry
 - 2. Administrative psychiatry
 - 3. Ethics
 - 4. Topics not elsewhere classified

- L. GERIATRIC PSYCHIATRY

- M. FORENSIC PSYCHIATRY

Reporting of Results

The following materials will be prepared and sent to the training director after the scoring process has been completed:

Resident Reports

1. Resident Report 1 — complete individual score information with local and national comparison data. To protect the confidentiality of the results, local comparison data will not be reported for groups smaller than fifteen (15). For larger groups, training directors may request that the resident reports not include comparison data from the local training program. On the Report of Test Administration (page 33 of this manual), indicate your choice regarding this reporting procedure. The completed report form must be returned to Prometric with the answer sheets by the deadline of October 27, 2008.
2. Resident Report 2 — list of individual resident's answer choices so that the resident may review each question on the examination.
3. *Information for Participants and Reference Bibliography.*
4. Answer keys with global and subtest classifications for each item. The materials listed above will be sealed in an envelope that will be labeled with the examinee's ID number.

Training Director's Reports

1. Resident Report 1 — copies of each resident's individual score report.
2. Training Director's Report 1 – complete summary data of the local program's performance plus national comparison data.
3. Percentile Tables for program means for global psychiatry and global neurology and neurosciences.
4. Training Director's Report 2 — national summary data for selected groups of residents.
5. Training Director's Report 3 — item analysis for local training program with national comparison data.
6. *Information for Participants and Reference Bibliography.*
7. Answer keys with global and subtest classifications for each item.
8. N-counts of the 2008 norm group, peer groups, and total group nationally.

PLANNING FOR THE TEST SESSIONS

2008 Testing Schedule

August 15: Program notifies The College of requests for aids or administration modifications based on disabilities, program actions, and any necessary examination modifications.

September 4: Requests for additional exams due; after this date requests will not be honored.

September 4 through 7: Test materials shipped to residency programs from The College in Chicago, Illinois. **Inspect all materials immediately upon receipt to determine if there are any shortages or defective materials. This means going over each exam page by page. Any error must be reported to The College at (312) 662-1020 immediately.**

October 6 through 17: Administration of examination by residency programs.

October 27: CUT-OFF DATE FOR RECEIPT OF ANSWER SHEETS AT PROMETRIC.

Answer sheets received after October 27, 2008 will not be accepted for scoring. Answer sheets received with missing or incorrectly completed data cannot be processed. The statistical feedback that will be reported to residents and training directors will include a large amount of group data. Therefore, scoring can be based only on the properly completed answer sheets that are received at Prometric on time.

December: Prometric mails all test results to training directors.

Maximizing Attendance

The examination will be administered in two parts. The two sessions should be scheduled for separate days. There is a time limit of 2 1/2 hours for each part*, but three hours should be scheduled for each testing session to ensure sufficient time for distribution of materials and explanation of instructions.

To protect the validity of the scores and to enhance the educational value of the administration, it is important that every resident take this examination under timed, proctored, closed-book, group testing conditions similar to those followed for other standardized examinations*. The following guidelines are suggested for maximizing attendance:

1. Confer in advance with faculty and residents regarding the preferred dates and times for administering these tests.
2. Publish the testing dates in advance so that residents can avoid schedule conflicts when planning personal time and other activities.
3. Arrange for clinical coverage by faculty members during the administration so residents can be free from distractions or interruptions.
4. Explicitly communicate the expectation that all eligible residents must be present for

* The Americans with Disabilities Act may require modifications to time limits and other testing conditions for disabled residents.

both of the scheduled administrations.

5. Schedule the examinations on days when religious observance will not result in attendance problems.

The Americans with Disabilities Act

The Americans with Disabilities Act (ADA) requires that an organization offering an examination such as PRITE offer it in "a place or manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals." 42 U.S.C. §12189. Implementing regulations require organizations giving examinations to persons with impaired sensory, manual or speaking skills to:

1. Ensure that the examinations offered to disabled individuals accurately measure the individual's aptitude or achievement level, not their disability.
2. Ensure that the examinations designed for disabled individuals are offered in facilities that are accessible to individuals with disabilities and that such examinations are offered at times and locations as convenient as those of the regular examinations.
3. Provide appropriate auxiliary aids for disabled persons, unless the provision of such auxiliary aids would fundamentally alter the measurement of the skills or knowledge the examination is intended to test or would result in an undue burden.

Examples of auxiliary aids that may be required include the following: taped examinations, interpreters or similar accommodations (for persons with hearing impairments); qualified examination readers (for persons with visual impairments or learning disabilities); a person or mechanism to transcribe answers (for persons with manual impairments). In addition, testing procedures may need to be modified for disabled persons, e.g., by giving such persons additional time to complete tests in appropriate circumstances.

Disabled residents may be required to give advance notice and documentation of their disability and any aids or modifications they believe to be required. This advance notice is important to permit the program to make arrangements for disabled residents.

Programs should notify residents of the examination as soon as possible, setting a date by which the residents must notify the program of any relevant disabilities and aids or modifications required to permit their participation. No later than August 15, 2008, the program must notify The College of: (1) all residents who have provided such notification, (2) the aid, modification, etc. the program has agreed to undertake, (3) any determination that there is no appropriate on-site aid or modification, and/or (4) any modification to the examination itself that the program considers necessary.

The test results of disabled residents for whom auxiliary aids have been provided or other modifications made will not be included in standardized group statistics.

When administering the examination to disabled residents, the program should make whatever modifications are necessary to the instructions in this manual. Any questions about the appropriate way to proceed should be referred to The College.

Make-up Testing Sessions and Nonstandardized Testing

Any resident who misses either of the two main testing sessions must be excluded from the standardized group statistics, but it is not necessary that he or she be totally excluded for participation in this important educational experience.

Each training program should schedule one make-up testing session, during the period of October 20 – 24, 2008 for residents who unavoidably miss one of the two main testing sessions. By participating in the make-up session, these residents may still benefit from the test-taking experience and obtain useful feedback. Decisions permitting individual residents to attend the make-up session should be made by the director of residency training. He or she should evaluate the appropriateness of each request.

The following guidelines apply to the make-up session:

1. No more than one 2 1/2-hour make-up session should be scheduled by any training program. This session should take place as soon as possible, but only after the second of the regular sessions.
2. The requirements for the make-up session are the same as the primary test administration. This session must follow the time limit, closed-book conditions, and the presence of a proctor at all times, even if only one resident is being tested.
3. Residents who miss both of the regular testing sessions, or who miss one session and are unable to attend the make-up session, may take the test under any reasonable arrangement approved by the director of residency training. Those persons must be reported as having been tested under nonstandardized conditions. (See the instructions on page 16 for completing Block D of the Part 1 answer sheet.)

Test results of disabled residents for whom auxiliary aids or other administrative modifications made pursuant to the Americans with Disabilities Act will not be included in standardized group statistics.

Clinical Coverage During Testing Sessions

Residents must be excused from all other obligations during the time period scheduled for each testing session. Be sure that this is communicated well in advance to faculty members and other persons acting as clinical supervisors for residents. Prior notification is especially important if some of your residents must be excused from clinical rotations outside your department (e.g., if first year residents are on a primary care specialty rotation).

If possible, clinical coverage by faculty members or other nonresidents should be arranged for every service (including the emergency room, admissions office, consultation-liaison service, inpatient service, outpatient clinic, etc.). **Beepers and cell phones should not be permitted in the testing rooms.** Be sure that switchboard operators and other key persons are informed of the arrangements for clinical coverage so requests for paging can be redirected routinely.

If extreme hardship is involved in relieving all residents of clinical responsibilities during the testing, the training director should randomly select one resident to act as O.D. If this must be done for both test sessions, two different residents should be randomly selected. The O.D. resident(s) can then complete the part of the examination that was missed at the make-up session. **(Do not ask for volunteers to act as O.D.)**

Proctors and Their Responsibilities

A PROCTOR SHOULD BE PHYSICALLY PRESENT IN EACH TESTING ROOM AT ALL TIMES. All proctors should be faculty members. Do not use secretaries or residents as proctors.

Proctor instructions are detailed in later sections of this manual. In general, the duties include distribution and collection of materials, explanation of instructions, and enforcement of standardized testing conditions. The presence of a proctor must be apparent at all times, but it is not necessary that the same proctor be present for an entire testing session. For example, it may be more convenient to schedule three faculty volunteers to proctor in shifts than to arrange for a single person to cover an entire three-hour testing session.

Distribution of materials and explanation of instructions at the beginning of a testing session require advance preparation. The person responsible for distribution of materials and explanation of instructions at the beginning of the administration should take sufficient time to become thoroughly familiar with the instructions and procedures outlined in this manual.

Reading or any sort of quiet desk work by the proctor is permitted so long as the residents are not distracted by the activity, and so long as continuous physical presence of a proctor is evident. The proctor should walk about the room during the test session to enforce standardized conditions and to make certain that the residents are completing the answer sheets properly. Proctors should carefully synchronize watches when they replace or are replaced by another to ensure that the timed testing period will be exactly 150 minutes in length.

The proctor should assist residents with understanding instructions, BUT SHOULD NOT ASSIST WITH INTERPRETING TEST QUESTIONS.

Examination Rooms and Seating Arrangements

In order to facilitate the distribution and collection of test materials and the monitoring of the testing room, the following arrangements are recommended.

1. If more than one testing room is required, the rooms should be adjacent. A proctor should be present in each room used.
2. Examinees are permitted to leave the testing area--one at a time--if they need to use the restrooms. However, additional time will not be granted in such cases, and the test books and answer sheets must be collected from all examinees at the end of the 2 1/2-hour timed testing period.
3. Examinees should be seated in a manner that will allow sufficient work space and lessen the opportunity for communication during testing. Two types of seating typically

used for standardized tests are shown in the diagrams below. In each case, the seating is alternated as examinees are directed to their seats. Desks and tables should be a minimum of three feet apart.

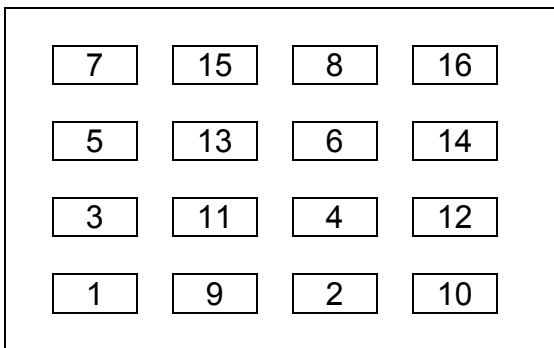


Figure 1 (desks)

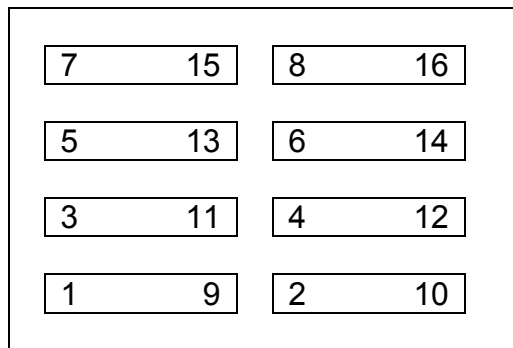


Figure 2 (8-foot tables)

4. Provide comfortable writing surfaces for left-handed examinees.
5. The testing room(s) should have a wall clock clearly visible by all examinees.

Advance Arrangements for the Testing Sessions

1. Residents should be given sufficient notice of the examination to permit the residency program to inform The College by August 15, 2008, of any disabled resident for whom auxiliary aids or other arrangements are necessary and about those for whom it has been determined that on-site accommodations are inadequate.
2. The dates, times, and places for the testing sessions should be announced as soon as they are determined. To avoid any possibility of a misunderstanding, each resident should receive a written announcement.
3. Residents who enter your training program between the date of the initial announcement and the first testing session should be notified of this important event as far in advance as possible (ideally on their first day of orientation to your training program). Arrangements should be made as soon as possible for any such resident who is disabled.
4. Notify all faculty members and other persons acting as clinical supervisors of this important educational activity and that all residents must be freed from other duties to attend the two testing sessions. Make specific arrangements for all required clinical coverage during the testing sessions.
5. Reserve sufficient seating space for the examination.
6. Enlist the services of faculty members who will act as proctors during the testing sessions.
7. Set the expectation that all residents will attend both of the scheduled sessions. However, if this causes a hardship for any resident, an examination make-up session can be scheduled.

Materials for Test Administration

Approximately one or two weeks before the examination, the following activities should take place:

1. Send a reminder to all eligible residents, clinical supervisors, and other persons involved with the test administration.
2. Reconfirm previous arrangements for clinical coverage and commitments by faculty members to act as proctors during the test administration.
3. Reconfirm room reservations and seating requirements for the examination.

4. Verify that all materials needed for test administration have arrived from The College in Chicago, Illinois. If a sufficient amount of materials needed for testing is not included in the shipment or if any defective materials are discovered, contact Kathy Ricker at The College, at (312) 662-1020.

The materials you will need for test administration are:

- *Instruction Manual* (this manual)
- Test books for Part 1 (blue covers)
- Test books for Part 2 (red covers)
- Answer sheets for Part 1 (blue)
- Answer sheets for Part 2 (red)
- Attendance roster for assigning names to ID numbers, for determining absentees at the test sessions, and for distributing the test results
- A supply of soft lead (no. 2) pencils
- A reliable watch (preferably a stop watch)

BE SURE TO INSPECT THE SHIPMENT OF MATERIALS IMMEDIATELY UPON RECEIPT TO DETERMINE IF THERE ARE ANY SHORTAGES OR DEFECTIVE MATERIALS. ALL MATERIALS MUST BE KEPT IN A LOCKED CONTAINER TO WHICH ONLY YOU HAVE ACCESS UNTIL THE DAY OF THE TEST.

5. Prepare the attendance roster by listing the examinees' names on the lines provided next to the ID numbers that have been pre-printed.
6. Fill in the examinees' ID numbers and demographic data on the answer sheets prior to the first test administration. The next section of this manual provides specific instructions for entering the necessary data.

COMPLETING THE ATTENDANCE ROSTER AND ANSWER SHEETS

NOTE: The following instructions apply to all categories of examinees.

All demographic data required for computer processing must be recorded on the Part 1 answer sheets. The examinees' identification numbers must be recorded on both the Part 1 and Part 2 answer sheets so they can be matched during scoring. Complete these blocks of the answer sheets in advance of the test sessions. **USE ONLY A SOFT LEAD (NO. 2) PENCIL.** Fill in the circles completely. If it is necessary to change some of the information, erase your first marks thoroughly.

Accurate completion of this task requires detailed knowledge of your residents' individual educational histories. **THE DIRECTOR OF RESIDENCY TRAINING SHOULD PERFORM THE TASKS DESCRIBED BELOW OR DELEGATE THEM TO AN ADEQUATELY INFORMED ASSISTANT.** Errors will delay computer processing of test results, are costly to correct, and may compromise the accuracy of all participants' results.

Attendance Roster

The master list of names and ID numbers should be prepared on the attendance roster (special computer-printed form) provided to the training director with the other testing materials. On this form, the ID numbers assigned to the training program are printed in sequential order, and space is provided for recording names of residents and other examinees.

The examinees' 9-digit numbers have the following structure: 08-XXX-XXXX. The first two digits are 08, designating the 2008 examination. The next group of three digits is the code assigned to your residency training program. The final four digits are generated sequentially.

If you ordered additional test materials after receiving your attendance roster, you will need to add the appropriate number of ID numbers to your roster. Determine the additional ID numbers from the last number pre-printed on your roster. (The last four digits should increment by one for each additional resident.) Also, draw in lines for the names of the residents for whom the additional materials were ordered.

The attendance roster must be used during the test sessions in order to distribute the correct answer sheets to the appropriate examinees. It also must be used for distribution of the test results, since the score reports will identify examinees only by their ID numbers. **Do not return the attendance roster to Prometric with the answer sheets.**

Answer Sheet Block A — Resident ID Number

Using the information on the attendance roster, fill in each examinee's ID number on both the Part 1 and Part 2 answer sheets in the boxes provided. Fill in the circles below the boxes that correspond to the numbers you wrote. BE VERY CAREFUL. ID numbers that are entered incorrectly will result in delays in scoring and possible incorrect reporting of results.

Answer Sheet Block B — Type of Examinee

Please record the current status of each examinee as of October 1, 2008. The categories listed are used to define the norm group and peer groups in computing standard scores and percentile ranks

Your response in this block will determine the scoring status for each resident with regard to his/her level of residency (first-year, second-year, etc.), and how his/her results will be used in the comparisons with other residents locally and nationally. Please fill out this block carefully.

Please grid the appropriate circle according to the actual number of months of post-M.D. training in psychiatry and neurology that has been completed as of October 1, 2008. For part-time residents, the amount of training completed should be pro-rated to full-time-equivalent months.

Note that only months of training in psychiatry and neurology should be included, and then only if they are accepted by the ABPN for the training requirement in general psychiatry or child psychiatry. For further information concerning the ABPN requirements, please consult the ABPN booklet titled "Information for Applicants," which states the current rules and regulations of the Board.

Include: Time spent on a neurology rotation.

Include: Time spent in a neurology residency up to a maximum of 12 months.

Do not include: Time spent in post-M.D. training in specialties other than psychiatry or neurology. Thus, training in internal medicine, family medicine, and other specialties should not be counted, even if the rotation was part of a categorical option for first year residents.

Do not include: Any training for which the person will not receive credit toward the general psychiatry training requirement of the ABPN. For example, do not include post-M.D. training obtained outside the United States and Canada.

- General Psychiatry — Beginning Resident (0 to 6 months of training completed)
- General Psychiatry — 2nd Year Resident (7 to 18 months of training completed)
- General Psychiatry — 3rd Year Resident (19 to 30 months of training completed)
- General Psychiatry — Advanced Resident (more than 30 months of training completed)
- Child Psychiatry — 1st Year Resident
- Child Psychiatry — 2nd Year Resident
- Child Psychiatry — Special Fellow
- Addiction Fellow
- Forensic Fellow
- Geriatric Fellow
- Other Trainee

Answer Sheet Block C — Type of Training Program

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 result 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 and the peer groups used to determine percentile ranks. Only residents tested under fully standardized conditions will be included in the calculations of the standard scores and percentile ranks.

- Standardized group: The resident took the test during the regularly scheduled testing sessions 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 session (the test was not proctored or otherwise not taken under standardized conditions). Includes disabled residents for whom auxiliary aids or other administrative modifications have been provided.

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 sheets, attach the answer sheets to the irregularity report, and explain the circumstances on the report.

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. BEEPERS AND CELL PHONES SHOULD NOT BE ALLOWED IN THE TESTING ROOMS.
2. Deliver the test booklets and other materials to the proctor who will begin the test session.
3. If a public address system is available, you may wish to broadcast an announcement of the examination administration about 15 minutes prior to its beginning.

Use of Testing Aids

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

Defective Test Booklets and Answer Sheets

If defective test booklets or answer sheets are found prior to the examination administration, contact The College for replacements. If defective materials are discovered during the test administration, it may be necessary to reschedule the test for the affected examinees.

Irregularities

Report in detail 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. In doing this, 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 examination, the lost time must be added to the closing time of the test session. Group mistimings should be noted on 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 books and answer sheets. Make sure that every examinee who leaves early has given you his/her test book and answer sheet. Once an examinee has turned in a test book and answer sheet, the examinee must not be allowed to re-examine them. Also, once an examinee has been dismissed from the testing room, the examinee may not return.

Questions

To ensure standardization of testing conditions at all test sites, you may not answer any queries regarding individual test questions.

Collecting Examination Materials

Before the examinees are dismissed at the close of the test session, you are to make a complete count of all test books (including those for examinees who left early). You must account for all examination materials. Examinees are not permitted to retain the test book or to make a copy of any question in the test book, nor are they permitted to examine the test books or answer sheets after they have been turned in to you. The examination materials must be secured at the close of the test session. This security is important and eliminates the possibility that any of your residents could share 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's reports, could be affected. **The training director or individual that signed the contract will be held legally responsible for the collection and storage of all examination materials.**

Smoking, Eating and Drinking

Smoking, eating, and drinking are not permitted in the testing room(s).

DETAILED INSTRUCTIONS FOR PART 1 OF THE EXAMINATION*

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 books and answer sheets should be collected at the end of the 2 1/2 -hour timed portion of the test.

After the examinees are checked in and seated, close the door of the examination room and say (read aloud boxed type only):

We are now ready to begin.

You will have 2 1/2 hours to complete this examination. 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 examination 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.

The following residents are absent and will take the test at a later time: _____. (From your attendance roster, announce the names of absentees.) Please refrain from discussing the examination with the residents I have named.

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)....

Please turn your beepers and cell phones off.

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

*These procedures and instructions may need to be modified for disabled residents for whom auxiliary aids have been provided or other modifications made.

Distribute a Part 1 test book to each examinee. When all test books have been distributed, say:

Open the test book to page 3. Read the confidentiality statement on page 3 and the directions on page 4.

When everyone has finished reading the statement and directions, read the following boxed 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 book....Turn your answer sheet so that side 1 is facing you. Please make sure that you have received a blue test book and answer sheet titled "Part 1."

Block A through D on your answer sheet has been filled in for you. Block A contains your identification number. The first two digits indicate the year of testing — 2008. The middle three digits are the code for this residency program. The last four digits are a sequential number assigned to you in advance by the training director.

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 examination. Do not change any of the pre-coded information. However, if you notice an error or have a question about the information, contact the training director after the test session.

This examination includes three types of test items. Be sure to read the directions provided at the beginning of each section in your test book carefully. 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. Then find the circle in that row with the same letter as your answer.

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 examination. However, do you have any questions about the mechanics of the examination?....

Answer any questions. Then say:

You may begin work.

Note the time you begin the examination and record that time in the appropriate section on page 33 of this manual. If a blackboard is available, post the starting time. Also, calculate the ending time and post it as well.

You (and your assistants, if any) 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 test session, say:

You have 15 minutes to finish this test. All test books 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 stop work and put down your pencil. I will collect your test books 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 page 33 of this manual. Collect all test books 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 examination room. After everything has been checked, say:

Your test books will be returned to you when you receive your results. The Part 2 test session has been scheduled for (announce the date and time). Thank you for your cooperation. You are dismissed.

DETAILED INSTRUCTIONS FOR PART 2 OF THE EXAMINATION*

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 11 for recommended seating arrangements.)

Examinees who arrive late should not be given additional time. All test books and answer sheets should be collected at the end of the 2 1/2-hour timed portion of the test.

After the examinees are checked in and seated, close the door of the examination room and say (read aloud boxed type only):

We are now ready to begin.

You will have 2 1/2 hours to complete this examination. 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 examination 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.

The following residents are absent and will take the test at a later time: _____(From your attendance roster, announce the names of absentees.) Please refrain from discussing the examination with the residents I have named.

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)....

Please turn your beepers and cell phones off.

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

*These procedures and instructions may need to be modified for disabled residents for who auxiliary aids have been provided or other modifications made.

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

Open your test book to page 3. Read the confidentiality statement on page 3 and the directions on page 4.

When everyone has finished reading the statement and directions, read the following boxed 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 book....Turn your answer sheet so that side 1 is facing you. Please make sure that you have received a red test book 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 examination includes three types of test items. Be sure to read the directions provided at the beginning of each section in your test book carefully. 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. Then find the circle in that row with the same letter as your answer.

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 examination. However, do you have any questions about the mechanics of the examination?....

Answer any questions. Then say:

You may begin work.

Note the time you begin the examination and record that time in the appropriate section on page 33 of this manual. If a blackboard is available, post the starting time. Also, calculate the ending time and post it as well.

You (and your assistants, if any) 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 test session, say:

You have 15 minutes to finish this test. All test books 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 stop work and put down your pencil. I will collect your test books 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 page 33 of this manual. Collect all test books 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 examination room. After everything has been checked, say:

Your test books 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 one part of the examination at a regular group testing session.

For the make-up test session, follow the same procedures as for the regular test sessions that begin on page 20. For each examinee, it is necessary to determine which part of the examination is to be taken. Be sure that the test book 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 16 for instructions.)

Returning Answer Sheets via Federal Express for Scoring

Do not return the answer sheets to The College in Chicago, Illinois. The answer sheets must be returned to Prometric at the address shown on the return Federal Express airbill you received.

THE CUT-OFF DATE FOR RECEIPT OF ANSWER SHEETS AT PROMETRIC IS **MONDAY, OCTOBER 27, 2008**. Answer sheets received after that date will not be accepted for scoring. The following materials **must** be sent to Prometric:

_____ All answer sheets to be scored for Part 1.

_____ All answer sheets to be scored for Part 2.

_____ Report of Test Administration on page 33 to 34 of this manual - to be completed as follows):

1. Describe in detail any testing irregularities or any defective test materials. Attach defective materials to the report.
2. Record the date of each test session as well as the starting and ending times.
3. Indicate the number of Part 1 and Part 2 answer sheets being submitted to Prometric for scoring. **(Be sure that the number of answer sheets is equal for Part 1 and Part 2 and that they are filled in completely.** Since all analyses are based on a national sample, we can only score all answer sheets one time.)
4. **Indicate the number of residents you submitted for each type of examinee.** (If the list does not match what is on the answer sheets, then Prometric will use what is indicated on the answer sheet.)
5. Check the appropriate box to indicate if your residents should receive local comparison data. Note: If fewer than fifteen (15) residents took the examination, local comparison data will not be reported and this box does not need to be checked.

6. Check the appropriate box to indicate your training program type.
7. Record the ID numbers for any examinees that did not complete the entire examination and indicate which part of the examination 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 and attach them to your irregularity report.
8. Use the space provided on the second page of the report to record other pertinent comments about the test administration.
9. **After completing the report, detach it from this manual and return it to Prometric with the answer sheets.**
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. **For your records, make photocopies of the answer sheets before returning them. Should the original answer sheets become lost, Prometric can use the photocopies for scoring purposes.**

For security purposes, we are requesting that you use Federal Express 2-day service or other secure courier service to return the PRITE examination answer sheets to Prometric. Enclosed in your shipment is a Federal Express Airbill for your convenience. Before mailing, mark each envelope to indicate how many envelopes are being returned (e.g. 1 of 2, 2 of 2). Complete the "FROM" portion of the airbill and affix it to the envelope in which answer sheets and associated materials are being returned. Before sealing and returning the materials, make sure all answer sheets are flat in the envelope. **If your school has a Federal Express account number check the first box in the "PAYMENT" section and include the account number in the space provided in the "FROM" portion.**

There are two ways to arrange for pickup by Federal Express. Choose the way that is most convenient for you.

1. Federal Express Pickup – Call the toll-free Federal Express number, 1-800-463-3339, and arrange for pickup giving the exact address of the program and the approximate pickup time.
2. Federal Express Drop Off – Call the toll-free Federal Express number, 1-800-463-3339, and ask for the location of the nearest Federal Express office and drop off the materials immediately following the administration of the tests.

If the Federal Express Airbill has been lost or misplaced, call Federal Express at the toll-free number shown above and ask them to bring an airbill at the time of pickup. Use the following address in the "TO" portion of the airbill. Be sure to accurately fill out the "FROM" portion with your program's information and include your three-digit program number.

For delivery by Federal Express or other Express Courier:

ATTN: Jamie Hegstrom
Prometric
ACP Program
1260 Energy Lane
St. Paul, MN 55108
Phone (651) 603-3254
Jamie.Hegstrom@prometric.com

The test books should be stored in a secure location until the examinees' test results are received. At that time, the test books should be redistributed to the examinees with their test results.

Copyright 2008© The American College of Psychiatrists.

All rights reserved. Produced and published in the United States of America. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise, without the prior written consent of The American College of Psychiatrists.

TEST ADMINISTRATION AND SECURITY PROCEDURES CHECKLIST

Use this checklist to keep track of the many details involved in test administration. All items on the list are explained in this manual. Please follow all administrative and security procedures carefully to help prevent irregularities.

<p><u>PREPARATIONS BEFORE THE TEST</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Check adequacy of seating, lighting, and ventilation in testing rooms.<input type="checkbox"/> Select proctors to assist with the examination administration.<input type="checkbox"/> Alert your receiving office that the shipment is expected via Federal Express delivery and arrange to have it delivered to you as soon as possible. (Note that for security reasons the shipment is not marked as examination materials. Please be prepared to watch for the shipment and secure it immediately upon arrival.)<input type="checkbox"/> Select a secure place to store test materials. <p><u>WHEN TEST MATERIALS ARRIVE</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Within 24 hours of the shipment's arrival, check contents and notify The College immediately if there are any discrepancies or defective materials.<input type="checkbox"/> Enter required information on attendance roster and individual answer sheets<input type="checkbox"/> Store test materials in a locked storage area.<input type="checkbox"/> Read this manual carefully. <p><u>ON THE DAY OF THE TEST</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Arrive early at the test site.<input type="checkbox"/> Place test materials in a secure area. Never leave the test materials unattended or accessible to examinees.<input type="checkbox"/> Confirm proctor assignments.	<p><u>PROCEDURES DURING THE TEST</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Begin the test according to the instructions in this manual.<input type="checkbox"/> Keep careful track of timing the test.<input type="checkbox"/> Instruct proctors to walk about the room and watch their assigned areas closely while not disturbing the examinees.<input type="checkbox"/> Allow only one examinee at a time to go to the restroom.<input type="checkbox"/> Never leave the testing room unattended.<input type="checkbox"/> Change the seats of examinees suspected of misconduct.<input type="checkbox"/> Hand a test book directly to each examinee. <p><u>AT THE END OF THE TEST</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Collect an answer sheet and test book from each examinee.<input type="checkbox"/> Account for all test books and answer sheets before dismissing examinees.<input type="checkbox"/> Dismiss the examinees. <p><u>PROCEDURES AFTER THE TEST</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Check the testing room to be certain nothing has been left behind.<input type="checkbox"/> Complete all appropriate reports and forms.<input type="checkbox"/> Photo copy all answer sheets for your records.<input type="checkbox"/> Evaluate the administration – write any suggestions for improvements on the Report of Test Administration.<input type="checkbox"/> Secure the test booklets until you receive the test results. Examination booklets may then be distributed to examinees.<input type="checkbox"/> <u>Return all answer sheets and the Report of Test Administration</u> via Federal Express to Prometric.
---	---

TIPS FOR PREVENTING SECURITY INCIDENTS

Test Materials

- ❑ Secure test materials as soon as they arrive.
- ❑ Never leave test materials unattended.
- ❑ Distribute and collect test books individually.
- ❑ Ensure that no examinee leaves the room with test materials.
- ❑ Ensure that no examinee copies, removes, or photographs any portions of the test materials.

Examinee Misconduct

- ❑ Never allow examinees to select their own seats.
- ❑ Assign examinees to specific seats in each testing room.
- ❑ Seat examinees a minimum of three feet apart.
- ❑ Seat all examinees facing the same direction in each room.
- ❑ Observe and check examinees' answer sheets throughout the testing session to ensure that they are properly gridding with a # 2 (soft lead) pencil.

TEAR OFF AND RETURN THIS REPORT WITH THE ANSWER SHEETS

REPORT OF TEST ADMINISTRATION

PSYCHIATRY RESIDENT IN-TRAINING EXAMINATION (PRITE)

Name of Residency Program _____

City _____

State _____

--	--	--

Record your training program code number in the boxes at left. Please note all irregularities affecting individual examinees. Irregularities affecting a number of examinees should be described in detail on a separate sheet of paper. Attach any defective test materials to this report and explain the circumstances below.

Examinee ID Number	Date and Time	Description of Irregularity

Part 1 Test Session:

Date	Time Test Began	Time Test Ended	Number of Answer Sheets

Part 2 Test Session:

Date	Time Test Began	Time Test Ended	Number of Answer Sheets

Make-up Test Session: Part 1

Date	Time Test Began	Time Test Ended	Number of Answer Sheets

Make-up Test Session: Part 2

Date	Time Test Began	Time Test Ended	Number of Answer Sheets
TOTAL NUMBER OF ANSWER SHEETS			

(Continued on next page)

List the number of residents you submitted for each type of examinee making sure the list is in agreement with the answer sheets submitted:

Beginning Resident (0-6 months)	_____	Child Psychiatry Special Fellow	_____
2 nd Year Resident (7-18 months)	_____	Addiction Fellow	_____
3 rd Year Resident (19-30 months)	_____	Forensic Fellow	_____
Advanced Resident (30 months +)	_____	Geriatric Fellow	_____
Child Psychiatry –(1 st Year Res.)	_____	Other Trainee	_____
Child Psychiatry – (2 nd Year Res.)	_____	TOTAL	_____

Does the training director want the residents to receive local residency program comparison data?

YES NO (NOTE: If fewer than 15 residents participated in the testing, local comparison data will be suppressed automatically.)

Indicate below your training program type (check only one box). If some of the residents being tested with your group are receiving their training elsewhere, mark your response according to the program type that is applicable to the majority of residents. See the descriptions on page 16 of this manual.

Medical school Public mental Private hospital Military hospital Other

If any examinees completed only one part of the examination, please indicate their ID numbers below, the part not taken, and the reason they did not complete the entire examination:

Examinee ID Number	Part NOT Taken	Reason

Comments: Comments and suggestions for possible improvements in testing procedures are valuable to the growth and effectiveness of the testing program. You are not obligated to comment, but your suggestions would be appreciated. Use the space below on this page for that purpose.

Signature of Training Director or Proctor
in Charge of Testing

Area Code/Telephone Number