

Do not admit any late arrivals to the test room once you begin distributing test booklets. Hand out the test booklets in strict serial number order to each examinee that is present. Do **not** skip booklets to allow for absent examinees or leave a test booklet at an empty desk. Do **not** have students pass test booklets back or across aisles. Keep an exact count of the number of test booklets distributed and keep track of the order in which they were distributed for completing your Seating Diagram.

Look at your answer document. Turn to page 2 and find Box 10 at the top of the page. Fill in the bubble next to (*Initial, Makeup, or Emergency*) form type.

If any students have form number 0812, they should be testing in a room where directions are being read from the Spring 2008 MME *Administration Manual for Students Testing with Accommodations*.

Now find Box 11 – Form Number. Now look at the front cover of your test booklet. A four-digit Test Form Number is printed in the lower-right corner. Print that number in Box 11 on your answer document. Then fill in the corresponding oval in each column. . . If you do **not** fill in the correct ovals, your answer document cannot be scored **accurately**.

Allow students time to complete the Form Number. The Test Form Type and Test Form Number indicate which answer key will be used in scoring the assessment. Therefore, **if a Test Form Type or Test Form Number is not entered correctly, the answer document may not be scored correctly.** Then continue by saying:

Now look in the bottom left corner of your test booklet. There is a ten-digit number. This is your test booklet number. Print the ten-digit number in Box 12 on your answer document. Fill in the corresponding oval in each column. . .

Walk around the room to be sure examinees are entering the Form Type, Form Number, and Booklet Number correctly on their answer documents.

Please listen carefully to the following instructions. The use of scratch paper is **not** permitted. If you need to do any figuring or scratch work, write in your test booklet.

Mark only one response to each question. You will receive credit only for responses properly marked on your answer document during the time allowed for a specific test.

I will walk around the room during testing to be sure you are working on the right test and are marking your answers in the correct place on your answer document. If you have a question or need another pencil, raise your hand for assistance. Do **not** look around.

If you are wearing a watch with an alarm or have any other alarm device, **you must be sure it is turned off now.** If your alarm sounds in the test room, you will be dismissed and your answer document will **not** be scored. . .

I will keep the official time for this examination. I will announce when five minutes remain on each test to serve as a warning before time is called. It is to your advantage to answer every question. Are there any questions?. . .