

PLANNING FOR THE TEST SESSIONS

Testing Schedule

August 15: Programs notify The College of requests for aids or administration modifications based on disabilities, program actions, and any necessary exam modifications.

Early September: Test materials will be shipped to residency programs. Upon receipt of materials, the Test Administrator or other individual designated by the Program Director should inspect all materials immediately to determine if there are any shortages or defective materials. **THIS MEANS GOING THROUGH EACH EXAM PAGE BY PAGE.** Any errors or defective or missing materials must be reported to The College at (312) 938-8840 immediately.

September 24 through October 15: Residency programs administer the exam. A make-up testing session should take place as soon as possible after the standard testing sessions have been concluded, but no later than October 23, 2020.

October 26: LATEST DATE FOR RECEIPT OF ANSWER SHEETS AT PROMETRIC.

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 properly completed answer sheets that are received at Prometric by the deadline.**

- Answer sheets received after October 26, 2020, may not be accepted for scoring.
- Answer sheets received with missing or incorrectly completed data may not be processed.
- Answer sheets for a resident completing only one part of the two-part PRITE will not be scored. **Only residents who have completed both Part 1 and Part 2 of PRITE will be included in the analyses.**
- Answer sheets with anomalous results will not be scored as the data may spuriously impact a program's data.

December 2020/January 2021 – Programs receive PRITE results via email

Advance Arrangements for the Testing Sessions/Maximizing Attendance

The exam is to be administered in two parts. The two sessions can be scheduled on the same day or on separate days. If administered on the same day, a reasonable break between Parts 1 and 2 should be allowed. There is a time limit of 2½ hours for each part¹, but three hours should be scheduled for each testing session to ensure sufficient time for distribution of materials and explanation of instructions.

1. The dates, times, and locations of the testing sessions should be announced as soon as they are determined. Publish the testing dates well in advance so that residents can avoid schedule conflicts when planning personal time off and other activities and avoid any possibility of a misunderstanding by giving each resident a written announcement.
2. Schedule the testing sessions on days when religious observances will not result in attendance problems.
3. Set the expectation that all residents will attend both of the scheduled testing sessions. However, if this causes a hardship for any resident, or group of residents, a second complete standard administration, or a make-up session can be scheduled.

¹ The Americans with Disabilities Act may require modifications to time limits and other testing conditions for disabled residents.

4. 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.
5. 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.
6. Reserve sufficient seating space for the exam administration.
7. Enlist the services of faculty and/or administrative staff who will act as proctors during the testing sessions.

The Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) requires that an organization offering an exam 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 exams to persons with impaired sensory, manual or speaking skills to:

1. Ensure that the exams offered to disabled individuals accurately measure the individual's aptitude or achievement level, not their disability.
2. Ensure that the exams designed for disabled individuals are offered in facilities that are accessible to individuals with disabilities and that such exams are offered at times and locations as convenient as those of the regular exams.
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 exam is intended to test or would result in an undue burden.

Examples of auxiliary aids that may be required include the following: taped exams, 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 inform residents about the exam as soon as possible and set a date by which the residents must notify the program of any relevant disabilities and aids or modifications required to permit their participation. Programs must notify The College of: (1) any aid, modification, etc. the program has agreed to undertake, (2) any modification to the exam itself that the program considers necessary, and/or (3) any determination that there is no appropriate on-site aid or modification, **NO LATER THAN AUGUST 15th**.

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

When administering the exam 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.

Standardized Testing Sessions

In order to accommodate those residents who would otherwise be unable to participate in the normal exam administration due to residency program restrictions or obligations, a program may have 2 standard exam dates.

- For example, a program could administer both parts of the exam in September to those residents who will have night float in October, and could then administer both parts of the exam to the remaining residents in October.
- The second exam administration in October would still be considered “standard”; residents’ results would be included in the creation of the peer groups and used when compiling national means.
- **IMPORTANT NOTE:** If a program conducts two standard exam administrations, the second standard administration is NOT to be used as a make-up session. The make-up testing session(s) should be scheduled AFTER the standard exam administrations have concluded.

As always, programs must make every effort to maintain the integrity and confidentiality of the exam throughout the testing period.

Make-up Testing Sessions and Nonstandardized Testing

Any resident who misses either Part 1 or Part 2 of the main testing sessions must be excluded from the standardized group statistics, but it is not necessary that he or she be totally excluded from participation in this important educational experience.

For residents who unavoidably miss one or both of these testing sessions, each training program should schedule a make-up testing session as soon as possible but only after the standard testing sessions have concluded. These residents may still benefit from the test-taking experience and obtain useful feedback by participating in the make-up session. Decisions permitting individual residents to attend the make-up testing 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 testing session:

1. The 2½ hour make-up testing session should take place as soon as possible after the regular testing sessions are concluded, but no later than October 26th.
2. The requirements for the make-up testing session are the same as for the primary test administration. This session must follow the time limit, closed-book conditions, with the presence of a proctor at all times, even if only one resident is being tested.
3. Residents who miss both Parts 1 and 2 of the regular testing sessions, or who miss Part 1 or Part 2 and are unable to attend the make-up session, may take the test under any reasonable arrangement approved by the director of residency training. (See the instructions on page 14 for completing Block D of the Part 1 answer sheet.)

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.

Approximately one to two weeks before the exam, the following activities should take place:

1. Verify that all materials needed for test administration have arrived from The College. If a sufficient amount of materials needed for testing is not included in the shipment, or if any defective materials are discovered, contact Kathryn Delk at The College (312) 938-8840. If defective materials are discovered during the exam administration, it may be necessary to reschedule the test for the affected examinees.
2. Send a reminder of testing date and time to all eligible residents, clinical supervisors, and other persons involved with the test administration.
3. Reconfirm previous arrangements for clinical coverage and commitments by faculty members and/or administrative staff to act as proctors during the test administration.
4. Reconfirm room reservations and seating requirements for the exam.

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.). Be sure that switchboard operators and other key persons are informed of the arrangements for clinical coverage so requests for paging can be routinely redirected.

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 Part 1 and Part 2 testing sessions, two different residents should be randomly selected. The O.D. resident(s) can then complete the part of the exam that was missed during the make-up testing session. **(Do NOT ask for volunteers to act as O.D.)**

Materials for Test Administration

- *Instruction Manual* (this manual)
- Test booklets for Part 1 (blue covers)
- Test booklets 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 results²
- **REPORT OF TEST ADMINISTRATION**
- A supply of soft lead (no. 2) pencils
- A reliable watch (preferably a stop watch)

² NOTE: Attendance rosters are **NOT** sent to The College or to Prometric. Program Directors should secure the attendance roster since it will be the only record linking a resident report to a specific individual.

Proctors and Their Responsibilities

A PROCTOR SHOULD BE PHYSICALLY PRESENT IN EACH TESTING ROOM AT ALL TIMES. The exam must be proctored by the program director or his or her designee keeping in mind that the training director holds ultimate responsibility for the security of the exam. Do not use residents as proctors.

The duties of the proctor 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 proctoring duties can be shared among volunteers who proctor in shifts.

Both the distribution of materials and the explanation of instructions at the beginning of a testing session and the collection of materials at the end of the testing session require advance preparation. The person(s) responsible for these duties 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 during the testing period so long as the residents are not distracted by the activity, and so long as the continuous physical presence of a proctor is evident. The proctor should walk around the room at various times throughout the testing period 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 CANNOT ASSIST WITH INTERPRETING TEST QUESTIONS.**

Testing 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 must be present in each room.
2. Examinees are permitted to leave the testing area – one at a time – if they need to use the restroom. However, additional time will not be granted in such cases. The test booklet and answer sheet must be collected from any examinee that leaves the room for such a break.
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.

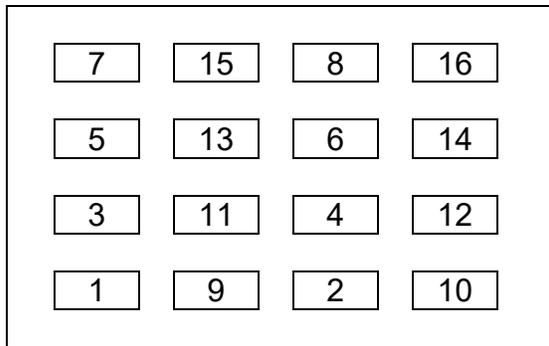


Figure 1 (desks)

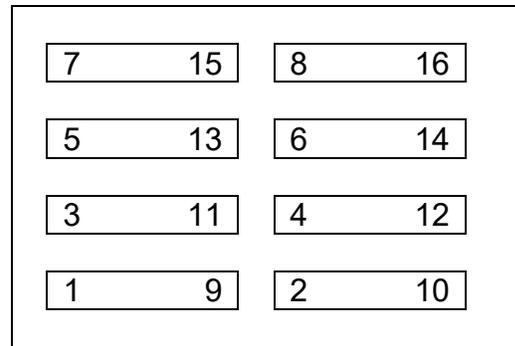


Figure 2 (8-foot tables)

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

COMPLETING THE ATTENDANCE ROSTER AND ANSWER SHEETS

THIS TASK CAN BE TIME CONSUMING AND SHOULD BE DONE WELL IN ADVANCE OF THE TEST ADMINISTRATION.

Accurate completion of the Attendance Roster and answer sheets requires detailed knowledge of the residents' individual educational histories. **THE DIRECTOR OF RESIDENCY TRAINING SHOULD PERFORM THE TASKS DESCRIBED HERE 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.

The following are instructions for entering the necessary data for the examinees. **NOTE:** These instructions apply to all categories of examinees. **Complete the 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.

All demographic data required for computer processing must be recorded on the Part 1 answer sheet.

The examinee's identification number must be recorded on both the Part 1 and Part 2 answer sheets so they can be matched during scoring.

Attendance Roster

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

The examinees' 9-digit numbers have the following structure: 20-XXX-XXXX. The first two digits are 20, designating the 2020 exam. The next group of three digits is the number assigned to your residency training program by The College. The final four digits are generated sequentially.

If you ordered additional test materials after receiving your attendance roster and have not received a revised attendance roster, you will need to add the appropriate ID numbers to your roster. Determine the additional ID numbers from the last number pre-printed on your roster. (The last four digits should increase by one for each additional resident.)

The attendance roster is used during the test sessions to distribute the correct answer sheets to the appropriate examinees. It is also used for distribution of the test results, since the **SCORED REPORTS WILL IDENTIFY EXAMINEES BY THE EXAMINEE'S ID NUMBER ONLY. (!!)** PLEASE MAKE A COPY OF THE ATTENDANCE ROSTER AND MAIL IT TO PROMETRIC WITH YOUR ANSWER SHEETS AND REPORT OF TEST ADMINISTRATION. KEEP THE ORIGINAL IN A SECURE LOCATION WITHIN YOUR DEPARTMENT UNTIL TEST RESULTS ARE SENT TO YOU FROM PROMETRIC.

DO NOT RETURN THE ORIGINAL 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

Record the **CURRENT** status of each examinee as of October 1, 2020. The categories listed are used to define the norm group and the peer group in computing standard scores.

******* IMPORTANT NOTE:** 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. Once answer sheets are processed and scoring begins, no changes can be made; therefore, it is critical that each resident be classified accurately. A residency program's results may be impacted by incorrect classification of residents.

Fill in the appropriate circle according to the actual number of months of post-M.D. training in psychiatry and neurology that have been completed as of October 1, 2020. 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, or 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
- Other³

³ If Training Director wishes to take the exam and have it scored, categorize as "Other."

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 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/or a make-up session or two make-up sessions, but under standard conditions.
- Nonstandardized group: 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, a very limited score report will be generated after the results are distributed. There is no method to yield meaningful total scores by extrapolating answers from a single session, therefore, they will not receive the detailed reports that are generated for standard test takers. For such examinees, print “VOID” in large letters across the front of the unused 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 11.
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 EXAM⁴

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 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 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.

⁴ 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." You are welcome to write in the test booklet and you will receive the same booklet back with your results.

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 — 2020. 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: single-response and multiple-response. The multiple-response questions contain 8 options, of which three are correct answers. The question text instructs you to "Select three" options. 4-option and 5-option single-response questions only require one correct answer. 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(s) 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 unanswered questions, for single-response questions with two or more marked responses or for multiple-response questions with less or more than three clear marked responses.

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 EXAMINATION⁵

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:

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

