



Major Field Tests

Test Administration Manual

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Overview of the Test Supervisor's Responsibilities

Introduction

Thank you for accepting the responsibility of test supervisor for the administration of the Major Field Tests. We depend on you to supervise test administrations using the detailed guidelines and procedures in this manual. You can help ensure that the administration at your center is efficient, fair, and secure by carefully following the procedures in this manual.

General Instructions

The test supervisor has overall responsibility for the security and handling of test materials and for the test administration. These responsibilities include:

- checking all test materials sent from ETS within 24 hours of receipt
 - keeping all test materials secure and safeguarding all aspects of test security
 - conducting test administrations carefully according to the instructions in this manual
 - collecting all test materials and returning them promptly to ETS according to the specified timetables (see page 20 of this manual for instructions on returning test materials)
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Test Books and Test Supplies

Check the materials item by item when your shipment arrives from ETS to be sure that you have received all of the materials you will need for administering the tests. Be sure to verify the number of test books and answer sheets you receive with the number shown on the test shipment notice/packing slip. If there is a discrepancy, notify ETS at once at 1-800-745-0269.

Checklist of Materials Supplied by ETS

- Test books
- Answer sheets
- Test Administration Manual (printout PDF from website)
- Program Manual
- Processing Request Form
- Order Form (PDF)
- Envelopes for returning answer sheets to ETS
- Reinforced tape and labels for returning test books to ETS
- Test shipment notice/packing slip indicating the number of test books and answer sheets sent
- Compact disc (for MFT Music test only)

Checklist of Equipment Provided by the Test Supervisor

- A reliable watch that you are willing to adjust as the instructions require.
- A large clock in each testing room clearly visible to all examinees. If this is not possible, you will need to post the amount of time remaining at regular intervals. There should always be two timepieces in each testing room to prevent mistiming. Do not use an examinee's watch.
- A pencil sharpener, if possible.
- A small supply of number 2 or HB (soft lead) pencils with erasers.
- For MFT Music test only:** A CD player with stereo speakers. It is advisable to use a CD player with high-quality speakers, such as the type usually provided in music department classrooms. The MFT Music test must be administered separately from any other MFT test; it is best to administer the test in a music classroom with built-in CD playback equipment. The test supervisor administering the MFT Music test must be thoroughly familiar with the operation of CD players; the CD for the Music test should be tested on the playback equipment prior to the test administration date to be sure the CD is not defective.

Test Security

If you are the test supervisor for the Major Field Tests, you are responsible for the security of all testing materials from the time they are received until they are sent back to ETS. (If you are the person who will administer a specific test, you will share overall responsibility for the security of all test materials consigned to you.) Please emphasize to your associates the need for security and be sure they know what measures are necessary to ensure it.

Have all testing materials delivered to you personally and lock them in a desk, cabinet or closet to which only you and a few specifically authorized personnel have access. Within 24 hours after receiving the materials, check them thoroughly against the test shipment notice/packing slip to be sure you have received everything needed for the test administration. **No one** may examine the test books at any time except the examinees while taking the test or a test supervisor who has been asked to confirm a reported defect. Any breach of security, no matter how minor, must be reported to ETS.

Testing Environment

Students will be able to do their best in a testing environment that is comfortable and free of distractions such as noise, poor lighting, inadequate writing surfaces, or extreme temperatures. Although some adverse conditions may be beyond the control of the supervisor, every effort must be made to minimize the possibility of such distractions through careful planning. Testing can be a stressful situation; be sensitive to students' psychological as well as physical needs.

Students with Disabilities

In accommodating students with disabilities, we suggest that you treat the Major Field Tests the same way you would treat any important local test. That is, you should make arrangements for a Major Field Test administration for students with disabilities as you do for other locally administered tests.

Keep in mind that appropriate testing arrangements are needed to minimize any possible adverse effect an examinee's disability may have on his or her test performance and to help ensure that the resulting scores represent the examinee's educational achievement as accurately as possible.

A large-type, Braille, or audiocassette edition of each test is available upon request, however, six weeks advance notice is required for large-type editions and three months notice is required for Braille and audiocassette editions. In addition, for students who will have difficulty filling in the bubbles on the answer sheets, we suggest that the students circle their answers in the test book. After the testing session, these answers should be transferred to an answer sheet for processing by ETS. Please then attach the student's test book with the answer sheet.

Timing for the Test Administration

The accurate timing of the examinations is of prime importance. The Major Field Tests **require two hours of testing time (except for the MBA test, which requires three hours)**. This does not include time needed to give instructions and distribute and collect test materials.

Proctors

If more than 50 students are to be tested in one room or if there is more than one exit from the room, you will need the assistance of additional proctors. Proctors should have the responsibility of monitoring each exit during the test administration. They should walk about the room quietly and frequently during the administration to guard against misconduct and to check that students are following directions. It is extremely important that quiet be maintained during the examination. Supervisors and proctors must not disturb the students by talking or whispering together after testing has begun. Where appropriate, proctors should include both male and female staff from diverse racial and ethnic groups so that they reflect the makeup of the student body as much as possible.

Standards for Examinee/Proctor Ratios

Number of Examinees Per Room	Number of Proctors Per Room
1–50	1
51–100	2
101–150	3
151–200	4

In addition to room proctors, **one** roving or hall proctor should be used for every **four** testing rooms.

Answer Sheets

Please note that the Major Field Tests employ three kinds of answer sheets.

- The **purple answer sheet is for the Business test and the MBA test only**. It provides options A, B, C, and D for each question.
- The **green answer sheet is for the Associate Business test**. It provides options A, B, C, and D for each question.
- The **brown answer sheet is for all other MFT test titles**. It provides options A, B, C, D and E for each question.

Instructions for completing the demographic questions on the answer sheet are given on page 15 of this manual and should be read to the students. If you wish to obtain subgroup reports, special instructions for completing the answer sheets are required. See the section “Obtaining Optional Subgroup Reports” on page 8 of this manual. General instructions for completing answer sheets are printed on the back covers of the test books.

It is important that students mark all of their answers on their answer sheets. **Except in the case of students with disabilities or if there are insufficient answer sheets, scoring cannot include responses marked in the test book.**

Prohibited Aids

While taking the test, students should have nothing on their desks but test books, answer sheets, pencils and erasers. The use of items such as (but not limited to) the following are strictly prohibited:

- telephones or cell phones
- pagers or beepers
- books, pamphlets, notes, or papers of any kind
- dictionaries (including electronic)
- compasses or protractors
- calculators (including calculator watches)
- rulers
- slide rules
- mechanical pencils, pens, and highlighter pens
- stereos or radios with headphones
- watch alarms (including those with flashing lights or alarm sounds)

Anyone found using any of these items should be warned and, if the action continues, should be dismissed from the examination. Explain the circumstances on the Supervisor’s Test Administration Report Form and attach the answer sheet to the form. Use of scratch paper is also prohibited. Students may make preliminary calculations or other notes to help them work out their answers in the blank spaces in their test books—not on their answer sheets. No unnecessary marks should be made on the answer sheets.

Test-Taking Strategy

Major Field Test scores are determined by the number of best answers selected from the choices given. No penalty is assessed for wrong answers. Therefore, it is better to guess at an answer because there is a chance of getting the question right. **Note:** For a student’s scores to be included in departmental and subscore reports, the student must respond to at least half of the questions in each section of the test.

Because of its importance to the examinees, the information about test-taking strategy beginning on page 15 of this manual is to be read aloud prior to the start of each test session. This information is also contained on the inside back cover of the test book.

Rest Room Breaks

During the actual testing time, students may go to the rest rooms one at a time. Collect the test books and answer sheets as the individuals leave the test room and return the same materials when they come back to the room. Remind the students that they will not be allowed extra testing time for this absence and do not record it on the Supervisor's Test Administration Report Form.

Students' Communication with ETS

Students wishing to comment on procedures or any other aspect of the Major Field Tests may write to Major Field Tests, MS 31-L, Educational Testing Service, Princeton, NJ, 08541. Comments about test questions should be included on the Supervisor's Test Administration Report Form, which is returned with the answer sheets.

For a fee, students may request verification of their scores. Please advise students who wish to have their tests scored individually by hand that they may request this service by sending a letter of request to Major Field Tests, MS 31-L, Educational Testing Service, Princeton, NJ, 08541. The letter must state the student's name, the name of the college or university, the test taken, and the date appearing on the score report. The letter must be accompanied by a check for \$20, made payable to Major Field Tests. A request for hand scoring must be received within three months of the test date.

Obtaining Optional Subgroup Reports

A department may choose to have the test results reported by subgroups as well as for the total group taking the test. If a department chooses to use this option, a separate report will be provided for each subgroup used. **Up to eight subgroups are possible; however, keep in mind that no report will be produced for fewer than five students.** In determining appropriate subgroups, you must determine the likely number of students who will be part of each subgroup. Before proceeding with plans to use this option, determine if there will be at least five students in any one subgroup.

To receive data reported by subgroups, you must instruct the test takers to mark question #10 on the front of the answer sheet. After it is determined what subgroups will be employed, a question should be written locally that would place individuals in those subgroups. This question must then be given in writing to the person conducting the test administration so that it can be written on a blackboard or read aloud to students. The subgrouping question must be written in such a way that:

- Each student will be included in one of the subgroups.
- No student will be included in more than one group.

Question #10 must be marked on every answer sheet in order to obtain complete data. Responses from any answer sheet that does not have question #10 marked will appear in the total departmental summaries only, not in a subgroup report. Only one response to question #10 is possible for each student. The scoring program does not accept multiple responses to any questions.

ADMINISTRATION PROCEDURES

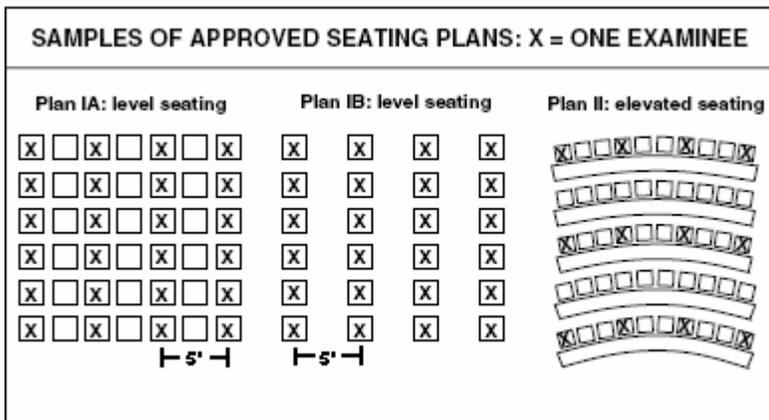
Test Day Schedule

An institution may test at its convenience, but it is recommended that testing occur during business hours so that ETS can be consulted as needed. The phone number for the Major Field Tests is 1-800-745-0269.

Seating Examinees

When you assign seats to students as they enter the testing room, please observe the following general rules:

- ◆ Whatever the room size, the number of examinees that can be tested in a room will depend on the seating plan used. Recommended seating plans are shown below.
- ◆ Direct students to specific seats at random; do not allow them to select their own seats. Seating students in approximate alphabetical order is one method that may prevent friends from communicating for any purpose during the test. If you use this procedure, please make certain that students with the same last name are not seated near each other.
- ◆ You and your staff should have unimpeded access to every examinee to distribute and collect test materials individually and to effectively monitor the test-taking process.
- ◆ Students should face in the same direction in any level seating arrangement and must be separated on each side by a minimum of five feet (left and right), measured from center of answer sheet to center of answer sheet.
- ◆ In an inclined seating arrangement, such as an auditorium or lecture hall, there must also be a five-foot separation at both the front and rear.
- ◆ Left-handed students should be seated one behind the other in a separate row or in the last seat of each row of right-handed students. If chairs with right-hand tablet arms have to be used, seat left-handed persons so there are vacant chairs to the left for their use.
- ◆ Chairs should always be provided. Stools or benches without backs are not acceptable.
- ◆ Keep a seating chart for each testing room. Indicate the location of each student in the room and each student's test book serial number. Also, keep a record of test books used by serial number for each testing room and the order and manner in which they were distributed. This information should be retained for at least three months. Such a record is invaluable in the event that test books are missing or there are other security problems.



Closing the Testing Room

Close the doors of the testing room at the scheduled time for beginning the test. Someone who arrives a few minutes late may be admitted at your discretion as long as the actual test administration has not begun and the admittance will not disturb or delay the others. If you admit any latecomers, you must allow them to read the directions on the back cover and inside back cover of the test book, give them instructions for completing the answer sheet information, and allow them the full testing time.

Distributing and Accounting for Test Materials

The test books you have received are arranged in serial number order. Distributing and collecting the test books in serial number order is **critical** because it will help you account for all test materials and enable you to reconstruct seating arrangements if that should be necessary. If you use more than one room, keep a record of the serial numbers of the test books issued to the supervisor in each room on the Supervisor's Report Form on page 22 of this manual.

After everyone has been admitted and seated, hand one test book to each student. After the test books have been handed out, distribute the answer sheets in the same order. It is essential that each individual receive only one of each. No one but the students taking the test may break the seal or examine the contents of a test book unless it is necessary for a supervisor to check one for a reported defect.

At the beginning of the testing session, after test books have been distributed, count the number of students taking the test and the number of unused test books (plus defective books, if any). Together they should equal the number of test books you received.

Collecting Test Materials

At the end of the testing session, collect all of the test books from each examinee individually and in the same order in which they were handed out (do not have them passed to you along rows). Then collect all of the answer sheets in the same manner. This method ensures that you have one of each item for each student, makes counting the test materials easier, and will help you to reconstruct seating arrangements within each room should it be necessary.

Before you dismiss the students, make and verify a count of all test books and answer sheets — used, unused, and defective. If a discrepancy occurs, you can match the names on the covers of the test books with those on the answer sheets. When you are sure you have accounted for all of the test materials, place them where they will not be accessible to the examinees as they leave the testing room. (Do not leave test books near the exits examinees will use.) No one may examine the test books or the answer sheets after they have been returned to you.

Dismissal

Examinees may be permitted to leave the room one at a time if they finish the second section before the second hour of testing time has elapsed, or you may elect to keep all examinees until the conclusion of the testing session. Your choice will depend upon the testing facilities, your own personal preference, and whether you are using locally written questions with the test. Effective administrative control must not be jeopardized. Make certain that each person finishing early hands you both a test book and an answer sheet before leaving the testing room, so that all test materials are accounted for.

Irregularities of Administration

If any of the following irregularities occur, note them on the Supervisor's Test Administration Report Form (page 23 of this manual). In addition, when irregularities occur that may affect the validity of the scores, such as mistiming, or if students are suspected of misconduct, such as leaving with a test book, the department chairperson must be informed. Please use your judgment about the need to inform individuals at your institution who use the test results. If necessary, you may copy your completed Supervisor's Test Administration Report Form and distribute it to the appropriate individuals at your institution.

Possible Test Question Errors

Any questions concerning possible errors or ambiguities in the wording of test questions should be reported under "Possible Test Question Errors" on the Supervisor's Test Administration Report Form. Include all of the information requested, especially the test book serial number and the four-character test form code designation (found at the upper right on the front cover of the test book).

Group Irregularities

A mistiming should be reported under Group Irregularities on the Supervisor's Test Administration Report Form. Undertiming should be corrected during the administration, before the students are dismissed. If a group of students was overtimed, indicate how many additional minutes they were given on the section and a reason why extra time was allowed.

Individual Irregularities

For each student, enter all identifying information — name, test name and section, and time — on the Supervisor's Test Administration Report Form.

Defective Test Materials

If a student indicates that a test book is defective — that it has missing questions or pages, duplicate pages, blurred printing, or the like — **provide a new test book of exactly the same test form code as the original test** (4DMF, for example, must be replaced with 4DMF). Direct the student to print his or her name on the back cover of the new test book and continue working, starting with the same question the student stopped working on before the replacement. A new answer sheet is not required unless the original answer sheet is defective.

In the case of a new answer sheet, the student should print his or her name in the boxes over the name grid and continue working, starting with the question following the last one answered before the defect was discovered.

Whenever it is necessary to replace someone's test book or answer sheet, record the student's identifying information on the Supervisor's Test Administration Report Form, write "defective material," and explain the nature of the defect. If defective materials cause a loss of time, note the time the defect was first spotted and record the amount of time lost. A defective answer sheet and its replacement should be attached to the Supervisor's Test Administration Report Form and returned to ETS with the other answer sheets. Defective test books should also be marked as defective, attached to the form, and returned to ETS.

Insufficient Answer Sheets

If you discover that the number of answer sheets sent to you by ETS is not sufficient to test all examinees, those without answer sheets should be instructed to circle the correct response for each question directly in the test book. **Aside from test books from test takers with disabilities, this is the only situation in which ETS will accept answers in the test books for scoring.** Attach these examinees' test books to the Supervisor's Test Administration Report Form and explain the circumstances.

Individual Mistiming

If you find any examinees working on the wrong section of the test, instruct them to proceed to the correct section and warn them that a subsequent violation will be grounds for dismissal. Record such examinees' identifying information on the Supervisor's Test Administration Report Form, check the mistiming box and under "Description of Problem" enter:

Worked ____ minutes on section ____; missed that time on section ____.

If an examinee persists in working on the wrong section of the test, collect the test materials and dismiss the examinee.

Absence Due to Illness

If an examinee becomes ill during the test, collect the person's test book and answer sheet. If the examinee is able to continue the test, return the same test materials. Allow no extra testing time. Record the examinee's identifying information on the Supervisor's Test Administration Report Form. Under "Description of Problem" enter:

Left room for _____ minutes because of illness.

If an examinee must withdraw permanently from the test because of illness or some other reason, collect the test materials, record his or her identifying information, and under Description of Problem enter:

Left room at _____. Unable to complete test because of _____.

Misconduct

If you are convinced beyond a reasonable doubt that a student is giving or receiving assistance during the examination, collect the individual's test book and answer sheet. The student must leave the room and may not return. Record the identifying information and explain the circumstances. Attach the student's answer sheet to the Supervisor's Test Administration Report Form. If you merely suspect copying or communication, record the individual's identifying information and that of anyone whose work you think is being copied. When you notice the infraction, you should warn the students and change the seating arrangements.

Other Irregularities

Record any other cases of special circumstances, including alternative arrangements made for students with disabilities, on the Supervisor's Test Administration Report Form. Students may occasionally mark answers in their test books instead of on the answer sheet or may misplace responses on the answer sheet. All such cases reported or detected should be entered on the Supervisor's Test Administration Report Form by recording identifying information and giving brief explanations. Attach each answer sheet and test book (if the answers appear in the test book) to the Supervisor's Test Administration Report Form and return them to ETS with the other answer sheets.

INSTRUCTIONS FOR ADMINISTERING THE MAJOR FIELD TESTS

Read aloud all directions in **boldface**. Be sure you read at a volume and pace that allows examinees to clearly understand the instructions. Pause when four dots appear to allow time for the procedure described to be carried out. All instructions in *italics* and ***bold italics*** are for you and/or your proctors and should not be read aloud. Do not deviate from these directions or answer any questions regarding the content of the tests. Answer questions only about procedure.

During the administration, post and announce the time remaining as specified in the instructions.

When everyone has been admitted and seated and you are ready to begin, say:

The test you are taking today is a test of achievement in your field of study. It will provide a measure of your mastery of concepts, principles, and knowledge at the end of study within your major field.

You may not use books, calculators, or aids of any kind. Please remove everything from your desk but pencils and erasers. We will now hand out the test books and answer sheets. Wait for my instructions.

*Count and record the number of examinees and take from your supply only that number of test books. To facilitate counting test materials, plan ahead for the distribution and collection. Distribute the test books in the order in which you received them. Each examinee should be handed a test book individually. Make certain no one breaks a test book seal until you give the signal to do so. Check that the number of test books distributed plus the number of unused books equals the number of books received. **This is critical; any discrepancy must be resolved.** Then, distribute an answer sheet to each examinee, making sure that only one answer sheet is given to each person.*

If you do not have a soft-lead number 2 pencil, raise your hand. Do not use pens or colored pencils to mark your answer sheet.

If there are any examinees do not have pencils, provide them from your supply.

Each of you has been given a test book and an answer sheet. Do not break the seal yet. Print the university (or college) name on the front of the test book in the blank top-left area. Then turn to the back cover and print, then sign, your name in the box provided. . . .

Now turn your answer sheet to side 1. For item 1, “name,” in the upper left, print your last name, first name, and middle initial. Fill in the appropriate ovals. . . .

Now complete questions 2 through 13, marking only one response for each question. Answer question 10 only if special instructions are provided. . . .

Note: If your institution uses a student ID number that is not the student's social security number, ask the students to write and grid that number or the first 9 digits of it. If your institution's ID number is less than 9 digits long, start the number in the first box on the left.

If you are planning to obtain the optional score reports for subgroups of students (see page 8 of this manual), write the question number (#10) and the names of the subgroups for each response alternative on a board or read them aloud to the students. If you must read them aloud, be sure to repeat the alternatives and stress the importance of using the correct alternative. This information will be used to place students into subgroups for reporting purposes.

Read the following only if you are planning to obtain the optional score reports.

Information needed to complete items 14 and 15 (title code, test name, and form code) is provided on the back cover of your test book in Section B. In the box numbered 14 on your answer sheet, copy the numbers for the title code from your test books and fill in the ovals as shown. . . .

Enter your test book serial number (printed at the upper right on the front cover of your test book) in the box numbered 16 on your answer sheet. . . .

While the examinees are completing the test identification areas, you and/or the proctors should check to be certain they are working only from the back cover of the test book. The back cover has a large Roman numeral I in the upper left corner. After a few minutes, say:

Is there anyone who has not completed the front of the answer sheet?

When all examinees are ready to proceed, say:

Using the eraser end of your pencil, break the test book seal from the inside. . . .

Turn to the inside back cover of your test book and read the directions. This page is marked with a Roman numeral II. Do not turn to any other pages. When you have finished, close your test book and wait for further instructions. . . .

Check that all examinees are reading only the page marked with Roman numeral II.

Is there anyone who has not finished reading the directions on the inside back cover?

When all examinees are ready to proceed, say:

The instructions on the inside back cover of your test book include information about strategies for taking the test. Because of its importance, I would like to restate this information.

This test will be scored based on the number of questions answered correctly. There is no penalty for guessing, so you should try to answer every question. It is better to guess at an answer than not respond at all,

because there is a chance of getting the question right. Don't spend too much time on questions you don't know. Note those questions in your test book and go on. You may have time when you have finished the section to go back and think more about those questions. You should respond to at least half of the questions in each section of the test.

When all examinees are ready to proceed, continue.

For all tests except MBA and Music, say:

You will have a total of two hours to work on the test, which is divided into two sections of one hour each. During the time allowed for each section, you must work only on that section.

For the MBA test, say:

You will have a total of three hours to work on the test, which is divided into two sections of one hour and 30 minutes for each section of the MBA test. During the time allowed for each section, you must work only on that section.

For the Music test, say:

You will have a total of 1 hour and 45 minutes for Section 1 of the Music test and 75 minutes for Section 2. During the time allowed for each section, you must work only on that section.

Continue for all tests:

On your answer sheet, mark only one answer for each question. Be sure that each mark completely fills the intended space, but does not stray into adjacent spaces. If you want to change an answer, erase the first one completely. An incomplete or poor erasure could be read as an intended response.

You will not be allowed to clean up your answer sheet after time has been called. No credit will be given for any responses marked in your test book. You may use the blank areas of your test book to work out your answers. However, you may not tear test books or remove pages or portions of pages from test books. If at any time during the test you believe you have a defective book or answer sheet, raise your hand. Do not be concerned if any section of your answer sheet provides spaces for more questions than your test book contains.

Turn your answer sheet to side 2 and print the college (or university) name on the line designated "institution name"

You may not ask any questions about the test once it has started. Does anyone have any questions now?

After answering all questions, set your watch for one minute before the test is scheduled to begin. At the scheduled starting time, read the appropriate information below:

For all tests except MBA and Music, say:

During the first hour, you may work only on Section 1. If you finish before time is called, check your work on this section only. When you are finished, please close your book. Now open your test book to Section 1, read the directions, and begin working. . . .

For the MBA test, say:

During the first hour and 30 minutes, you may work only on Section 1. If you finish before time is called, check your work on this section only. When you are finished, please close your book. Now open your test book to Section 1, read the directions, and begin working. . . .

For the Music test, say:

During the first 45 minutes, you may work only on Section 1. Section 1 uses recorded musical examples on which multiple-choice questions are based. The recording will provide detailed instructions as you proceed. If you finish before time is called, check your work on this section only. When you are finished, please close your test book. Now open your test book to Section 1 and follow along with the recording. . . .

Note for the Music Test: *Begin playing the compact disc (CD) starting with track 1. All necessary pauses and repeats are built into the recording. The CD must not be stopped at any time during the administration of this portion of the test unless the equipment malfunctions or students cannot hear a portion because of outside interference. The CD is approximately 45 minutes long.*

Continue for all tests:

You and/or the proctor(s) should walk about during each section to make sure that each person is working on the correct section of the test and marking answers in the appropriate area of the answer sheet.

You may post the time remaining as frequently as you wish throughout the test.

When your watch shows that there are 15 minutes remaining in Section 1, post: "Less than 15 minutes remaining."

When your watch shows that there are 5 minutes remaining in Section 1, post: "Less than 5 minutes remaining."

When your watch shows that the allotted time has elapsed or when you hear “end of recording” on the CD for the Music test, read one of the following:

For all tests except MBA and Music, say:

Please stop working. During the next hour you will work on Section 2 only. If you finish before time is called, check your work on Section 2 only. Turn to Section 2 in your test book, read the directions and begin working. . . .

For the MBA test, say:

Please stop working. During the next hour and 30 minutes you will work on Section 2 only. If you finish before the time is up, you may hand in your test materials and leave. Turn to Section 2 in your test book, read the directions, and begin working. . . .

For the Music test, say:

Please stop working. During the next hour and 15 minutes you will work on Section 2 only. If you finish before the time is up, you may hand in your test materials and leave. Turn to Section 2 in your test book, read the directions, and begin working. . . .

Continue for all tests:

When your watch shows that there are 15 minutes remaining in Section 2, post: “Less than 15 minutes remaining.”

When your watch shows that there are 5 minutes remaining in Section 2, post: “Less than 5 minutes remaining.”

If you permit examinees to leave the room if they finish Section 2 before one hour of testing time has elapsed, be sure they leave one at a time.

When your watch shows that the allotted time for Section 2 is over, say:

Please stop working and put your pencil down. Close your test book and keep it closed on your desk. Do not put your answer sheet inside your test book. Keep your answer sheet separate and do not make any more marks on it.

Note for additional locally written questions:

If you are using locally written questions with this test, collect all of the test books and verify that you have one from each student before you distribute the additional questions. Instruct students to answer the additional questions only on the bottom of side 2 of the answer sheet. Read whatever instructions are appropriate for responding to the additional questions, such as how much time students will have.

For all tests:

Collect all of the test books first and then all of the answer sheets individually. After you are sure you have a test book and an answer sheet from each student, dismiss the group. If the number of used answer sheets does not equal the number of students tested, check the used test books to see if anyone has inadvertently inserted an answer sheet into his or her test book. When you are sure you can account for all materials, put them where they will not be accessible to students leaving the room. Then say:

Thank you for your cooperation. You are now dismissed.

After all the students have left the room, fill out the Supervisor's Report Form (page 22 of this manual) and put it with the used test books. Note any irregularities from this session on the Supervisor's Test Administration Report Form (page 23 of this manual) and complete the Supervisor's Questionnaire and Comment Form on page 24. All examination materials, including the CD for Music, should be taken from the testing room and locked up until they are sent back to ETS.

RETURNING TEST MATERIALS TO ETS

To prevent any delays or mistakes in returning materials, please read and follow these instructions carefully. Use the following checklists to be certain that all necessary steps have been completed.

Returning Answer Sheets and Related Materials

Fill out one Processing Request Form (PRF) for each department (subject test) for which you are returning answer sheets. The Processing Request Form is available for download in the Test Administration section of the MFT website at www.ets.org/mft. Put the completed PRF(s) with the used answer sheets in the special envelope (red/white with P.O. Box 6400 address) provided by ETS. **Allow at least 15 working days for delivery of answer sheets to ETS or use Federal Express mail service.** For Federal Express mail service, insert the special envelope in a Federal Express envelope and use the following address:

Major Field Tests Scoring Department
Attn: Instructional Services
Room Q-221
Educational Testing Service
1425 Lower Ferry Road
Trenton, NJ, 08618

Checklist for Returning Answer Sheets

- Processing request form(s):** one for each department/subject
 - TYPE or clearly PRINT the mailing label in the upper-left corner. **Filling out the label will ensure that the test results will be directly sent to you.**
 - Include the six-digit center number/college code shown on your test shipment notice/packing slip. For existing customers, the previous four-digit code will be preceded by two zeros.
 - Provide a purchase order number or credit card number for subgroup report requests.
 - Provide the institution's Federal Express account number for overnight report requests.
- Used answer sheets** (maximum of 100 sheets per envelope)
 - All answer sheets should have page 1 (name and ID number) facing up, and all should be facing in the same direction. Answer sheets from different departments can be sent in the same envelope, but a completed Processing Request Form placed on top must accompany each department's answer sheets. Do not use staples or paper clips to separate batches of answer sheets.
 - If you are returning more than one envelope, number them sequentially: "1 of 5," "2 of 5," etc., in the upper-left corner. Taping multiple envelopes together with "1 of ___" on top will ensure that all envelopes arrive together. Bind several long pieces of tape around both the middle and the ends of the envelopes.
- Supervisor's Test Administration Report Form:** Complete and return this form in envelope #1 with the answer sheets.
- Supervisor's Questionnaire and Comment Form:** Complete and return this form in envelope #1 with the answer sheets.

Returning Test Books and Remaining Materials

Return only the used test book(s) following the test administration(s). Unused test books, unused answer sheets, and all other materials should be retained for subsequent administrations. They should be under the care of an institutional staff or faculty member who will take responsibility for maintaining them in a secure location until it is time for the next administration. Pay close attention to when tests are revised, because newly revised tests are introduced in August, and at that time, the previous test forms are retired and will only be scored for a limited time thereafter (refer to the Test Development Schedule on the MFT website at www.ets.org/mft). No refunds will be issued for unused test books.

Use the shipping cartons in which the tests were received or other sturdy boxes. Tape each box with the tape included in your shipment to reinforce the boxes for their return.

Indicate your four-digit center number, shown on your test shipment notice/packing slip as Center No./College Code, on the top left of the return label(s).

Checklist for Returning Test Books

- Copy of ETS test shipment notice/packing slip or Supervisor's Report Form (see page 21 of this manual)
- Used test books only
 - Return all test books that have been opened or used.
 - Keep unopened/unused test books and unused answer sheets for subsequent administrations.
- Supervisor's Report Form
 - Check the serial numbers and quantities of test books received and returned. The individual test supervisor should complete and sign this form.
 - Include the Supervisor's Report Form or the ETS shipment notice/packing slip in box #1 with the test books.
- Defective test books (if any)
 - Print "defective material" and the nature and location of the defects on the cover of each test book.
 - Attach the test book(s) to the Supervisor's Report Form.

To ensure prompt return of the test book shipping cartons to ETS, please apply one return label to each carton over the printed address in the rectangle on the top. Be sure to number each carton in the space provided on the label. That is, if there are 10 cartons in your shipment, number the first carton "1 of 10," the second "2 of 10," etc. This procedure will facilitate checking return shipments at ETS. If you did not receive pre-addressed return labels, prepare labels addressed to:

Educational Testing Service
Distribution and Receiving Center
225 Phillips Boulevard
P.O. Box 77435
Ewing, NJ 08628-7435

**MAJOR FIELD TESTS
SUPERVISOR'S REPORT FORM**

Complete this report and return it with the used test books OR include a copy of the ETS test shipment notice/packing slip. You may download this form from the MFT website or copy it as needed.

Test Name	Test Books Received		Used Test Books Returned		Unused Test Books Returned		Used Answer Sheets Returned
	Qty.	Serial # Range	Qty.	Serial # Range	Qty.	Serial # Range	Qty.
Biology	___	___ to ___	___	___ to ___	___	___ to ___	___
Business	___	___ to ___	___	___ to ___	___	___ to ___	___
Chemistry	___	___ to ___	___	___ to ___	___	___ to ___	___
Computer Science	___	___ to ___	___	___ to ___	___	___ to ___	___
Criminal Justice	___	___ to ___	___	___ to ___	___	___ to ___	___
Economics	___	___ to ___	___	___ to ___	___	___ to ___	___
Education	___	___ to ___	___	___ to ___	___	___ to ___	___
History	___	___ to ___	___	___ to ___	___	___ to ___	___
Lit. in English	___	___ to ___	___	___ to ___	___	___ to ___	___
Mathematics	___	___ to ___	___	___ to ___	___	___ to ___	___
MBA	___	___ to ___	___	___ to ___	___	___ to ___	___
Music	___	___ to ___	___	___ to ___	___	___ to ___	___
Physics	___	___ to ___	___	___ to ___	___	___ to ___	___
Political Science	___	___ to ___	___	___ to ___	___	___ to ___	___
Psychology	___	___ to ___	___	___ to ___	___	___ to ___	___
Sociology	___	___ to ___	___	___ to ___	___	___ to ___	___
Total Qty.							

Supervisor: _____

Institution: _____

Address: _____

Telephone: _____ Fax: _____

Signature of Supervisor

Test Date(s)

**MAJOR FIELD TESTS
SUPERVISOR'S TEST ADMINISTRATION REPORT FORM**

You may download this form from the MFT website at www.ets.org/mft or copy it as needed. Return this form with used answer sheets.

Test Date: _____ Test Name: _____

A. Group Irregularities (Attach list of examinees involved.)

1. Mistiming: Test and Section _____

2. Other Irregularities: Test and Section _____

Remarks:

B. Individual Irregularities

Examinee Name: _____

Description of Problem:

C. Alternative Testing Accommodations

Examinee Name: _____

Description of Alternative Accommodations:

D. Possible Test Question Errors

Subject: _____ Form Code: _____

Section: _____ Question No.: _____

Description of possible test question error (include name and address of student[s] if ETS feedback is requested):

Please use your judgment about the need to inform individuals at your institution about testing irregularities, particularly the department chair or anyone else who may be using the test results. If necessary, you may copy your completed Supervisor's Test Administration Report Form and distribute it to the appropriate individuals at your institution.

Supervisor's Name (Please Print)

Supervisor's Signature

Title

Telephone Number and E-mail Address

Institution Name

City, State, Zip

**MAJOR FIELD TESTS
SUPERVISOR'S QUESTIONNAIRE AND COMMENT FORM**

ETS and Higher Education Assessment appreciate your comments and opinions. In an ongoing effort to improve the Major Field Tests, we ask that you respond to a few questions and add any comments you wish to make about the test(s) you have supervised. Many ideas received in the past have been incorporated into our manuals and procedures. You may download this form from the MFT website at www.ets.org/mft or copy it as needed.

1. How do you make use of the Major Field Test score report data? Rank those that apply from most important (1) to least important (4) or (5):
 - a) To measure knowledge and skills of graduating students _____
 - b) To measure knowledge and skills of students entering a program _____
 - c) To measure group outcomes for curriculum development _____
 - d) To compare major field mean scores with mean scores of other institutions _____
 - e) Other _____

2. Do you use individual student score reports
 - a) as a requirement for graduation? _____
 - b) as contributing to a final grade in any course? _____
 - c) to grant (extra) credit to students in a course? _____

3. Do you have a policy that employs a passing score or required percentile rank for student graduation?
 - a) Yes _____
 - b) No _____

4. COMMENTS — Your opinions are valued.

Name

Title

E-mail address

Major Field Tests
Educational Testing Service
Princeton, NJ 08541-0001
1-800-745-0269
www.ets.org/highered



Listening. Learning. Leading.

www.ets.org