

University of Wisconsin

**Placement Testing
Administrator's Manual**

**UW Center for Placement Testing
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Table of Contents

Security of Testing Materials.....	3
Suggestions for Site Coordinators and Test Administrators.	4
Before the Day of Testing.	4
On the Day of Testing.	4
Proctors.....	6
Number of Proctors.	6
Duties of Proctors.	6
Daily Schedule.	7
Preliminary Announcement.	8
Test Administration Instructions.	9
Mathematics Placement Test Instructions.....	11
English Placement Test Instructions.....	13
Foreign Language Placement Test Instructions.....	15
Checklist for Return of Test Materials.	18

IMPORTANT

Please study the test administration materials carefully before the day of the tests. Any questions you may have can then be addressed by contacting Tim O'Connor at the UW Center for Placement Testing at (608) 262-9151 or by e-mail at tnoconno@wisc.edu.

Throughout the manual, instructions in boxes are to be read aloud to the students. Text not within boxes is information for the test administrator.

Security of Testing Materials

Test security is extremely important and cannot be overemphasized. The security of all testing materials is the recipient's responsibility from the moment the materials are received until they are returned to the Center for Placement Testing. When you have finished checking the materials, put them in a secure, locked place. The testing materials should not be left unattended when they are not in locked storage.

No one (except with prior approval from the Center for Placement Testing) is permitted to copy or retain copies of the test questions. This includes administrators and proctors. You should make it your personal responsibility to inform your assistants of the need for proper security and to see that they enforce security rules without exception.

Suggestions for Site Coordinators and Test Administrators

Before the Day of Testing

- 1) Be sure rooms are scheduled for the testing day.
- 2) When testing materials arrive, **immediately** verify the contents against the packing slips. As indicated on the packing slip, the quantities may not be exact since booklets are counted by machine. The counts should be very close but you will need to count **exactly** for your own inventory. Rarely, but it has happened, the machine count is significantly off. If you are short of materials, please contact the Center for Placement Testing at (608) 262-5863 so an additional shipment can be made. Test booklets will be shipped **before the first test date**, usually directly from the printer. The shipment may be staggered as the printer will send out each test as it is completed. The Center for Placement Testing will send a separate shipment of answer sheets, return envelopes, etc. It is anticipated that these materials will cover your needs throughout the regional testing program. However your usage will be monitored and additional materials will be sent if necessary. If you are using more than one testing room, you may want to re-pack the boxes so that each room has its own box of materials. If you divide materials in this manner, make separate "packing slips" for each box so it will be easier to account for the materials during the test day. Ignore the numbers on the answer sheets. They are only for computer matching purposes. Keep the original packing slips to return with the materials, if you are sending them back to the Center for disposal. Please keep the testing materials in a secure place away from student access.
- 3) Arrange for proctors and have them report at least 20 minutes before the beginning of the tests. Brief the proctors on their duties and the program. Be sure they understand the special requirements for distributing and collecting materials.
- 4) Arrange for a "standby" administrator in case of a last minute emergency.
- 5) A day or two before testing, check the testing rooms for seating arrangements, lighting, air conditioning or heating, lectern, tables for materials, etc. Make certain that the room will be unlocked or obtain a key. Check the P.A. system if one is used.

On the Day of Testing

- 1) Brief the proctors and assign sections.
- 2) **Students are required to bring and present a government-issued photo ID.** Please be sure to check this when admitting students into the test site. A high school photo ID is acceptable.
- 3) If possible, assign proctors to see that students fill alternate seats from front to rear as students are admitted to the room.

- 4) A roster of students registered for your site is available to download, but it is **not** necessary to indicate "present" or "absent" on the roster. Some sites may wish to record this information in case of a question arising later, but it is entirely optional.
- 5) Walk-ins should be accommodated, if possible. Wait until all registered candidates are seated, however, to be sure room is available.
- 6) During the briefing period, have the proctors stack the answer sheets and test booklets for easier distribution. A small supply of pencils is enclosed with your materials for those students who may have neglected to bring pencils.
- 7) If you can accommodate late-comers, please try to do so, but don't admit anyone after the administrator begins the instructions for any test. Be sure that any late-comers eventually fill out the front page of the answer sheet because this identification information is necessary to report scores. Only one answer sheet is used for all tests.
- 8) After students begin work on each test, have the proctor(s) count the number of students in the room. Also count the number of unused test booklets. The sum of these should equal the number of booklets charged to you as indicated on the packing slip.
- 9) When test booklets are collected after each test, have each proctor count the number he/she has collected. The sum of the counts should equal the number of students in the room. Locate any missing books **before** going on to the next test or dismissing any students. **All students are to remain seated until the test session has ended.**
- 10) After students start work on the test, have the proctor(s) stack the materials for the next test. After the next test starts, have the proctors separate the used test booklets from the unused booklets.
- 11) Proctors and administrators are encouraged to take breaks throughout the testing day, but the room should be adequately supervised at all times. Testing personnel should not take breaks during student breaks or during the last ten minutes of any test session.
- 12) Make a note of any irregularities that occur. During the last test, complete the Administrator's Report, including names of all personnel who worked.
- 13) If the behavior of a student disrupts testing, that person should be warned that any further disruptive behavior will not be tolerated and they will be dismissed. Their tests will not be scored and the campus they are attending will be notified of these circumstances. You are not expected to put up with unruly behavior.
- 14) Return test materials in the manner prescribed at the end of this manual. (See page 18)

Proctors

Number of Proctors

Use the following table to determine the number of proctors needed. Depending on the room arrangement, you may not need as many proctors as indicated. The use of roving proctors is also a good idea for small rooms. Use your best judgment.

Number of Examinees per Room	Approximate Number of Proctors
1 - 25	0
25 - 50	0-1
51 - 100	1-2
101 - 150	2-3
151 - 200	2-3

Duties of Proctors

Proctors will assist the administrator in all activities, including:

- 1) All aspects of test security;
- 2) The admission, seating of examinees, and the distribution of test booklets;
- 3) Pre-test preparation and post-test accounting of answer sheets and test booklets;
- 4) Walking quietly about the room to make sure that the examinees follow instructions, supplying new test booklets and answer sheets if any are defective, supplying sharpened pencils where needed, making sure that no graphing calculators are used, etc.;
- 5) Observing and reporting any irregularities to the administrator.

Proctors should give strict attention to their duties and should not read or talk to one another during the examination. While walking about the room, proctors should be careful not to disturb or embarrass examinees by pausing too long next to any individual.

Administrators may assign additional duties to the proctors as deemed necessary.

Daily Schedule

Regional Placement Testing Program

<u>Time</u>	<u>Activity</u>
8:00 - 8:30 a.m.	Student arrival, seating, orientation, and filling out identification information on answer sheet
8:30 - 10:00 a.m.	Mathematics testing (90 minutes)
10:00 - 10:10 a.m.	Break
10:20 - 11:50 p.m.	English testing (90 minutes)
11:50 - 12:00 p.m.	Break
12:00 - 1:00 p.m.	Foreign Language testing (60 minutes)

This is an approximate schedule. Dismissal times vary with the number of students tested in a given room. The times noted in parentheses are the actual timings that are allowed for each test.

Preliminary Announcement

To ease the flow of students, centers may choose to divide into separate rooms by handing out room assignments as students arrive. The first ____ (substitute room capacity here) go to one room, the next ____ (substitute room capacity here) go to another room, etc. That gives an exact number in every room except the reporting address and this last room is the only one affected by absentees or walk-ins. Instructions to be read to the students are in **boxes** (except the information within parentheses, which is information for the administrator). Please enunciate clearly and distinctly and in a voice sufficiently loud to be heard by all examinees. Before testing begins, be sure that all examinees are in alternate seats. Please introduce yourself and your proctors and make any welcoming remarks that will help put the students at ease.

🔊 Special Note 🗣️

The tests which you will take today are a required part of your University of Wisconsin registration. They will have no effect on admission to the university. You have already been admitted. The test scores will be used to decide what courses you should take in college. In addition, test scores may also be used to determine whether you need to take any remedial courses once you arrive on campus. Remedial courses usually do not carry college credit and may limit the number of credits you may register for in a given semester.

The tests you will take today are in what are commonly called the basic skill subjects: mathematics and English. Foreign language tests in French, German, and Spanish will also be available. Not all UW campuses require all tests. The campus you plan to attend has already notified you which tests are necessary. If you are undecided about attending several schools, you are highly encouraged to stay and take all of the test batteries that have been indicated by the schools you are considering.

You will be advised of the results of the tests by the counseling office or your assigned advisor when you arrive on campus to plan your program of study. If you have any questions, please contact the counseling or testing office of the campus you plan to attend.

There will be several short breaks during today's testing, but please be on time for all testing sessions. This is especially important since late-comers may be denied the opportunity to take a test. No one will be allowed to leave a test session before the entire time for the session is up.

We'll move along most rapidly if you pay strict attention to the instructions I give, and if you wait for those instructions before doing anything. Please don't even write your name on the answer sheet until I tell you to do so. At this time, please turn off all cell phones, alarm watches, pagers or any other electronic device. Electronic devices such as cell phones or watches cannot be used as a calculator on the mathematics placement test.

This answer sheet can be used for all tests included in the placement battery. It is important for all students to fill out the identification section (page 1 of this document) completely and accurately so that scores can be recorded properly.

Test Administration Instructions

Have the proctors pass out the UNIVERSITY OF WISCONSIN SYSTEM PLACEMENT TESTING ANSWER SHEET to each student. This is the only document necessary for students to use in recording test answers regardless of the number or type of test taken.

Please do not mark on this sheet until I tell you to do so. This one answer sheet will be used for all tests that you take today. Turn the sheet so that the words "UNIVERSITY OF WISCONSIN SYSTEM PLACEMENT ANSWER SHEET" are in the upper right hand corner. Read the directions and study the example in the lower left, but do nothing else. Note that the right way to indicate a response is to blacken the circle completely and as darkly as possible without going outside the circle. *(You may want to note the example given on the answer sheet.)* Only #2 lead pencils can be used on this answer sheet. Ballpoint or felt marking pens cannot be scored. Is there anyone who needs a pencil? *(Distribute as needed)*

The upper part of the sheet has a grid for your name. In the empty boxes at the top of the grid, please print your last name, with one letter at the top of each column. Then, in the same way, print your first name in the space provided for first name, followed by your middle initial in the last column. To facilitate merging your placement test scores with the rest of your student record, please be sure to use your legal name, rather than a nickname. If there are not enough spaces for you to write your entire name, print as many letters as is allowed on the answer sheet and omit the rest. If your last name includes a space and/or an apostrophe, such as O'Connor, please do not include the space or apostrophe when completing these fields. If your legal name includes a hyphen however, the hyphen should be included. If you have no middle initial leave that space blank. After you have written your name in the boxes, carefully fill in the circles corresponding to each letter of your name, including your middle initial. The circle corresponding to the hyphen is located at the very bottom. A bubble will need to be filled in corresponding to each printed character in the boxes at the top. Make each mark dark by going over it several times with your pencil and filling in each circle completely. Be careful not to extend your mark outside of the circle. If you have to erase, do so completely. Do not fold, crease, or tear the answer sheet. Please look up when you are finished. *(pause)*

To the right of the name grid indicate the campus you plan to attend. If you are considering more than one campus, mark your first choice. If you change your mind later, that's fine because your scores are available to all UW System institutions. *(pause)*

Below the name grid at the left is a box asking if English is your primary or first language. Please fill in the correct circle. *(pause)*

Below the name grid at the left of the page is a box labeled "Sex." Please fill in the correct circle. *(pause)*

Where it says "BIRTH DATE," please mark a circle in the first column to indicate the month in which you were born. In the empty boxes at the top of the next two columns print the day of the month, if you were born between the first and the ninth, print zero and the day, for example, zero-one, zero-two, etc. Above the next four columns print the digits of the year in which you were born and then fill in the corresponding circles in each column *(pause)*

When you have finished, please go back and double-check to ensure that the bubbles are filled in correctly. In particular, it is essential that the name and birth date fields be completed correctly and that only one character has been filled in per field. If this information is not entered accurately, it may not be possible to add your placement test scores to your student records. *(pause)*

In the box on the lower right, please sign your name and provide today's date to certify that you are the person whose name appears on this answer sheet. *(Pause)*

Please notice the statement printed on the bottom right corner of this sheet regarding the forwarding of placement test data recorded on this answer sheet. If you enroll in a University of Wisconsin campus that does not participate in this testing program, the campus can receive your test scores by accessing a secure placement testing database.

(When it appears that all students have finished, announce:) Once again, I would like to remind you that all test questions will be answered on this one answer sheet. Please keep it flat on your desk at all times. At this time, please turn off all cell phones, alarms on watches or any other noise-making device. Electronic devices such as cell phones or watches cannot be used as calculators on the mathematics placement test. The use of cell phones is not allowed during testing and could result in your test not being scored.

Mathematics Placement Test Instructions

As materials are being distributed say:

Do not open your test booklet until instructed to do so. The test booklet being distributed contains the University of Wisconsin Mathematics Placement Tests. *(pause)* Each of you should have a test booklet and a #2 pencil. Is there anyone who needs a booklet or a pencil? (Distribute where necessary) As you take the tests today, please do not put your answer sheet on top of the test booklet when recording answers. The soft surface of the test booklet allows the pencil to perforate the answer sheet, making scoring impossible. Please print your name in the upper right-hand corner of the test booklet. *(pause)* In the box labeled "FORM NUMBER" on the front of your answer sheet, fill in the 3-digit code found on the cover of the MATH test booklet. Then fill in the corresponding circles. *(pause)* Turn over your answer sheet so that page 2 "MATHEMATICS" is on top left. Do not begin the test until instructed to do so.

Now turn to the next page of the booklet and read the instructions to yourself while I read them aloud.

Please Note:

The use of a non-graphing calculator on this test is optional. No question requires the use of a calculator. **GRAPHING CALCULATORS ARE NOT ALLOWED.** You may not share a calculator. You may not use electronic devices such as cell phones or watches as calculators. If you require scratch paper, use the margins of this test booklet, not the answer sheet.

Marking Your Answers:

Do this on the separate answer sheet. Be careful to mark your answers in the right section. There are more spaces than there are questions. Just leave the extra spaces at the end blank.

When marking, fill the circle completely. Make your mark heavy and dark using a number 2 pencil. Pen marks are not read by the scoring equipment. If you change an answer, erase your first mark completely. Do not make any stray marks on the answer sheet.

Time Limits:

You will have 90 minutes to complete the mathematics test. This exam is designed to place students into many different levels of college mathematics, ranging from fundamental mathematics to first semester calculus. Therefore, you may find some of the questions rather easy and some of the questions rather difficult. Do your best on all questions. Placement is based on three math scores which will be used in combination to determine your optimal math placement. Work rapidly but carefully. Do not spend too much time on any one question. If you have time after you have finished the test, you may go back and review your answers. After 45 minutes, the test administrator will announce that the time is half over.

When I instruct you, open the test booklet and begin. As mentioned, you will have 90 minutes for the test and I will inform you when 45 minutes have passed and when there are 5 minutes remaining for the test. If you have time after you finish the test, go back and recheck your answers. You may not leave until the test session has ended. When I tell you, please turn the page and begin. Are there any questions? *(Pause)* You may begin.

(Have the proctors circulate to be sure that people are filling answers in the correct section of the answer sheet.)

(After 45 minutes say:) You have 45 minutes remaining.

(After 85 minutes say:) You have 5 minutes remaining.

(After exactly 90 minutes say:) Stop, please close your test booklets and pass the test booklet to the *(right, left, center)*. *(pause)* Do not put your answer sheet in the test booklet. Please stay seated until all materials are accounted for.

Students may take a 10-15 minute break at this time. Remind them to leave their answer sheets on the desk and to return to the same desk.

English Placement Test Instructions

Distribute the English test booklets and give the following instructions:

Please check to make sure that you have your own answer sheet. Please do nothing with these test booklets until I give you instructions. Keep them closed in front of you.

(When the materials have been distributed say:) Each of you should now have a #2 pencil, an answer sheet, and a test booklet entitled "ENGLISH PLACEMENT TEST." If you do not have these please raise your hand. *(Supply where necessary)* Please print your name in the upper right-hand corner of the test booklet. *(pause)* In the box labeled "FORM NUMBER" on the front of your answer sheet, please fill in the 3-digit code found on the front cover of the ENGLISH test booklet. Then fill in the corresponding circles. *(pause)* Now turn over your answer sheet so that "English" is at the top center.

While working through the test, you may write in the test booklet if you so desire, but answers must be marked only on the answer sheet. Please open your test booklet to the first page and read the instructions silently while I read them aloud.

You will have 90 minutes for this test. Work rapidly, but carefully. Do not spend too much time on any one question. If you have time after you have finished the test, go back to the questions you have left unanswered.

The three parts of this test are English Usage, Sentence Correction, and Reading Comprehension. When you have finished one part, go on to the next part without stopping until you reach the end of the test. Read the instructions carefully since your task will not be the same in each section. Please read the examples at the beginning of each section thoughtfully, but do not mark the answers to the sample problems on your answer sheet.

Record your answers on the separate answer sheet only. Make all marks heavy and dark and be certain the marks entirely fill the circle. Use #2 pencil only since ballpoint and felt marking pens will not be scored. If you change an answer, be sure to erase the first mark completely. Do not make any stray marks on the answer sheet. Do not fold or crease the answer sheet. If you require scratch paper, use the margins of this test booklet, not the answer sheet. There is only one correct answer for each question. Your score will be the total number of correct answers. Do not put the answer sheet on top of the test booklet when recording answers as the soft surface may perforate the sheet.

Answers should be marked on the back page of the answer sheet under "ENGLISH." Do not be concerned if there are more answer spaces on the answer sheet than there are questions in the test booklet. Just be sure you are marking your answers in the correct location.

When I instruct you, open the test booklet and begin. You will have 90 minutes for the test. There are 3 sections in this test. Sections 1 and 2 are grammar questions; Section 3 is a reading comprehension test. The first 2 sections comprise roughly half of the questions on the test and the third section, the remaining half. I will inform you when there are 45 minutes remaining, at which point you should be close to completing the first 2 sections and beginning Section 3, Reading Comprehension. I will also inform you when there are 5 minutes remaining. You may not leave until the test session has ended. Are there any questions? *(pause)* All right, please begin.

(After 45 minutes say:) There are 45 minutes remaining. You should soon begin Section 3, if you haven't already done so.

(After 85 minutes say:) There are 5 minutes remaining.

(After exactly 90 minutes say:) Stop. Please close your test booklet. Do not put your answer sheet in the test booklet. Please pass your test booklet to the *(right, left, center)*. Please remain seated until all test materials have been accounted for. Please keep your answer sheet on your desk.

(Have proctors check to be sure that all test booklets have been collected and accounted for.)

(Once all booklets are accounted for say:) Please turn over your answer sheets so your name is on the top. Those students who do not intend to take a foreign language test should now pass their answer sheets to the *(right, left, center)*. **(Pause)** Now if you borrowed a pencil, please pass it to the *(right, left, center)*. Anyone planning to take a French, German or Spanish test should hold onto their answer sheets. These tests should be taken by students who plan to continue in French, German or Spanish after taking it in high school or having prior experience in the language. The tests should also be taken by students attending campuses with a foreign language proficiency requirement. The campus you are planning to attend should have notified you whether these tests are recommended. You may stay and take the test even if you did not specifically register for it ahead of time. Those of you not intending to take a foreign language test are now dismissed.

Students may take a 10-15 minute break at this time. Remind them to leave their answer sheets on the desk and to return to the same desk.

Foreign Language Placement Test Instructions

Please note that we anticipate that many students will not have pre-registered for the foreign language tests. Enough booklets are sent to hopefully accommodate all those wishing to test. The French, German, and Spanish tests are printed in the same test booklet, so if you were to run short, you can tear the booklets into separate language tests. If you do have to break the booklets apart, read the instructions very carefully, as some students will not have instruction sheets. All of the tests will be taken under the FOREIGN LANGUAGE section on the back page of the answer sheet.

(See that each student who remains in the room has a #2 pencil. When each student has a pencil say:)
Because of limitations on time, you may take only one foreign language test here today. If you need an examination in a second language, you may take it at another time once you are on campus. Students who need placement in languages other than French, German and Spanish will be placed by that department after arriving on campus.

The proctors will now distribute the booklets for the foreign language tests. All tests are included in a single booklet. *(Pause while the test booklets are distributed. If you do not have enough test booklets, they may be pulled apart to accommodate all those wishing to test. When each student has a test booklet say:)* Please do not open the test booklet until you are told to do so. Please print your name in the upper right-hand corner of the test booklet. *(Pause)* In the box labeled "FORM NUMBER" on the front page of the answer sheet, fill in the 3-digit code found on the front cover of the FOREIGN LANGUAGE test booklet. Check to make certain that you have your own answer sheet. Then fill in the corresponding circles. *(Pause)*

Now turn over the answer sheet. Answers will be marked in the FOREIGN LANGUAGE section. Please darken the correct circle in the box labeled "TEST TAKEN" at the top of the foreign language section of the answer sheet.

Please turn to the next page in the test booklet and read the instructions silently while I read them aloud.

This is a test of language usage and reading comprehension. Its purpose is to help determine the appropriate level in which you should continue your study of a foreign language at the college level. It is available to all UW-System students to place them in the first through fifth semesters of language study. Because the test must cover such a wide range of levels, the questions vary considerably in their level of difficulty.

You will have 60 minutes to complete the test. Work rapidly and carefully and do not spend too much time on any one question. There is only ONE correct answer for each question. Answer all questions to the best of your ability and make an educated guess if you are unsure of an answer. Your score will be based on the total number of correct answers, so there is no penalty for guessing. If you finish the test before the allotted time has expired, go back and re-check your answers.

Record your answers on the separate answer sheet only, using a NUMBER 2 pencil. Ball point and felt marking pens cannot be scored. Make all marks heavy and dark and be certain that the marks entirely fill the circle. If you change an answer, be sure to erase the first mark completely and do not make any stray marks on the answer sheet. Do not fold or crease the answer sheet. If you require scratch paper, use the margins of this test booklet, not the answer sheet.

(Note: The page numbers change from year to year. Please look at the test booklet you are currently using to get the correct page number for your instructions.)

The French test begins on page 1.

The German test begins on page ____ .

The Spanish test begins on page ____ .

This test is difficult because it tests up to native knowledge. Please do not be discouraged if you think you cannot answer many of the questions correctly. The score will be very helpful to you and your advisor in planning your schedule for next year.

Do not be concerned if there are more answer spaces than there are questions in the booklet.

You will have 60 minutes to complete the test. I will let you know when there are 5 minutes remaining for the test. You may not leave until the test session has ended. You may write in the test booklet if you wish. Now turn to page 1 if you are taking the French test, page ____ if you are taking the German test, or page ____ if you are taking the Spanish test and please begin.

(After 55 minutes say:) There are 5 minutes remaining.

(After exactly 60 minutes say:) Stop. Close your test booklet. Turn your answer sheet so that your name is on the front. Please pass your answer sheet to the *(right, left, center)*, answer sheets only.

(After the answer sheets have been collected and brought forward, have the proctors collect the test booklets.) Now pass your test booklets to the *(right, left, center)*. Please remain seated until we have accounted for all the testing materials.

Now pass any pencils you have borrowed to the *(right, left, center)*. Please remain seated until I dismiss you.

(Students are not to be dismissed until all test booklets have been accounted for. When all test booklets have been accounted for say:) Thank you. You are now excused.

Instructions for Return of Test Materials

Please return all used answer sheets **immediately** after each regional testing date. Use the UPS-labeled Tyvek envelopes provided to ship packages (<http://www.ups.com/dropoff>). Do not use Tyveks for residual tests, they are for use in the Regional Testing Program only. Creased and curled sheets will be rejected by the scanning machine, so please:

1. Stack the sheets neatly and in the same direction
2. Don't forget to stack retests separately
3. Use pieces of cardboard for rigidity
4. Seal the envelope tight around the stack of sheets – don't let them shift around inside

In the first envelope, include the **Administrator's Report**, noting any irregularities. Also be sure to either email or include your **staffing report** for that test date.

After your last test date, please return your Regional Placement Testing Institutional Invoice to the UW Center for Placement Testing.

At the end of regional testing, have all used materials confidentially destroyed, and return unused Tyvek envelopes to the Center. If you provide residual testing on your campus, you can return used sheets to the Center for scoring at no cost.

If you have any questions regarding the return of materials or any other aspect of the Regional Testing Program, please call Tim O'Connor at the UW Center for Placement Testing at (608) 262-9151 or e-mail at tnoconno@wisc.edu.