



**Postsecondary Education Readiness Test  
[PERT]**

**Paper and Pencil  
Administration Instructions**

**December 2012**

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**MAP-XP12-01**

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## PROCTOR INSTRUCTIONS FOR PERT

This manual has been prepared by McCann Associates LLC (McCann) to help proctors administer the Postsecondary Education Readiness Test (PERT). Proctors must read it carefully prior to administering the pencil/paper test.

### SECURITY OF THE TEST

Retaining the security of the PERT is essential to ensuring test validity.

In order to maintain test security, test proctors must adhere to the following procedures:

- When the test is being administered to students, proctors must ensure all examination materials are returned and accounted for. The test booklets must never leave the examination room except when the proctor is transporting the examination materials to and from the examination room.
- While the examination materials are in the possession of the proctor, before and immediately following the examination, the proctor must keep the examination materials sealed in the examination material's package in a locked and secure room. The locked and secure room should not be accessible to students.
- Proctors must return the answer sheets to their District PERT Contact/Assessment Coordinator immediately upon completion of the examination for the District PERT Contact to mail to McCann for scoring. For procedures on returning answer sheets, please see the section of this manual entitled, "PERT Administration Instructions - Section VI: What to do at the End of the Test."

*Note: For score results validity, high schools are not permitted to self-score their tests. However, colleges with scanners and PERT scoring software are not required to return answer sheets to McCann.*

### INSTRUCTIONS TO STUDENTS

The instructions to be given to students before beginning the test are located on the back cover of each question booklet. For PERT Mathematics, calculator instructions can be found inside the booklet. The PERT Mathematics test is divided into calculator and non-calculator sections. Calculator and non-calculator sections are clearly marked at the beginning of each section.

Figure 1: Caption within the Testing Booklet Denoting Non-calculator Section of the Test

**SECTION 1**

**Calculators are NOT allowed when answering any math items in Section 1.**

Figure 2: Caption within the Testing Booklet Denoting Calculator Permitted Section of the Test

**SECTION 2**

**Section 2 contains math items that permit the use of a calculator. High school students are to use FCAT 4-function calculators.**

**EXAMINATION ROOM AND WRITING SURFACE**

The examination room(s) should be quiet, well-lit, and well-ventilated; large enough to accommodate students without crowding; and free from distractions of all kinds.

To ensure test security, students should be separated by two feet on either side. Students are not permitted to face each other if seated at the same table.

**STUDENT-TO-PROCTOR RATIO**

Proctors are not permitted to administer the test alone unless there are fewer than 20 students. Two proctors are required for groups of up to 40 students. If there are more than 40 students, there should be an additional proctor for each additional 25 students.

**CHECK-IN AND RESTROOM PROCEDURES**

Personal belongings, including electronic devices, are not permitted in the testing room (see appendix for Possession of Electronic Devices Sheet). Students should sign-in upon arrival, and all students should be told that if an electronic device is found in their possession during testing, even if the device is turned off, the student's test will be invalidated. An invalid test could affect the student's course enrollment for the next school year. If a student's test is invalidated, the test session is still considered one of the student's two allowed testing attempts for that subject area.

**RESTROOM POLICIES:**

Only one student may take a restroom break at a time. Proctors must ensure that the student does not take the test booklet out of the room. Proctors must also ensure that the student does not have access to personal electronic devices while outside the testing room.

## **PROCTOR ROLES**

The test proctor's role in administering the PERT is to ensure test security and an equitable testing environment. Proctors are prohibited from participating in other activities (e.g., providing help in answering test questions, reviewing the test, or accessing the computer for non-test activities) during the testing session.

## PERT ADMINISTRATION INSTRUCTIONS

### SECTION I: WHAT TO DO BEFORE THE TEST BEGINS

*Note: The script to be followed by the proctor is printed in **bold letters** within the following sections of this manual. McCann urges proctors to read the script exactly as printed.*

1. Proctors should arrive about 30 minutes before the test is scheduled to begin. Upon arrival, proctors should ensure the testing environment, examination room, and all materials are in accordance with testing protocols.
2. Proctors should be aware of the testing environment's McCann Site Identification Number, as students are required to provide this information on the test answer sheet. Proctors may obtain this information either by requesting it from the Institution Administrator or by logging into College Success® under a Site Manager Account and selecting 'User' then 'Edit Site.'

*Tip: if in a classroom setting, proctors may write the McCann Site Identification Number on the board to provide students with easy access to this information.*

3. Proctors must be aware of the Test Form Codes, as students are required to provide this information on the test answer sheet.

*Tip: if in a classroom setting, proctors may write the Test Form Codes on the board to provide students with easy access to this information.*

Math	Reading	Writing
7581	1179	6319

4. Proctors must arrange the examination room to maximize test security. Proctors should spread out tables and chairs, or desks, as much as possible.
5. Proctors must ensure they, the examination room, and the students have all needed supplies. Needed supplies are as follows:
  - a) Blank envelope (to send answer sheets back to the District Assessment Office for mailing to McCann for scoring)
  - b) Answer sheets (provided by McCann)
  - c) PERT test booklets
  - d) 4-function FCAT calculators (for qualified IEP/504 students taking PERT Mathematics)
  - e) No. 2 pencils
  - f) Student Sign-in Sheet (see appendix)/ Security Checklist (see appendix)
  - g) Security Log
  - h) PERT Mathematics Scratch Paper (see appendix)
6. Place an answer sheet and a pencil at each desk or table where a student will sit.

## SECTION II: GENERAL ANNOUNCEMENTS

1. Before actually starting the test, proctors must plan which general announcements will be made. General announcements vary depending upon the local conditions and facilities. Major issues to consider in the general announcements:
  - a) Restroom rules
  - b) Turning off and turning in all cell phones, beepers, radios, recorders, and other electronic devices
  - c) Maintenance and security of personal items during the testing process
  - d) Any announcements relative to the testing process; e.g., testing rules and invalidation of scores if a student has an electronic or recording device or is observed cheating

## SECTION III: FILLING OUT THE ANSWER SHEET

1. At the scheduled start time, proctors should announce to the students: **"Each of you has an answer sheet and a number 2 pencil on your desk."** (Proctor should hold up a sample of each.)
2. Proctor should announce: **"We will fill in the sections of the answer sheet together. Once you have completed a section, put your pencil down, and wait for instructions to move on."**
3. Proctor should announce: **"Fill in section one. If your name is longer than the space given, fill in as much as possible."** Proctor should wait for all students to complete section one before moving on.
4. Proctor should announce: **"I will fill in section two for you with your State or Local District student ID."** Proctor should complete section two with the student's 10-character social security number + X or with the student's Local District unique 10-digit ID number.
5. Proctor should announce: **"Fill in section three."** Proctor should wait for all students to complete section three before moving on.
6. Proctor should announce: **"Fill in sections four through eleven. Fill in the "omit" circle for any information you do not want to provide. Do not leave circles blank."** Proctor should wait for all students to complete sections four through eleven before moving on.
7. Proctor should announce: **"Fill in section twelve."** Proctor should announce the Site Identification Number or, if the proctor has previously written the Site Identification Number on the board, the proctor may direct students to copy the Site Identification Number off of the board. Proctors should wait for all students to complete section twelve before moving on.
8. Proctor should announce: **"Do not fill in section thirteen. You can leave this section blank."**
9. Proctor should announce: **"Fill in section fourteen."** Proctor should announce the Test Form Codes or, if the proctor has previously written the Test Form Codes on

the board, the proctor may direct students to copy the Test Form Codes off of the board. Proctors should wait for all students to complete section fourteen before moving on.

10. Proctor should announce: **"Fill in section fifteen."** Proctor should announce the date to the students. Proctors should wait for all students to complete section fifteen before moving on.
11. Once every student has completed filling in the answer sheet with demographic information, the proctor should announce: **"Put your answer sheet aside. I will now hand out the PERT test booklets."**

#### **SECTION IV: STARTING THE TEST**

1. Proctors should distribute the PERT booklets face down, ensuring the instructions on the back cover are visible to the students.
2. Proctors should read the instructions aloud as the students read the instructions on the booklets. Proctors should announce: **"You are not permitted to write in the booklets, and they are not to leave the testing room. You must fill in the answer sheet to mark your answers."**
3. Proctors should announce: **"Turn the booklet over and begin the test. This is not a timed test. Once you have finished your test, please raise your hand."**
4. When a student raises his or her hand, the proctor should walk over to the student and confirm the student has completed the test. The proctor should collect the booklet and answer sheet from the student, and allow him or her to exit the examination room.

#### **SECTION V: WHAT TO DO WHILE THE TEST IS IN PROGRESS**

1. Immediately after the students have begun the test, proctors should begin walking around the room and monitoring the test session.
2. Proctors should identify behavior that is prohibited during testing.
3. Proctors should watch for students who have completed the test and have their hand raised. As each student raises his or her hand to leave, proctors should:
  - a) Go, or have another proctor go, to the student's desk. Students should not leave their seats, approach the proctor, or the proctor's desk.
  - b) Proctors should ask the student if he or she has completed the test and if he or she is ready to leave. If the student has completed the test and is ready to leave, the proctor should collect the student's answer sheet, test booklet, scratch paper (for Mathematics only, see appendix), and pencil. No student is permitted to keep a booklet or to make a copy of any of the questions or any of the answers.
  - c) The proctor should require the student to sign out on the Student Sign-in Sheet (see appendix).
  - d) The proctor should dismiss the student. The proctor should place the answer sheets, booklets, and pencils in separate piles on the proctor's desk.



## SECTION VI: WHAT TO DO AT THE END OF THE TEST

1. After all students have completed the test and have been dismissed, the proctor should take a final count of the test booklets and answer sheets to ensure the proctor has the same number of test booklets and answer sheets.
2. The proctor should complete the Answer Sheet Transmittal Form (see appendix) and Proctor's Report Form (see appendix). Place the forms and the answer sheets into an envelope or box, and return them to the District Assessment Office for mailing them back to McCann by registered mail or an overnight delivery service. We strongly urge that the package be securely taped before shipping to prevent accidental opening in transit. The School Test Coordinator and the District Institutional Administrator should be sure to obtain tracking information as McCann is not responsible for answer sheets lost in transit.

*Note: Postsecondary Institutions with scanners and PERT scoring software are not required to return answer sheets to McCann. High school hardcopy tests will be sent to McCann by their District PERT Contact.*

**REMEMBER!** All testing materials are secure material and, as such, represent a serious breach of security if lost not only for future testing in the proctor's location, but for other test users as well. Proctors should ensure they are able to account for all booklets received, as booklets may need to be sent back to McCann.

3. Upon receipt of the answer sheets, McCann will commence the process of scoring. Scoring will be completed within 48 hours. Upon completion of scoring, scores will be viewable in the College Success platform.
4. If an answer sheet is deemed "non-scoreable" due to missing information (student identifier, date of birth, etc.), the high school will be required to administer another PERT test at the high school's own expense.
5. If an answer sheet is deemed "invalid" due to testing irregularities or security breaches, the proctor will complete a PERT Invalidation Report form (Appendix 8) and attach it to the appropriate subtest. Include the Invalidation Code in the last column. Return the Report form to your District PERT Contact.

### **Thank you for a Proctoring job well done!**

Upon completion of your high school test administration, please return all test booklets and answer sheets to your District PERT Contact, who will mail tests to the following address:

McCann Associates  
800 Township Line Road, Suite 300  
Yardley, PA 19067

## **PERT ACCOMMODATED TESTING INSTRUCTIONS**

### **RECOMMENDED ELIGIBILITY REQUIREMENTS FOR: PERT ACCOMMODATED TESTING**

Administrators first need to determine whether the students with disabilities can test under standard conditions. Standard conditions are defined as using a standard test booklet and answer sheet in a standard examination room.

Accommodated testing may be administered at a time mutually convenient for the student and proctor. Students receiving assistance from a reader or transcriber should be tested in a separate room. Tests are to be administered at the school, not in the student's home or other location unless the student is currently confined to the home or is receiving hospital/homebound instruction.

### **LARGE-PRINT ADMINISTRATION**

Students who have an individual educational plan (IEP) indicating the need for large-print or Braille may use a large-print or Braille test booklet. With large-print booklets, McCann provides a large-type answer document that can be used by students who are unable to mark responses on the standard answer sheet.

*Note: For students who use a large-type answer document, item responses must be carefully transferred by school personnel to a standard PERT answer sheet for scoring.*

The instructions to be given to students before beginning the test are located on the back cover of each question booklet. For PERT Mathematics, calculator instructions can be found inside the booklet and are divided into calculator and non-calculator sections.

The PERT large-type answer document is intended to help students complete the test under standardized conditions. This document cannot be scored by McCann. At the conclusion of the test administration session, the proctor must transfer the student's answers from the large-type answer sheet to the standard PERT answer sheet. Student demographic information must also be entered by the transcriber on the standard answer sheet. The test administrator should send the large-type answer sheet to McCann in accordance with the procedures for sending the standard PERT answer sheet.

### **BRILLE ADMINISTRATION**

The instructions to be read by students before beginning the test are located on the back cover of each test booklet. For PERT Mathematics, calculator instructions can be found inside the booklet and are divided into calculator and non-calculator sections. Students are to use FCAT 4-function calculators.

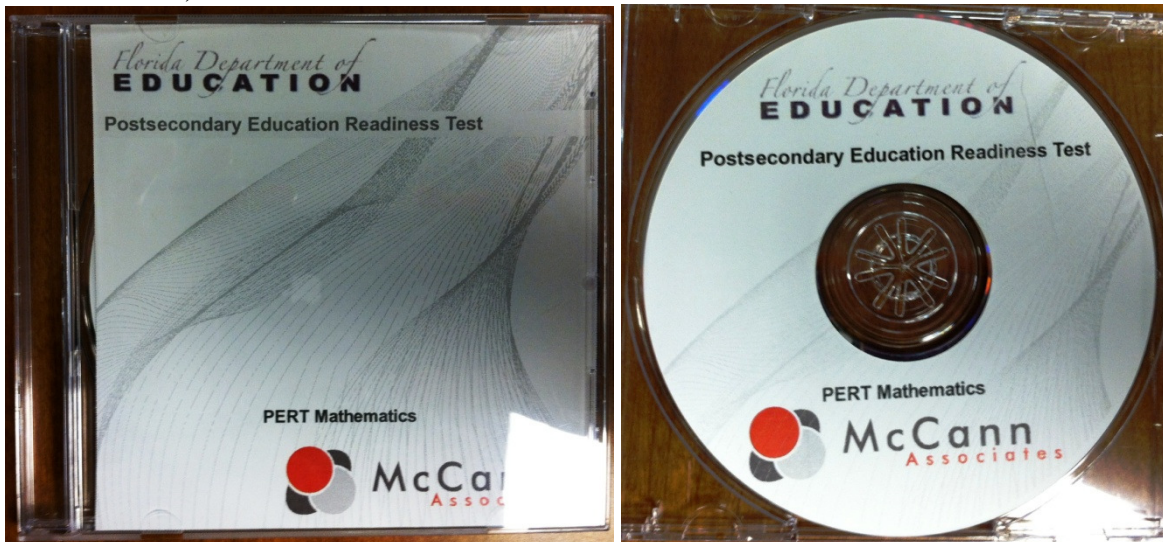
Transcribers must record student responses on the PERT answer sheet. Transcribers should only record for one student at a time.

### AUDIO ADMINISTRATION

Students who have an individual educational plan (IEP) indicating the need for audio administration for Writing or Math may use the PERT audio Writing or Mathematics CD-ROM. The PERT audio CD-ROM contains a series of tracks, which exactly follow the directions, questions, and answer options provided within the test booklet.

### MATERIALS

1. All materials needed for standard test administration are required. In addition, audio testing requires:
  - a. The PERT Audio CD-ROM (jewel case and CD-ROM for PERT Math pictured below)



2. Computer with CD drive and speakers

### CONTENTS OF AUDIO CD

#### Mathematics

- Track 1: Test Booklet Title Page
- Track 2–End of CD: Reading of Test Booklet Questions
- Track 3–30: Section 1 test questions
- Track 31: Instructions for Section 2
- Track 32–End of CD: Section 2 test questions

#### Writing

- Track 1: Test booklet title page

- Track 2: Instructions (located on back page of booklet)
- Track 3–End of CD: Test questions (Each passage and each question is a separate track. They follow the order presented in the test booklet.)

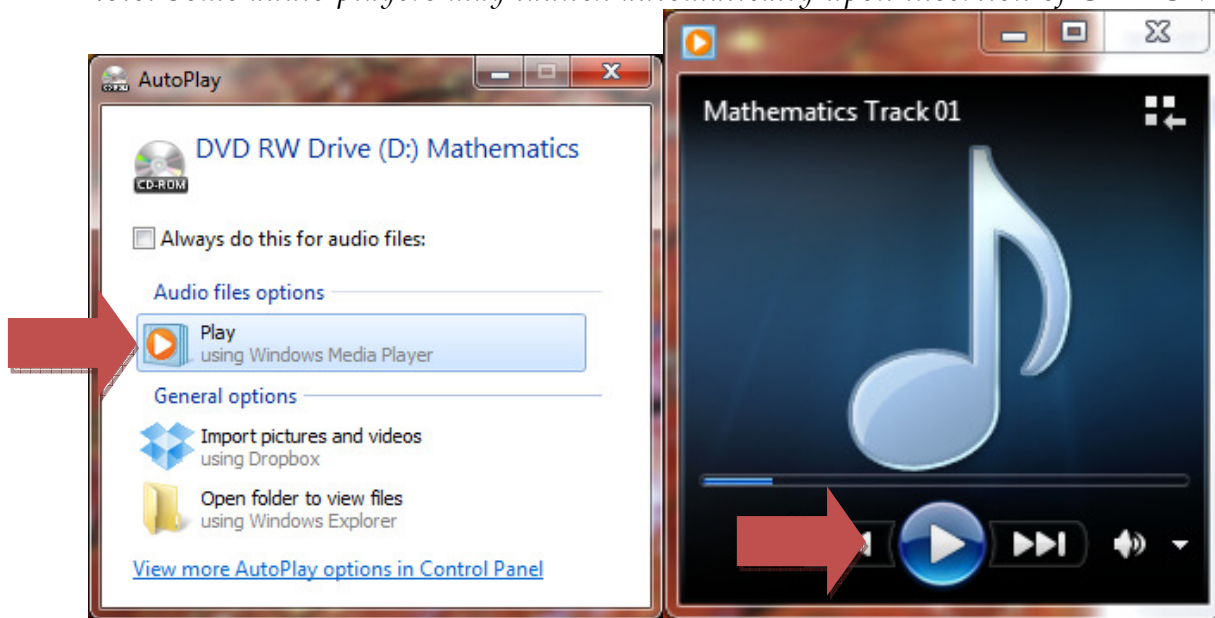
### INITIAL SETUP

1. Proctor or transcriber should remove the CD-ROM from the jewel case and insert the CD-ROM into the computer's disk drive.

*Note: Technical instructions will vary depending on your computer and operating system. For troubleshooting assistance, contact McCann Technical Support at 866.933.0508 or [solutions@mccanntesting.com](mailto:solutions@mccanntesting.com).*

2. Proctor or transcriber should open audio player software (standard with most operating systems: Windows Media Player, iTunes)

*Note: Some audio players may launch automatically upon insertion of CD-ROM.*



3. Proctor or transcriber should not begin playing tracks until after completing the steps listed in the Instructions for Testing section below.

*Note: Proctor or transcriber should adjust the computer's and player's volume to a comfortable level for both proctor and test taker.*

### INSTRUCTIONS FOR TESTING

1. Proctor or transcriber should assist student in completing the answer sheet by reading the requirements aloud and transcribing the student's response. (For more information, refer to Section III: Filling Out the Answer Sheet within this manual.)
2. Proctor or transcriber should open proctor copy of testing booklet: This booklet provides written questions which exactly follow the questions on the

audio CD-ROM. The proctor or transcriber may use the question booklet to follow along with the audio questions.

*Note: Audio tracks do not correspond with question numbers in the booklet. E.g., Audio Track 1 ≠ Booklet Question 1.*

3. Proctor or transcriber should play audio tracks, replaying audio tracks or pausing audio tracks as needed for student.
4. Proctor or transcriber should record the student's answers on the answer sheet.
5. After the student has completed all questions on the audio CD-ROM/test booklet, the proctor should remove the CD-ROM from the computer and store the CD-ROM securely according to the same protocol as testing booklets.

## APPENDICES

### APPENDIX 1: PERT ADMINISTRATION RECORD/SECURITY CHECKLIST ADMINISTRATION RECORD / SECURITY CHECKLIST PERT READING, MATHEMATICS, AND WRITING

SCHOOL NUMBER: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

Test Booklet Security Number	Student Last Name	Student First Name	Grade Level	Student ID Number	Attendance (see codes)	Test Group Code	Test Administrat or Signature	School Assessment Coordinator	Date Returned To McCann

Attendance Codes:    P = Present       A = Absent       W = Withdrawn       P/I = Present but Invalidated

## APPENDIX 2: PROCTOR SECURITY LOG SECURITY LOG PERT TESTING

District: \_\_\_\_\_ School: \_\_\_\_\_ Room Number: \_\_\_\_\_ Test Group Code: \_\_\_\_\_

Personnel (test administrator, proctors) assigned to monitor the room for ANY length of time must complete this log when entering and exiting the room.

Please be sure to indicate your assigned area of the testing room (e.g., first three rows, back of the room).

DATE	TIME IN	TIME OUT	ASSIGNED AREA OF ROOM	PRINT NAME	SIGNATURE



### APPENDIX 3: STUDENT SIGN-IN SHEET

[illegible]



**APPENDIX 4: PERT MATHEMATICS SCRATCH PAPER**

**PERT Mathematics Test**  
**Scratch Paper**

Student Name: \_\_\_\_\_

Test Date: \_\_\_\_\_

## APPENDIX 5: POSSESSION OF ELECTRONIC DEVICES SHEET



Possession of any electronic device (cell phones, iPads, etc.) is **NOT PERMITTED** during the PERT test. Turn in all devices to your teacher to hold until after the test is over. Students found with devices will have their scores invalidated.



**APPENDIX 6: ANSWER SHEET TRANSMITTAL FORM****ANSWER SHEET TRANSMITTAL FORM**

**ATTENTION PROCTORS:** PLEASE RETURN THIS FORM WITH THE STUDENTS' ANSWER SHEETS. DO NOT STAPLE FORMS TOGETHER.

District: \_\_\_\_\_

Site Name and Site ID: \_\_\_\_\_

Enclosed are \_\_\_\_\_(number) student answer sheets for \_\_\_\_\_(number) students who took the test for \_\_\_\_\_(number) \_\_\_\_\_(number) \_\_\_\_\_(test).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

*Note: If the answer sheets are lost, damaged in transit, or not accurately filled out as to prevent scanning and scoring, you will be required to re-administer the test at your own expense.*

We recommend that you return the answer sheets to us via UPS Ground Service, or at least by registered or certified mail. However, if answer sheets that are shipped UPS, registered, or certified mail are lost, the shipper only reimburses you for the declared value of the contents of the package. Re-administration of the examination would be necessary.

Please include the Proctor's Report Form with this form and the answer sheets.

**APPENDIX 7: PROCTOR'S REPORT FORM****PROCTOR'S REPORT FORM**

**PLEASE RETURN THIS FORM WITH THE STUDENT ANSWER SHEETS**

Test Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Site Name and ID: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Number of Students Present: \_\_\_\_\_

Did you review the answer sheet before collecting it from the student? \_\_\_ Yes \_\_\_ No

Can you confirm the answer sheet is accurately and fully filled out, as to prevent re-administration? \_\_\_ Yes \_\_\_ No

List students' questions about the test: \_\_\_\_\_

Give details of any problems or unusual circumstances (cheating, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What did you tell the students to do about any problems, if applicable? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 8: PERT SCORE INVALIDATIONS

### TEST IRREGULARITIES/SECURITY BREACHES/INVALIDATIONS

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

DATE	SCHOOL NAME	SCHOOL NUMBER	STUDENT ID NUMBER	STUDENT LAST NAME	STUDENT FIRST NAME	STUDENT MIDDLE NAME/MI	GRADE LEVEL	PERT SUBTEST	INCIDENT	ACTION/RESOLUTION	INVALIDATION CODE*

#### \*Invalidation Codes (Key):

**ADULT ERRORS** (students are held harmless and may retake the same subtest)

AE-1 accommodation given by mistake (not documented in IEP or 504 plan)

AE-2 accommodation not given when justified

AE-3 Test Administrator or Proctor error

AE-4 other

**STUDENT INFRACTIONS** (count as one (1) of the two (2) allowed test attempts but will not be scored)

SI-1 irregularities observed during test

SI-2 disruptive behavior

SI-3 possession of electronic device during test

SI-4 other

**TECHNICAL PROBLEMS** (due to unforeseen disruptions; students are held harmless and may retake the same subtest)

TP-1 power failure

TP-2 Internet connection stops

TP-3 interruption due to fire drill, bomb threat, bad weather, etc.

TP-4 student is logged out of College Success due to time limitations

TP-5 computer or testing platform malfunction

TP-6 other

**MISCELLANEOUS** (actions to be determined on a case-by-case basis)

MC-1 student became ill and was unable to complete the test

MC-2 defective test materials

MC-3 other