

## Non-Standard PRITE Administration Guidelines

- Exam Materials, including exam booklets, answer sheets, PRITE Instruction Manual, Attendance Roster, Report of Test Administration and Return Address Sheet, will be shipped to Programs in late August/Early September.
- If your Program wishes to change your Administration decision from standard to non-standard or vice versa, no problem. Just send me an email.
- All non-standard administration Programs must mark their resident/fellow answer sheets as non-standard.
- Please complete the answer sheets for your residents/fellows carefully. The need for this information and the information noted on the Report of Test Administration to match is crucial for an efficient and accurate scoring process.
- Please ensure that the resident's ID Number assigned from the Attendance Roster and the resident's training year are clearly filled in on the answer sheets before the residents are provided the answer sheets.
- Please instruct each resident to complete their exam within the time allotted (2.5 hours, each part). Also, please remind them, that it is a closed book exam and no outside resources may be used to help answer the questions.
- All of the answer sheets from each Program, along with a COPY of the Attendance Roster and Report of Test Administration MUST be returned in ONE package to Prometric and not directly from the residents.
- Please have your residents take a picture of their completed answer sheets (both sides) before returning them to the Program. Or, depending on how they are returned to you, please make a photocopy of both sides of their answer sheets to keep as a back-up (JUST IN CASE).

Any questions – please contact Kathryn via email (we are working remotely) at: [Kathryn@acpsych.org](mailto:Kathryn@acpsych.org)