

PREPARING FOR THE 2021 PRITE® & CHILD PRITE®

TEST ADMINISTRATION AND SECURITY PROCEDURES CHECKLIST – PAPER ADMIN

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

PREPARATIONS BEFORE THE TEST

- ❑ Note the date(s) designated by The College for test administration (PRITE: September 24 - October 30; CHILD PRITE: December 1-7). Reserve a testing room(s) for appropriate date(s) and check adequacy of seating, lighting and ventilation in testing room(s).
- ❑ Arrange a make-up date within one week of the final test administration.
- ❑ Post testing date(s). Ensure that all residents and faculty members receive adequate notice of testing date(s) to avoid schedule conflicts. The decision to administer the two-part PRITE on the same or separate days is left to the discretion of each program. The CHILD PRITE is a one-part examination.
- ❑ Requests for special test accommodations must be submitted to The College **NO LATER THAN AUGUST 15 (PRITE) or OCTOBER 15 (CHILD PRITE)**. The College cannot guarantee that requests received after these dates will be approved.
- ❑ Select proctors to assist with test administration.
- ❑ Securely store test materials until date of test administration. Never leave testing materials unattended or accessible to examinees.
- ❑ Read the Instruction Manual carefully to ensure that you are familiar with the test administration process.
- ❑ Reconfirm proctor assignments; review test administration procedures with proctors.

PROCEDURES DURING TESTING

- ❑ Begin testing according to the directions in the Instruction Manual keeping very careful track of timing.
- ❑ Allow only one examinee at a time to leave the room for a restroom break. Collect the test booklet and answer sheet from the examinee before they leave the room.

NEVER LEAVE THE TESTING ROOM UNATTENDED.

AT THE END OF THE TEST

- ❑ Collect an answer sheet and test booklet from each examinee. Account for all test booklets and answer sheets before dismissing examinees.
- ❑ Please make a copy of your attendance roster and send a **COPY** to Prometric with your answer sheets and Report of Test Administration. Keep the ORIGINAL attendance roster in a secure place (copy again if necessary) until residents' results are received for distribution. **DO NOT RETURN THE ORIGINAL ATTENDANCE ROSTER WITH YOUR ANSWER SHEETS.**
- ❑ Photocopy all answer sheets for your records.
- ❑ **Complete the REPORT OF TEST ADMINISTRATION** which is included with your testing materials.
- ❑ Return all answer sheets, attendance roster (copy) and the Report of Test Administration to Prometric at the address indicated in the Instruction Manual using FedEx, UPS or other traceable courier.
- ❑ Secure the test booklets until you receive the test results. Test booklets should be distributed to examinees at the same time that results are distributed.

Testing materials will be shipped to all programs approximately three (3) weeks prior to test administration. NOTE: for security reasons the shipment is not marked as testing materials.

EXAM MATERIALS ARE SHIPPED USING UPS AND CANNOT BE SENT TO A PO BOX. NOTIFY THE COLLEGE IMMEDIATELY WHENVER THERE IS A CHANGE OF ADDRESS FOR YOUR PROGRAM.

- ❑ Alert your receiving office when the shipment is expected and arrange to have it delivered to you as soon as possible.

WHEN TEST MATERIALS ARRIVE

- ❑ Within 24 hours of the shipment's arrival, check to ensure that it is complete and notify The College immediately if there are any discrepancies or defective materials.
- ❑ Enter required information on the attendance roster, individual answer sheets, and on the **REPORT OF TEST ADMINISTRATION**.

****NOTE – Electronic Administration Programs – We will provide you with instructions as we get closer and along the way.**