

# PAPER/PENCIL INSTRUCTIONS

## TEST ADMINISTRATORS

- Former test administrators need to have their Test Administrator Profile status must appear as updated before ordering tests.
- New test administrators must be approved by BJU Press Testing & Evaluation before ordering tests.
- Each test administrator should choose the option to test for others under the **Contact Preferences**. They also need to mark their **Address Privacy** setting as needed. If it is marked as **Private**, they need to click on the **Change Privacy** button to change their **Address Privacy** to **Limited** or **Public** and then save their changes.

## ORDERING

- Ordering for IAHE customer testing begins January 6, 2020 and materials returned by August 15, 2020 to be included in the group.
- Large orders should be listed with test dates separated by one day (March 5, March 6, etc.) for paper/pencil tests. This allows all tests in an order to appear in the **My Tests** view and make it easier to search for a specific day and see a smaller set of students.
- One directions book automatically accompanies each order. Extra directions should be ordered during the initial ordering process. Extra directions ordered at a later date will be subject to **shipping/handling fees**.

## BEFORE TESTING

- Please have the test administrator inspect the materials immediately upon receiving them and note any problems, such as torn packages, water damage, or marked/circled answers.
- If shipping damage has occurred, please let us know right away so we can send replacement materials and submit a shipping claim. Test administrators should return damaged packages and materials to the BJU Press Testing office to aid in the claims process.

## DURING TESTING

- Each test administrator is responsible to be sure each student writes his or her name on the inside page of the answer document.
- The test administrator is also responsible to see that the *CogAT*<sup>®</sup> Form 7 is bubbled on the third page. Even if the students are not taking the *CogAT*<sup>®</sup>, Form 7 should be bubbled.
- Special Accommodations require a professional diagnosis, e.g. IEP or report from a child psychologist or pediatrician to document the disability. The test administrator may call BJU Press Testing with any questions.
- The test administrator is responsible for the condition of test materials, he is urged to see that there is **no writing in the books** and **no food or drink** near the books. Test administrators also need to stress that scrap paper used for math (or doodling after the test) should not be placed directly on booklet pages when writing, as this can cause indentations. This helps to avoid damage or replacement fees.

#### RETURNING MATERIALS

- Test administrators should arrange the answer sheets in the order listed on the Student Roster.
- \*Tests received after 8/15/2020 will still be scored—just not as part of the group.
- Each shipment includes a Student Roster listing the student name(s) and two spaces for test administrator signatures. This should be returned to BJU Press Testing & Evaluation. If there are more test administrators, their information can be added on the back of the page or attached on a separate sheet.
- Please have the test administrators fill in any incomplete information for the students in that shipment on the **original** Student Roster. We would like only one copy of the Student Roster per shipment.
- If some students' materials have to be held and returned later, **please keep a copy of that Student Roster** to send with later tests, including a signature from the test administrators involved in testing these students.
- Please have test administrators ship the materials via UPS, FedEx, or USPS Priority Mail. UPS and FedEx automatically insure up to \$100; USPS Priority Mail insures up to \$50. Additional insurance should be added when the total value of the package exceeds \$100.

#### RESULTS

- The Student Profile Narrative, Individual Performance Profile, List of Student Scores, and a Group Performance will be included at no additional charge.
- Paper/pencil results and online testing results will be in the same group report.