



P.E.R.T.

Postsecondary Education Readiness Test

Paper and Pencil, Large Print and Braille Administration Instructions

Version 2 for Testing Accommodations

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CONTENTS

- PERT Accommodated Testing Instructions 3
 - Recommended Eligibility Requirements for: PERT Accommodated Testing..... 3
- PAPER and PENCIL ADMINISTRATION..... 3
 - Large-Print Administration 3
 - Braille Administration 4
 - Security of the Test 5
 - 5
- Proctor Roles 6
- Instructions to Students 7
- Examination Room and Writing Surface 7
- Check-in and Restroom Procedures 7
 - Restroom Policies:..... 7
- PERT Version 2 ACCOMMODATED Administration Instructions..... 8
 - Section I: What to Do Before the Test Begins 8
 - Section II: General Announcements 9
 - Section III: Filling Out the Answer Sheet..... 9
 - Section IV: Starting the Test 10
 - Section V: What to do While the Test is in Progress 11
 - Section VI: What to do at the End of the Test..... 11
- Appendices 13
 - Appendix 1: PERT Version 2 Paper/Pencil Test Administration Record/Security Checklist..... 13
 - Appendix 2: Proctor Security Log..... 14
 - Appendix 3: Student Sign-in Sheet 15
 - Appendix 4: PERT Mathematics Scratch Paper 16
 - Appendix 5: Possession of Electronic Devices Sheet..... 17
 - Appendix 6: Answer Sheet Transmittal Form 18
 - Appendix 7: PROCTOR'S REPORT FORM..... 19
 - Appendix 8: PERT Score Invalidations 20

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.

PERT ACCOMMODATED TESTING INSTRUCTIONS

RECOMMENDED ELIGIBILITY REQUIREMENTS FOR: PERT ACCOMMODATED TESTING

Administrators first need to determine whether students with disabilities can test under standard conditions. Standard conditions are defined as taking the computer adapted test.

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 or college, not in the student's home or other location unless the student is currently confined to the home or is receiving hospital/homebound instruction.

PAPER AND PENCIL ADMINISTRATION

Students who have an individual educational plan (IEP) indicating the need for accommodations may use a paper/pencil test booklet.

LARGE-PRINT ADMINISTRATION

McCann Associates provides a large-print answer document that can be used by students who are unable to mark responses on the standard answer sheet.

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-print 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-print 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-print 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 allowed to use 4-function calculators.

SECURITY OF THE TEST

SECURITY STATEMENT

All materials in this book are CONFIDENTIAL and must be kept secure at all times. Duplication, reproduction, and other unauthorized use of Florida statewide assessment test books and answer books are prohibited. Test security requirements and sanctions for security violations are established by Section 1008.24, Florida Statutes, and State Board of Education Rule 6A-10.042, FAC. This statute and rule are reproduced in the Test Administration Manual.

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. 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.

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.

The Paper and Pencil PERT Version 2 is intended solely for students who need accommodated testing rather than computer adapted testing. Accommodated tests are typically administered to students one-on-one or in small groups that need the same accommodation, such as large print or Braille.

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 allowed to use 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.

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 academic progress.

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, answer sheet or scrap paper out of the room. Proctors must also ensure that the student does not have access to personal electronic devices while outside the testing room.

PERT VERSION 2 ACCOMMODATED 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, accommodations, 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.

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 or to the college Scantron scoring office)
- b) Answer sheets (provided by McCann)
- c) PERT test booklets
- d) 4-function 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 some sections of the answer sheet together. Once you have completed a section, put your pencil down, and wait for instructions to continue.”**
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 continuing.
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 continuing.
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 continuing.
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 continuing.
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 continuing.

Subject	Type	Code
PERT Math	Regular	1012
PERT Math	Braille	1022
PERT Math	Large print	1032
PERT Reading	Regular	2012
PERT Reading	Braille	2022
PERT Reading	Large print	2032
PERT Writing	Regular	3012
PERT Writing	Braille	3022
PERT Writing	Large print	3032

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 continuing.
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 monitor 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 or deliver the envelope or box to the college's scantron scoring location. 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 material lost in transit.

REMEMBER! All testing materials are secure materials 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 need to be sent back to McCann or destroyed.
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 or college will be required to administer another PERT test at the high school or college'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.

Authorized college and district test coordinators are able to use the online Invalidation Report on the PERT Repository website to complete a detailed report of any testing irregularities.

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
6805 Route 202
New Hope, PA 18938

APPENDICES

**APPENDIX 1: PERT VERSION 2 PAPER/PENCIL TEST ADMINISTRATION
RECORD/SECURITY CHECKLIST**

**ADMINISTRATION RECORD / SECURITY CHECKLIST
PERT READING, MATHEMATICS, AND WRITING**

TEST SITE NUMBER: _____ TEST SITE 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 Date	Returned To

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

APPENDIX 2: PROCTOR SECURITY LOG

SECURITY LOG

PERT TESTING

District: _____ Test Site: _____ 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 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, laptops, tablets, 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: THIS FORM MUST BE RETURNED 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:

# of Booklets	Subject	Type	Code	# of Answer Sheets
	PERT Math	Regular	1012	
	PERT Math	Braille	1022	
	PERT Math	Large Print	1032	
	PERT Reading	Regular	2012	
	PERT Reading	Braille	2022	
	PERT Reading	Large print	2032	
	PERT Writing	Regular	3012	
	PERT Writing	Braille	3022	
	PERT Writing	Large print	3032	

Signature: _____

Date: _____

Name (please print): _____

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 institution's 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

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 (test infractions, 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

Test Site Name: _____ District Number: _____

Completed by: _____ Date Submitted: _____

DA TE	SCH OOL NAM E	SCHO OL NUM BER	STUD ENT ID NUMB ER	STUD ENT LAST NAME	STUD ENT FIRST NAME	STUD ENT MIDD LE NAME /MI	GRA DE LEV EL	PERT SUBT EST	INCID ENT	ACTION/RESO LUTION	INVALIDAT CODE*

*Invalidation Codes (Key):	
<p>ADULT ERRORS (students are held harmless and may retake the same subtest)</p> <p>AE-1 accommodation given by mistake (not documented in IEP or 504 plan)</p> <p>AE-2 accommodation not given when justified</p> <p>AE-3 Test Administrator or Proctor error</p> <p>AE-4 other</p> <hr/> <p>STUDENT INFRACTIONS (will not be scored)</p> <p>SI-1 irregularities observed during test</p> <p>SI-2 disruptive behavior</p> <p>SI-3 possession of electronic device during test</p> <p>SI-4 other</p>	<p>TECHNICAL PROBLEMS (due to unforeseen disruptions; students are held harmless and may retake the same subtest)</p> <p>TP-1 power failure</p> <p>TP-2 Internet connection stops</p> <p>TP-3 interruption due to fire drill, bomb threat, bad weather, etc.</p> <p>TP-4 student is logged out of College Success due to time limitations</p> <p>TP-5 computer or testing platform malfunction</p> <p>TP-6 other</p> <hr/> <p>MISCELLANEOUS (actions to be determined on a case-by-case basis)</p> <p>MC-1 student became ill and was unable to complete the test</p> <p>MC-2 defective test materials</p> <p>MC-3 other</p>