

**Test Day Schedule:**

**Sample Day 2 Schedule**

Approximate Time—Activity

- 7:00 A.M. (at the latest)—Test center staff arrive
- 7:00–7:30 A.M.—Security inspection of testing materials
- 7:30–7:45 A.M.—Staff briefing
- 7:45–8:00 A.M.—Prepare rooms, post signs, set up check-in area
- 8:00 A.M. (at the latest)—Examinees arrive
- 8:00–8:15 A.M.—Identify, admit, and, seat examinees
- 8:15–8:30 A.M.—Begin verbal instructions, distribute Day 2 test booklets and answer documents as directed in the verbal instructions in the administration manual
- 8:30–9:15 A.M.—Administer WorkKeys Reading for Information (timed)
- 9:15–9:20 A.M.—Verbal instructions WorkKeys Applied Mathematics
- 9:20–10:05 A.M.—Administer WorkKeys Applied Mathematics (timed)
- 10:05–10:15 A.M.—Break (collect formula sheets)
- 10:15–10:20 A.M.—Verbal instructions Michigan Mathematics
- 10:20–10:55 A.M.—Administer Michigan Mathematics (timed)
- 10:55–11:10 A.M.—Collect and verify test booklets and answer documents
- 11:10–11:40 A.M.—Dismiss examinees for lunch break

- 11:40 A.M.—Examinees arrive after lunch break
  - 11:40–11:55 A.M.—Identify, admit, and seat examinees
  - 11:55–12:10 P.M.—Begin verbal instructions, distribute Day 3 test booklets and answer documents as directed in the verbal instructions in the administration manual
  - 12:10–12:55 P.M.—Administer Michigan Science (timed)
  - 12:55–1:00 P.M.—Verbal instructions Social Studies - Part 1
  - 1:00–1:40 P.M.—Administer Michigan Social Studies - Part 1 (timed)
  - 1:40–1:50 P.M.—Break
  - 1:50–1:55 P.M.—Verbal instructions Social Studies - Part 2
  - 1:55–2:35 P.M.—Administer Michigan Social Studies - Part 2 (timed)
  - 2:35–2:50 P.M.—Collect and verify test booklets and answer documents
  - 2:50 P.M.—Dismiss examinees

**Sample Day 3 Schedule**

Approximate Time—Activity

- 7:00 A.M. (at the latest)—Test center staff arrive
- 7:00–7:30 A.M.—Security inspection of testing materials
- 7:30–7:45 A.M.—Staff briefing
- 7:45–8:00 A.M.—Prepare rooms, post signs, set up check-in area
- 8:00 A.M. (at the latest)—Examinees arrive
- 8:00–8:15 A.M.—Identify, admit, and seat examinees
- 8:15–8:30 A.M.—Begin verbal instructions, distribute Day 3 test booklets and answer documents as directed in the verbal instructions in the administration manual
- 8:30–9:15 A.M.—Administer Michigan Science (timed)
- 9:15–9:20 A.M.—Verbal instructions Michigan Social Studies - Part 1
- 9:20–10:00 A.M.—Administer Michigan Social Studies - Part 1 (timed)
- 10:00–10:10 A.M.—Break
- 10:10–10:15 A.M.—Verbal instructions Michigan Social Studies - Part 2
- 10:15–10:55 A.M.—Administer Michigan Social Studies - Part 2 (timed)
- 10:55–11:10 A.M.—Collect and verify test booklets and answer documents
- 11:10 A.M.—Dismiss examinees

**Breaks**

Breaks may only be scheduled between tests where indicated in the sample schedules, as stated in the verbal instructions in the administration manual. The time allowed for the break should be based on your facilities and number of students testing, but may **not** exceed 15 minutes.