

## APTP Manual 2008 – TESTING SITE

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## INTRODUCTION

The Academic Placement Testing Program (APTP) is a cooperative program of Washington State post-secondary institutions. It was begun in 1984 by faculty from the public baccalaureate institutions to provide mathematics placement for incoming students. The purpose of the program is to help students, with the assistance of their academic advisers, select first-year courses for which they are best prepared. Program policy and oversight is provided by the APTP Governing Council, composed of faculty, advisors, and assessment representatives from participating institutions. Members of the Council also serve as an essential resource for test development and renewal. Day to day program management is provided by APTP, housed at the University of Washington Office of Educational Assessment.

### Math Placement Tests

The APTP offers the General (MPT-G), Intermediate (MPT-I), and Advanced (MPT-A) Mathematics Placement Tests used to place students into general entry-level college mathematics, precalculus, and calculus classes, respectively. Placement cutoff scores are determined by mathematics faculty and differ by institution. College readiness cutoff scores have been identified for the MPT-G and MPT-I to assist high school students in determining whether they are generally ready for college level mathematics; these cutoff scores are common across institutions.

New test versions of each test type are created periodically; the versions currently in use are shown below. Testing time is one hour and all tests utilize scannable answer sheets to facilitate machine scoring. APTP tests are administered at various contracted Testing Sites throughout the state in May and June, as well as on an on-going basis at campus Testing Centers. This manual sets forth procedures to be used by contracted Testing Sites.

	Test type	Current versions	No. of items	Placement	College readiness
MPT-G	General	I, J	30	General college-level math	Yes
MPT-I	Intermediate	F, G	35	Precalculus	Yes
MPT-A	Advanced	F, G	30	Calculus	No

### Testing Site Requirements

APTP Testing Sites must be able to provide:

- An Administrator to oversee all aspects of the testing process;
- Quiet, proctored, testing room(s);
- Secure, double-locked, storage for all live test materials, for example, a combination safe or locked cabinet within a locked room; and
- Standardized test administration procedures as described in this *Manual*.

## TEST ADMINISTRATOR

The test Administrator is responsible for all aspects of security and delivery of APTP tests at his/her Testing Site. Specific duties may be delegated to other staff members, but remain the responsibility of the Administrator. Such duties include:

- Maintaining strict security and confidentiality of APTP test materials at all times
- Hiring, training, and overseeing Proctors and other testing staff (if applicable)
- Responding to examinee inquiries by referring examinees to APTP
- Pre-test planning
- Administering tests
- Collecting APTP admission tickets
- Verifying and reporting number of tests administered to APTP
- Ensuring compliance with all APTP requirements laid out in this document and elsewhere

## TESTING ROOMS

Testing rooms must be quiet and comfortable, with good lighting, ventilation, and temperature control. Examinees must be able to work without distraction and be seated far enough apart to prevent copying. Proctors must be able to move freely between the desks.

## TEST MATERIALS AND SECURITY

### Test Materials

You will receive an initial shipment of test materials approximately two weeks before your first scheduled test date. You will receive an additional, supplemental, shipment approximately one week before each scheduled test date. All shipments will be sent via UPS. Be sure to inventory the shipment against the enclosed *Testing Site Shipping Inventory* and report any discrepancies to APTP immediately. Test booklets are numbered and “checked out” to you personally. They must be kept in double-locked secure storage when not in use, and accounted for when returned to APTP.

#### ***Your initial shipment should include:***

- *Testing Site Shipping Inventory*
- *Testing Site Manual*
- *Test Administrator Confidentiality Agreement*
- *Walk-in Answer Sheet Instructions*
- *Walk-in Examinee Information Sheets per Inventory*
- *Testing Center Examinee Instructions*
- Postage-paid return envelopes for completed answer sheets
- Postage-paid UPS label for test books
- *Walk-in Answer Sheets per Inventory*
- Test booklets per *Inventory*

**Each supplemental shipment should include:**

- *Registered Examinee Roster* for the specific test date
- *Walk-in Examinee Roster* for the specific test date
- *Pre-registered Answer Sheets per Registered Examinee Roster*
- *Testing Site Administrator Report*

**You will need to provide for each administration:**

- Stopwatch
- Scratch paper
- #2 pencils with erasers

## **Test Security**

Test booklets must be counted before and after each administration, and kept in double-locked secure storage (for example, a locked safe or cabinet in a locked office) when not in use. Tracking numbers must be used when shipping test booklets. For this reason, a pre-paid UPS return label has been provided for the return of test booklets after your last test date.

Administrators and Proctors may review test booklets only while erasing stray marks in used booklets or assisting an examinee with defective materials. They may not discuss information regarding test materials with other individuals, including those who have already taken the exam. Test booklets may NOT be reviewed by other individuals.

## **TEST ADMINISTRATION**

### **Administration Overview**

Following is a timeline for administration of APTP tests.

<b>Duration</b>	<b>Activity</b>
20 mins. (approx)	Check in and seat examinees
15 mins. (approx)	Read instructions to examinees and distribute testing materials
75 mins. (exact)	Testing period
10 mins. (approx)	Collect and verify testing materials. Dismiss examinees.

- Testing time is 75 minutes during May and June testing, and 60 minutes at other times of the year.
- No calculators or other aids are allowed on the test.
- All scratch paper must be provided and collected by the test administrator.

### **Check-in Procedures**

Walk-in Examinees are instructed to report to the test site 30 minutes prior to the scheduled reporting time. As these examinees arrive, they should be asked to put their names on the *Walk-in Examinee Roster* and be given a *Walk-in Answer Sheet* to fill out. Walk-in Examinees are instructed to return their completed answer sheet to the Test Administrator, then wait for their names to be called after the Registered Examinees have been checked in.

Approximately 5-10 minutes before the scheduled reporting time, announce that the Registered Examinees should form a line for check-in. You should check each examinee's photo identification, check the appropriate box(es) on the *Registered Examinee Roster*, then give the examinee the appropriate *Pre-registered Answer Sheet*. The information on the answer sheet should match the information on their admission ticket. Any corrections should be made directly on the answer sheet, then direct each examinee to his/her seat in the testing room(s). Once all Registered Examinees have been seated, you may begin checking-in any Walk-in Examinees using the same procedures as outlined above. Do NOT hand out test booklets while admitting examinees.

### **Identification**

Check one piece of photo identification as each examinee checks in. Examinees who do not have photo identification may NOT be admitted to the test.

### **Rosters**

The names of all examinees admitted to the exam must appear on one of two rosters according to whether they have pre-registered for the test or are testing as a walk-in . Completed rosters (indicating all examinees that were admitted to the test) are returned to APTP with completed answer sheets and admission tickets following each administration.

The *Registered Examinee Roster* lists the names of all examinees who have pre-registered for your testing site and date. Mark these examinees present on the roster as they check-in, whether or not they also present an admission ticket.

Any examinee whose name does not appear on the *Registered Examinee Roster* is a Walk-in examinee. Walk-in examinees are instructed to report to the testing site 30 minutes before the scheduled reporting time. At that time, enter on the *Walk-in Examinee Roster* the examinee name, whether they have an admission ticket for another site and/or date, and which test type they intend to take.

### **Admission Tickets**

Registered Examinees will present their Admission Tickets at the time of check-in. Verify that the information on each ticket is correct and matches the information on the examinee's pre-registered answer sheet. If any of the information is incorrect, make corrections directly on the admission ticket. If a Registered Examinee does not bring an admission ticket, make the corresponding notation on the *Registered Examinee Roster*.

### **Answer Sheets**

Give each examinee an answer sheet at the time of check-in. Walk-in Examinees should be given a *Walk-in Answer Sheet* and *Instructions*, asked to complete items 1 through 9 and then to return to the check-in counter. At this time, give each Walk-in Examinee a *Walk-in Examinee Information Sheet*. This contains important information about follow-up test registration and test fees, and is essential to the timely reporting of examinee scores.

Registered Examinees should be given their pre-printed *Pre-registered Answer Sheet* and asked to verify that the information on the sheet is correct. Make corrections to the information directly on the answer sheet.

### **Admittance to Testing Room**

Direct Registered Examinees to enter the testing room as they check in. After all Registered Examinees are seated, admit Walk-in Examinees in the order in which they checked in.

### **Seating Examinees**

Examinees should not be allowed to select their own seats, and must be seated at least four (4) feet apart. Examinees should be seated directly behind each other and have sufficient space to work on the exam.

### **Late Arrivals**

Individuals who arrive after the Administrator has begun to read the *Testing Center Examinee Instructions* may not be admitted to the test. Under no circumstances should an examinee be admitted after the timed section begins. If you refuse admittance to an examinee, please instruct him/her to contact APTP for rescheduling.

## **Administering the Test**

### **Test Proctors**

All administrations of Math Placement Tests must be proctored to guard against copying and use of aids. Proctors must be familiar with test administration procedures in general, and the requirements set out in this manual in particular. Proctors should not be planning to take Math Placement Tests themselves or have close relatives planning to take the tests. The number of Proctors needed in addition to the test Administrator is determined by the size and layout of the testing facility. Following is a general guide.

<b>Number of examinees per room</b>	<b>Number of Proctors per room</b>
1-50	1
51-100	2
each additional 50	+ 1

### **Instructions to Examinees**

After all examinees are checked-in and seated, read aloud the *Testing Center Examinee Instructions*. All instructions must be read exactly as written to insure consistent administration of Mathematics Placement Tests. However, you should be prepared to insert information specific to your Testing Site when prompted.

## **Administration Issues**

### **Social Security Numbers**

APTP has historically utilized Social Security Numbers (SSNs) to link test scores to examinee name, but the program now relies on a combination of demographic information such as birthdate, gender, and student number. Because the SSN still provides the most accurate link, the testing database includes this information for examinees who wish to provide it. Access is restricted to the database, and to the SSN field in particular.

### **Scratch Paper**

Scratch paper may compromise security of the test by exposing test questions. Provide each examinee one sheet of scratch paper at the beginning of the testing session. For most examinees, this is sufficient. However, examinees may request additional scratch paper during the test by raising their hands and exchanging their used scratch paper for another single sheet.

All scratch paper must be collected following the examination and reconciled against the number of examinees. You may shred the scratch paper immediately following the exam or return it to APTP with the completed answer sheets. Do not dispose of non-shredded scratch paper in recycle or trash bins.

### ***Use of Calculators and Other Testing Aides***

No calculators, slide rules, calculator watches, extraneous scratch paper, etc., may be used during the exam.

The use of calculators has been discussed extensively by the APTP Governing Council. We are aware that calculators are widely used in high schools, but test items have been written not to require calculators for three reasons:

- Calculators are not needed to assess students' understanding of mathematics;
- Calculators can sometimes enable students to solve mathematics problems without understanding underlying principles; and
- All students do not have the same opportunity to work with calculators in high school, or to bring equally capable models to the testing session.

### ***Examinee Absence from Testing Room***

If an examinee must leave the room during the test, collect his or her test materials and retain them while he or she is out of the room. Only one examinee may be allowed out of the testing room at a time. No additional time is given to an examinee to compensate for time spent out of the testing room.

### ***Defective Materials***

If a test booklet is found to be defective, replace it with another booklet of the same type. Report the serial number of the defective booklet to APTP and state how much, if any, testing time was lost by the examinee. Ship the booklet to APTP using a service providing a tracking number.

Replace a defective answer sheet with a new one. The examinee should continue working on the test proceeding from where he or she discovered the defect. At the conclusion of the test, if there is time, please have the examinee transfer the previous answers to the new answer sheet. Submit both answer sheets to APTP and state how much, if any, testing time was lost by the examinee.

### ***Score Cancellation and Illness***

Examinees do not have the option of canceling their scores at the conclusion of the exam. Only in extreme cases of illness will an answer sheet not be scored, and in such cases no refunds will be given and re-test policies will apply.

### ***Testing Irregularities***

The Administrator must report to APTP any irregularities that may affect examinee test scores immediately following the affected testing session. Irregularities include mis-timing of test, illness of an examinee, defective test materials, or disturbances that disrupt the testing session.

### ***Individual Dismissal***

Under standard APTP procedures all examinees remain seated until the end of the testing session at which time materials are collected and examinees are dismissed as a group (see *Testing Site Instructions to Examinees*). However, the Administrator may choose to implement an alternate procedure in which examinees raise their hand when they have completed the exam, give their test materials to the Proctor, and are dismissed individually.

## **After the Test**

### ***Testing Site Administrator Report***

The *Testing Site Administrator Report* summarizes the number of students tested and specifies the name and mailing address for the institution or individual receiving the testing honorarium. The amount of the honorarium is \$2.00 for each examinee whose name appears on the *Registered Examinee Roster* (whether or not they are tested) plus the number of Walk-in Examinees. The minimum honorarium amount of \$85.00. Please remember to include your Social Security Number or your institution's tax identification number to expedite this procedure. If you would like separate checks for your staff, please provide on a separate sheet their names, Social Security Numbers, addresses and the appropriate portion of payment out of the total honorarium.

### ***Returning Answer Sheets***

Completed answer sheets must be returned to APTP immediately after each administration so that they can be machine scored and test results sent to examinees and their designated institutions in a timely manner. Please mail the following materials within 24 hours of the test administration in the postage-paid return envelopes provided. Write your test center name and city in the upper left-hand corner of the envelope and send through standard US mail. No priority or courier service is required to ship completed answer sheets. (Note this differs from shipping test booklets for which a tracking number is required.)

- All completed answer sheets
- *Registered Examinee Roster* (indicating all individuals who were tested)
- *Walk-in Examinee Roster*
- Completed *Testing Site Administrator Report*
- Completed *Administrator Confidentiality Agreement* (with your first batch of used answer sheets only)
- Defective materials (if any)

### ***Returning Other Materials***

All remaining materials should be shipped to APTP within 3 days of your last test administration. Please go through each test booklet and erase any stray marks. Then sort the books by test type and arrange them in serial number order. Place the *Testing Site Shipping Inventory* on top of all materials and send them in the original box and using the paid UPS return label provided.



## **APPENDICES**

**Appendix A.** *Test Administrator Confidentiality Agreement*

**Appendix B.** *Testing Site Administrator Report*

**Appendix C.** *Walk-in Examinee Answer Sheet Instructions*

**Appendix D.** *Walk-in Examinee Post-Registration Instructions*

**Appendix E.** *Testing Site Instructions to Examinees*



## Appendix A. Test Administrator Confidentiality Agreement

As a condition of serving as a test Administrator for the Academic Placement Testing Program (AFTP), I understand and agree to accept the responsibility for maintaining and protecting the confidential nature of AFTP tests and related materials. I understand that revealing the contents of the test materials in the form of any duplication, unauthorized distribution, disclosure, or other breach of confidentiality can render the tests unusable and/or severely compromised with respect to the purpose for which they are administered and, further, that I and/or my institution may be liable for significant monetary damages if one or more of the tests are compromised through negligence or willful malfeasance.

As test Administrator, I agree that:

1. I will oversee and carry out administration of AFTP tests in conformance with the conditions described in the *AFTP Manual 2008 – Testing Site*.
2. I will not, directly or indirectly, in any way compromise the security of any AFTP tests or test materials.
  - I will not allow any person other than authorized staff members to have access to, look at, or be informed about any AFTP tests.
  - I will maintain accurate counts of all tests at all times, particularly before and after each administration.
  - I will implement stringent proctoring procedures during each test administration.
  - I will ensure that AFTP tests are kept in a locked, secure container (such as a safe or filing cabinet) within a locked room when not actually in use.
  - I will utilize a shipping service that allows tracking of packages when it is necessary to ship test booklets.
3. I will provide sufficient training and oversight of testing center staff (if applicable) to enable them to meet the above conditions of test security and confidentiality.

_____ Signature	_____ Date
_____ Name (please print)	
_____ Title	_____ Address
_____ Office	_____ City, State, Zip
_____ Institution	_____ Phone







## Appendix C. Walk-in Examinee Answer Sheet Instructions

Follow these instructions for completing your Walk-in Answer Sheet. When you are finished, please return your completed answer sheet to the test administrator.

**Item 1** Enter your last name, first name and middle initial, one letter per box, starting from the farthest left box. Then, fill in the bubble that matches the letter that you wrote at the top of each column.

**Item 2** Fill in the bubble to the left of the month that you were born, then enter the two-digit number for the day and year of your birth. Be sure to precede any single digit with a zero. For example, if you were born on the third day of the month, please enter '03' not '3.' Fill in the bubble that matches the number you wrote at the top of each column.

**Item 3** Enter the last four digits of your social security number, then fill in the bubble that matches the number you wrote at the top of each column. If you do not have or do not know your social security number, you may leave item 3 blank.

**Item 4** Darken the appropriate bubble for male or female.

**Item 5** Darken the bubble corresponding to your current grade/level in school.

For Items 6-10, turn to the back of your answer sheet:

**Item 6** Enter your student number, beginning with the farthest left box, one number per box. Then, fill in the bubble that matches the number you wrote at the top of each column. If you do not know your college student number, you may enter your high school student number.

**Item 7** Print the name of the school you currently attend.

**Item 8** Darken the bubble corresponding to the type of school you attend, then:

if you currently attend a Washington high school, refer to the Washington High School Code List and enter your high school code in **Item 9**.

if you currently attend a Washington college or university, darken the bubble to the left of your college or university in **Item 10**.

Make no more marks on your answer sheet at this time. Return your completed answer sheet to the test administrator.



## **Appendix D. Walk-in Examinee Post-Registration Instructions**

text text text



## Appendix E. Testing Site Instructions to Examinees

1) *Ask students to be seated and quiet, then read the following aloud. All instructions must be read **exactly** as written to insure consistent administration of Mathematics Placement Tests.*

Welcome to the Mathematics Placement Test sponsored by the Academic Placement Testing Program. I am required to read the following instructions to insure accurate administration of this test. Thank you for your patience. The purpose of the Mathematics Placement Test is to assist you in determining the level of math class for which you are most adequately prepared. It is not a pass/fail exam. This test is a tool to help you plan a successful academic career. Your score from this test will be available through the academic advising office of the university you plan on attending. You will also receive your score in the mail within two weeks of this test date.

In a moment, we will pass out the test materials. Please turn off all cell phones, pagers or other electronic devices and put them away now. Setting your cell phone to vibrate or silent is not sufficient; it must be turned off.

Please clear your desk of all materials except your pencils and answer sheets. For this test, you may NOT use calculators, calculator watches, slide rules, or other similar aids. You must use a #2 pencil to mark on the answer sheet. Scratch paper will be provided. You are not allowed to use your own scratch paper. If you brought scratch paper with you, remove it from your desk.

We will now pass out test booklets and scratch paper. You have the option of taking the Advanced Mathematics or the Intermediate Mathematics Placement Test. When you receive your test booklet, keep it CLOSED on your desk and read the instructions on the front cover. Do NOT make any marks on the test booklets.

2) *Hand out test books and one piece of scratch paper to each student. If you have seated examinees in sections by test type, distribution of the test booklets can be simultaneous. If you have seated examinees randomly, it may be advantageous to ask one test type to stand, and the other to remain seated to distribute booklets.*

3) *NOTE: Examinees may take any of the three tests, regardless of what is indicated on their admission ticket or which school they are attending. Allow examinees to switch test types, as materials permit. It is not necessary to report test type changes to APTP.*

Is there anyone who has not received a test book or scratch paper? Remember to keep your test books CLOSED until told to open them.

Print today's date in **Box A**. Today's date is \_\_\_\_\_.

Now find your Test Book Number on the front of your test book and print that number in **Box B**.

The test and test version are also printed on the front of your test book. Mark the bubbles corresponding to your test and version in **Boxes C and D**. Double-check that you have the correct test. Is there anyone who received an incorrect test?

Now follow along as I read the Confidentiality Agreement:

*I understand that the content of the APTP exams is proprietary and strictly confidential information. I hereby agree that I will not disclose, either directly or indirectly, any question or any part of any question from the exam to any person or entity. I understand that doing so may subject me to disciplinary or legal action.*

Please sign that you agree with this statement in the space provided.

Do NOT make any further marks on your answer sheet until you are instructed to do so.

Is there anyone who does not have a test booklet, answer sheet, and scratch paper at this time?

Your score is based on the number of questions you answer correctly. Avoid random guessing. If you do not know the answer to a question, it is best to leave it blank. If you can eliminate two answer choices, it is generally to your advantage to guess from the remaining answer choices. If you guess correctly on questions you do not understand, you may be advised to take a course for which you are not adequately prepared.

Each question has only one correct answer. Be sure that the number of the question that you are answering corresponds to the number on the answer sheet. Calculators, calculator watches, and slide rules are NOT permitted. Anyone found using unauthorized aids, giving assistance, or receiving assistance will be asked to leave. The answer sheets of such individuals will be voided and reports will be sent to your school detailing the incident.

You will have 60 (75) minutes to complete the test. If you finish early, check over your work and remain quietly seated. Do not talk, whisper, or make excess noise.

*4) You may allow examinees to leave as they complete the test if appropriate. This decision is at the discretion of the administrator since it may be a disturbance for examinees still testing. If examinees are allowed to leave early, please note on the Testing Site Administrator Report.*

If you find your booklet or answer sheet defective or need additional scratch paper, raise your hand. Do NOT make any marks in the test booklet. Use the scratch paper that is provided. Your scores will be delayed if marks are found in your test booklet.

Are there any questions?

*5) Explain restroom procedure to examinees. Allow only one examinee out of the testing room at a time and collect the examinees materials.*

You may open your test booklets and begin work now. You have 60 (75) minutes.

*6) Post start and stop times.*

*7) Verify room count and booklet count.*

*8) If no clock is visible in the testing room, give a verbal warning 5 minutes before the end of the testing period.*

*9) After exactly 60(75) minutes have elapsed, say:*

Please stop work immediately, put your pencil down, and close your test booklet. If you continue to work, your test may be voided.

Make certain the information on your answer sheet is correct. Double-check that the test name and test version are marked correctly. Do not make any more marks on your answer sheet. We must verify that we have a test booklet, answer sheet, and scratch paper from everyone. Do not insert your answer sheet or scratch paper in the test booklets. Do NOT fold or wad up your scratch paper. Please remain seated quietly while we collect and verify the testing materials.

*10) Collect answer sheets first. Next, collect the test booklet and scratch paper. ALL scratch paper must be collected as it exposes the test questions and compromises the confidentiality of the test. After all materials have been collected and counted, say:*

Results from today's test will be available during registration through the academic advising office of the school you will be attending. You will receive a copy of your score by mail within the next two weeks. If you borrowed pencils, please return them on your way out. Thank you for your cooperation. You are dismissed.