

If you do **not** understand any of these directions, please raise your hand.

**DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.**

Are there any questions? . . .

Set your stopwatch or interval timer to **exactly 35 minutes** and say:

We are now ready to begin the test. I will announce when you have 5 minutes left to work. Go to the next page and begin working. . .

You may post the Start and Stop time on the board; check your calculations carefully before you do so. You will read an announcement when 5 minutes remain on each test. Do **not** disturb examinees during the test session with additional oral or written announcements of time remaining.

When your watch or timer indicates **exactly 30 minutes** have passed, and you have checked the time, say:

There are five minutes left.

When your watch or timer indicates **exactly 35 minutes** have passed, say:

Please stop. Put down your pencils, close your test booklets, and look up. . .

Verify everyone has stopped, then say:

Close your test booklet. Turn your answer document so that page 1 faces you and look up. . .

I will now collect the answer documents and test booklets. They will be picked up individually; do **not** pass them in. You may **not** leave the room. Remain quietly in your seat until I give you further directions.

**While examinees remain in their seats:**

1. Collect and count the answer documents. Turn them all one way and make certain you have one answer document for each examinee.
2. Collect the test booklets **individually** from each examinee and count them. Do **not** allow the booklets to be passed in. Verify that the number of booklets collected equals the number of booklets distributed. If you are short a test booklet, match the booklets with the answer documents using the booklet numbers to determine whose booklet was **not** collected.

**Do not dismiss examinees until you have verified that the number of booklets distributed equals the number collected, and that you have an answer document for each examinee.**

**After the count of the answer documents and test booklets has been verified, dismiss students using Option 1 or Option 2 below. (as specified by your Test Supervisor).**



<b>35 Minutes</b>	
START	_____
5 minutes remaining	_____
STOP	_____

Transfer to Testing Time Verification Form on page 71.