

## APTP Manual 2009 – PILOT TESTING SITE

<b>Introduction .....</b>	<b>1</b>
MATH PLACEMENT TESTS.....	1
PILOT TESTING SITE REQUIREMENTS.....	1
<b>Test Administrator .....</b>	<b>2</b>
<b>Testing Rooms .....</b>	<b>2</b>
<b>Test Materials and Security .....</b>	<b>2</b>
TEST MATERIALS .....	2
TEST SECURITY .....	3
<b>Test Administration .....</b>	<b>3</b>
ADMINISTRATION OVERVIEW .....	3
CHECK-IN PROCEDURES .....	3
<i>Identification</i> .....	3
<i>Seating Examinees</i> .....	3
<i>Late Arrivals</i> .....	4
ADMINISTERING THE TEST.....	4
<i>Test Proctors</i> .....	4
<i>Instructions to Examinees</i> .....	4
ADMINISTRATION ISSUES.....	4
<i>Social Security Numbers</i> .....	4
<i>College Student Number</i> .....	4
<i>Scratch Paper</i> .....	4
<i>Use of Calculators and Other Testing Aides</i> .....	5
<i>Examinee Absence from Testing Room</i> .....	5
<i>Defective Materials</i> .....	5
<i>Score Cancellation and Illness</i> .....	5
<i>Testing Irregularities</i> .....	5
<i>Individual Dismissal</i> .....	5
AFTER THE TEST.....	6
<i>Returning Answer Sheets</i> .....	6
<i>Returning Other Materials</i> .....	6
<i>End-of-Course Grade Datafile</i> .....	6
<b>Appendices.....</b>	<b>7</b>
APPENDIX A. TEST ADMINISTRATOR CONFIDENTIALITY AGREEMENT .....	9
APPENDIX B. PILOT TESTING SITE INSTRUCTIONS TO EXAMINEES.....	11



## 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 will be determined during a standards setting process in summer 2009 for the MPT-G and MPT-I and will be the same for all 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. During 2009, additional pilot testing is being carried out to link test scores with end-of-course grades. This manual sets forth procedures to be used by Pilot Testing Sites.

Test scores and grades collected during 2009 pilot testing will provide the basis for the standards setting process. Students eligible to participate in the pilot test are who have just completed Algebra 2, or those who are about to begin an entry-level college math class or precalculus. End-of-course grades are requested for those respective classes.

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

### Pilot Testing Site Requirements

APTP Pilot 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 Pilot 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
- Identifying, training, and overseeing Proctors and other testing staff (if applicable)
- Pre-test planning
- Administering tests
- Verifying and reporting number of tests administered to APTP
- Ensuring compliance with all APTP requirements laid out in this document and elsewhere
- Providing a datafile (MS Excel or ascii format) of student names, student numbers, course, and end-of-course grades for all participating students

## 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. 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*
- *Pilot Testing Site Manual*
- *Test Administrator Confidentiality Agreement*
- *Testing Center Examinee Instructions*
- Postage-paid return envelopes for completed answer sheets
- Postage-paid UPS label for test books
- Answer sheets per Inventory
- Test booklets per Inventory

***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
60 mins. (exact)	Testing period
10 mins. (approx)	Collect and verify testing materials. Dismiss examinees.

- Testing time is 60 minutes.
- 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**

***Identification***

Check one piece of photo identification as each examinee checks in, and again as materials are collected at the conclusion of the administration. Examinees who do not have photo identification may NOT be admitted to the test.

***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 *Pilot Testing Site 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 Pilot Testing Site when prompted.

## **Administration Issues**

### **Social Security Numbers**

Social Security Numbers (SSNs) provide the most accurate link between student name and test score. Students who do not know or who do not wish to indicate their SSNs may leave this field blank.

### **College Student Number**

ALL students must provide their student number (whether college or high school). This number must be the same as that provided in subsequent end-of-course grade datafiles.

### **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.

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.

### ***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

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

Completed answer sheets must be returned to APTP immediately after each administration. 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)
- 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.

### ***End-of-Course Grade Datafile***

You will be asked to provide a datafile (MS Excel or ascii format) containing student name, student number, course, and grade for all students who participate in the pilot test.

## **APPENDICES**

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

**Appendix B.** *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 (APTP), I understand and agree to accept the responsibility for maintaining and protecting the confidential nature of APTP 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 APTP tests in conformance with the conditions described in the *APTP Manual 2008 – Testing Site*.
2. I will not, directly or indirectly, in any way compromise the security of any APTP 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 APTP 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 APTP 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 B. Pilot 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 ensure accurate administration of this test. Thank you for your patience.

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, cell phones, 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. 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. Half of the students should receive an Intermediate test book and half should receive a General test book.*

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.

At the top right of your answer sheet, find **Box 1** and print today's date in the box. Print your name in **Box 2** and fill in the corresponding circles below. Be sure each mark is dark and completely fills the circle. Erase any errors completely.

In **Box 3**, darken the circle next to Intermediate Algebra if you are taking the MPT-I, or fill in BOTH circles if you are taking the MPT-G. The test you are taking is printed on the cover of your test booklet. Also on the cover is the test version, I or J. Mark the test version in **Box 4**. In **Box 5**, write the test booklet number that is printed in the top right hand corner of the cover of your test booklet.

Print your social security number in **Box 6**, and fill in the corresponding circles below each number. If you do not have or do not know your social security number, leave this box blank. In **Box 7**, print your college or high school student number. The answer sheet says that this is optional, but it is not – you MUST enter your student number.

In **Box 8**, print your permanent address and your high school name and location. Please print clearly. Do not mark any of the schools listed in the next section unless you are interested in using this score for placement into college level math classes at one of the five state universities in Washington. If you are interested in this option, please see me after the test to find out how to mail your test fee to APTP. Otherwise, APTP will not report your test score.

In the space labeled Special Code, please write in the test that you will be taking today, either General (MPT-G) or Intermediate (MPT-I). Do not sign the answer sheet yet.

The Math Placement Tests are confidential. That means that you may take the test only if you agree not to share information about the test questions with anyone else. I am going to read a statement to you, and ask that you sign your answer sheet if you agree. Please listen carefully:

*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.*

If you agree to this statement, please sign your name in the space provided. If you do not agree to the statement, you may be excused.

Your score is based on the number of questions you answer correctly. There is no penalty for guessing but you should avoid guessing randomly. If you do not know the answer to a question, it is best to leave it blank. However, if you know one of the answers is NOT correct, it may be to your advantage to guess from the remaining answer choices. Each question has only one correct answer. All answers must be clearly marked on your answer sheet.

If you need to go to the restroom during the test ... *\*\*\* explain procedures \*\*\* allow only one examinee out of the testing room at a time and hold their materials while they're gone \*\*\**

You will have 60 minutes to complete the test. If you finish early ... *\*\*\* indicate whether examinees may leave as they complete the test or remain sitting until everyone has finished \*\*\* this decision is at the discretion of the Test Administrator \*\*\**

Remember that calculators, calculator watches, and cell phones are not permitted. Use your scratch paper for any calculations. If you need additional scratch paper or find your booklet or answer sheet to be defective, please raise your hand. Do NOT make any marks in the test booklet.

Are there any questions?

You may open your test booklet and begin work now. You have 60 minutes.

- 3) *Post start and stop times.*
- 4) *Verify room count and booklet count.*
- 5) *If no clock is visible in the testing room, give a verbal warning 5 minutes before the end of the testing period.*
- 6) *After exactly 60) 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. Do not make any more marks on your answer sheet. Make certain the information on your answer sheet is correct. Double-check that the test name and test version are marked correctly. 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.

7) *Collect answer sheets first. Next, collect the test booklets and scratch paper. ALL scratch paper must be collected as it exposes the test questions and compromises the confidentiality of the test.*

*Do NOT dismiss examinees until after all materials have been collected and counted.*