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GENERAL INSTRUCTIONS

Uniform procedures are essential in any testing program; the scores of everyone tested will be comparable only if all supervisors follow the same schedule and give the same specific instructions.

As supervisor, your concerns should be to conduct the administration quietly and efficiently, protect the students from disturbance, safeguard all aspects of test security, and promptly return all used books and all used test materials for scoring. All unused test books may be kept until your next administration. Read the instructions in this Manual carefully and follow them as you administer the test.

Test Books and Test Supplies for the Administration

The supplies you will need for administering the ETS® Proficiency Profile are listed below. Check the items in the first list against the shipping notice when the test shipment arrives. If there are any discrepancies, call ETS at (800) 745-0269.

Checklist — materials supplied by ETS:

( ) 1. Test books and answer sheets

( ) 2. The ETS Proficiency Profile Supervisor’s Manual, which includes:
   a. Instructions for completing answer sheets
   b. Instructions for returning test materials
   c. Supervisor’s Comments and Test Irregularities Form
   d. Supervisor’s Report Form

( ) 3. Processing Request Form

( ) 4. Test Shipment Notice indicating the number of test books and other materials sent

( ) 5. Envelopes with prepaid labels for returning answer sheets to ETS for scoring

Checklist — equipment you should provide:

( ) 1. A reliable watch or a silent mechanical timing device that can be adjusted as required by the timing instructions.

( ) 2. A large clock, if there is none in the testing room. If this is not possible, you should — at regular intervals — post the amount of time remaining.

( ) 3. A small supply of No. 2 pencils with erasers.

( ) 4. A pencil sharpener, if possible.
Test Security

Each institution is responsible for the security of all tests from the time they are received until they are returned to ETS. Please note: All used tests must be returned to ETS when testing has been completed. Unused tests may be kept for a future administration. Have all test materials delivered to you personally and lock them in a safe, cabinet, or closet to which only you and a few specifically authorized personnel have access. No one should examine the tests at any time except the students while taking the test or you if you need to confirm a reported defect.

Inspection copies of ETS Proficiency Profile are available for faculty review by requesting a Confidential Review Request Form. Call (800) 745-0269 to obtain a form. Use those copies for review; do not use test books from this order for that purpose.

Proctors

If one to 34 students are to be tested in one room (use the guide below), or if there are one or more exits from the room, you will need the assistance of one proctor per room exit.

The proctors should have the responsibility of monitoring each exit during the test administration. Proctors should walk about the room quietly and frequently during the administration to guard against cheating and to check that students are following directions. Proctors should give full attention to their duties at all times, should not read or talk during a test, and should return to their assigned stations toward the end of the test administration. A proctor pausing behind a student should not remain there long enough to disturb or embarrass the individual.

It is extremely important that quiet be maintained during the examination. Supervisors and proctors must not disturb the examinees by talking or whispering together after the testing has begun.

The following will serve as a guide to the number of proctors needed:

<table>
<thead>
<tr>
<th>No. of Students per Room</th>
<th>No. of Proctors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–34</td>
<td>1</td>
</tr>
<tr>
<td>35–50</td>
<td>2</td>
</tr>
<tr>
<td>51–100</td>
<td>3</td>
</tr>
<tr>
<td>101–150</td>
<td>4</td>
</tr>
<tr>
<td>151–200</td>
<td>5</td>
</tr>
</tbody>
</table>

Regardless of the number of students in the room, you should have at least one proctor per room exit.

STUDENTS WITH DISABILITIES

In dealing with students with disabilities, we suggest that you handle the ETS Proficiency Profile the same way you handle any important local test. That is, you should make the same arrangements for students with disabilities for the ETS Proficiency Profile administration as you do for other locally administered tests. The ETS Proficiency Profile is available in a large-print edition and on audiocassette.
Prohibited Aids

While taking the test, students should have nothing on their desks but test books, answer sheets, pencils, and erasers. The use of dictionaries and other books, rulers, compasses, protractors, slide rules, and papers of any kind is not permitted. A student found using any of these things should be warned and if the action continues should be dismissed from the administration. Use of scratch paper is not allowed; preliminary work may be done in the margins or on blank pages of the test books, but not on the answer sheets. Students may use a 4-function non-graphing calculator.

Unscheduled Breaks

During the actual testing time, examinees may go to the restrooms. Do not leave the examination room unattended. Collect the test books and answer sheets as the students leave the testing room and give them the same materials when they return. Remind the examinees that they will not be allowed extra testing time for this absence, and do not record it on the Supervisor’s Irregularity Report.

Optional Scheduled Break

At your discretion, you may schedule a short (10–15 minute) rest break at the end of Section 1; see page 14 for specific instructions, if your institution is giving the test in one 120 minute session. [Break is not permitted for the abbreviated form test.]

Early Dismissal

At your discretion, you may permit students who finish early to hand in their test books and answer sheets and leave. Before anyone is dismissed, however, you must be sure you can account for all the test books you received from ETS (see “Accounting for Materials During Testing,” page 6).

Testing Environment

Students will be able to do their best in a testing environment that is comfortable and free of distractions. Testing can be a stressful situation, and you should be sensitive to students’ psychological as well as physical needs.

Where appropriate, supervisors and proctors should include both male and female staff from diverse racial and ethnic groups to reflect the makeup of the student body as much as possible. It is also often helpful to have someone who is knowledgeable about conditions for students requiring accommodations under the Americans with Disabilities Act (ADA).

ADMINISTRATION PROCEDURES

Admitting and Seating Students

As students enter the testing room, direct them to seats at random, to avoid the possibility of friends carrying out a prearranged cheating scheme. Suggested seating plans are shown on the following chart.

- Plans IA and IB are appropriate for classrooms with level seating.
- Plan II is for lecture halls or auditoriums with fixed seats or elevated levels.
- If you must use tables, please refer to Plan III. There should be a minimum of five feet between students.
Closing the Testing Room

Close the doors of the testing room at the announced time. A student who arrives a few minutes late may be admitted at your discretion provided the actual test administration has not begun and the admittance will not disturb the other students. If you decide to admit a student after testing has begun, you must be prepared to answer any questions about the directions for completing the answer sheet, you must allow time for reading the directions in the test book, and you must allow the student the full testing time.

Distributing Test Materials

You have received test books packed in serial number order. The serial number is printed at the top right on each test book. You should distribute and collect books in serial number order. Since they are in numerical order, this also will facilitate your accounting for all test materials and enable you to reconstruct seating arrangements, if needed. If you use more than one room, keep a record of the serial numbers of the books issued to each of your associates.

After everyone has been admitted and seated, you and/or the proctors are to hand a test book with enclosed answer sheet to each student individually. Put any extras aside where students will not have access to them. No one but a student taking the test may break the seal or examine the contents of a test book unless it is necessary for you to check one for a reported defect. A sample of the answer sheet is included at the back of this manual.

Accounting for Materials During Testing

At the beginning of the testing session, 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 books you received.

Collecting Test Materials

At the end of the testing session, collect the test books first and then the answer sheets from the students individually and in the same order in which they were handed out. (Do not ask students to pass test materials down or across rows.) Then, before you dismiss the students, verify a count of all test books and answer sheets — used, unused, and defective.

No one may examine the test books or answer sheets after they have been returned to you.

Returning Test Materials

At the end of the test session, return all used test materials to ETS. (See page 15.)
IRREGULARITIES OF ADMINISTRATION

If any of the following irregularities occur, please note them on the Supervisor’s Comments and Test Irregularities Form at the back of this Manual.

Group Irregularities

Mistiming — Undertiming should be corrected during the administration, before the students are dismissed. If extra time is allowed for any reason, the amount of time and reason must be reported.

Possible Test Question Errors — Any questions concerning possible typographical errors or ambiguities in the wording of test questions should be recorded. Please include the test form designation and serial number.

Individual Student Irregularities

For each student, please enter all identifying information — name, student number, test form designation, and time by reset watch.

Defective Test Books or Answer Sheets — Anyone with a defective test book or answer sheet should be given a new test book or answer sheet. If you replace a book, tell the student to print only his or her name on the back cover of the new book, break the seal, remove the answer sheet and give it to you, and then continue working on his or her original answer sheet, starting where he or she stopped working before the replacement.

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. Since answer sheets are sealed in the test books, you will need to remove an answer sheet from an unused test book.

Whenever it is necessary to replace a test book or answer sheet, record the student’s identifying information, note “defective material,” and explain the nature of the defect. If defective materials cause a loss of time, note the time and record the amount of time lost; the student should be allowed to make up that amount of time.

A defective test book should be attached to the Supervisor’s Report Form and returned to ETS with the other test books. On the cover of any defective book, print the words “defective material,” the nature and location of the defect, and your institution.

Both a defective answer sheet and its replacement should be attached to the Test Irregularities Report and returned to ETS with the other answer sheets.

Absence Due to Illness — Collect the test book and answer sheet of anyone who becomes ill during a test; return the same materials to the student if he or she is able to resume testing. No extra testing time may be allowed. Record the student’s identifying information and note:

Left room for ___ minutes because of illness.
Returned to room at ___.


Cheating — 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 be permitted to return. Any consequences for the student are determined by your own institution’s policies.

Record the identifying information and explain the circumstances. Attach the student’s answer sheet to the Test Irregularities Report for return to ETS. The answer sheet will not be scored.

If you merely suspect cheating, record the individual’s identifying information and that of anyone whose work you think is being copied. You should, when you notice the infraction, warn the student and change the seating arrangements.

Other Irregularities — Students may occasionally mark answers in their test books instead of on the answer sheet or may misplace answers on the answer sheet. All such cases reported or detected should be noted by recording the students’ identifying information and giving a brief explanation. Attach each answer sheet and test book (if the answers appear in the test book) to the Test Irregularities Report and return them to ETS with the other answer sheets.

**SPECIFIC INSTRUCTIONS FOR ADMINISTERING THE TEST**

Read aloud all directions printed in the boxed areas, pausing when four dots appear to allow time for the procedure described to be carried out. Please do not depart from these directions or answer any questions about the content of the test. Be sure to reset your watch to accommodate the arbitrary starting time of 9:00.

Important

The information section of the answer sheet must be filled out carefully and questions 1-11 must be completed by all students. Questions 12, 13, and 14, however, are optional and at the discretion of the administering institution. Questions 12-14 can be omitted if the institution does not want subgroup breakdowns by student major and wishes to save some administration time. The Institutional Coordinator will need to make the decision about questions 12-14 BEFORE THE ACTUAL ADMINISTRATION and inform all supervisors and proctors.

Whatever the decision, it is critical that all students receive the same instructions. Either all students complete questions 12-14, or all students are instructed to omit them.

Whatever information is collected must be accurate to be of use. What is gridded on the answer sheet is what will appear in the reports. It is very important, therefore, that you instruct students to fill out their answer sheets carefully and completely for the parts that are required at your institution.

If names are not gridded properly (all ovals filled in beneath the correct character), you may not be able to match students with their scores on the score roster. The roster will show only what the student has gridded; if no name has been gridded, scores will be produced but they will not be identified with a student’s name.

Follow the instructions given in “Administration Procedures” (page 5) for admitting and seating students.
TESTING FRESHMEN ONLY (If you are not testing freshmen, go to All Students below.)

If you are testing freshmen, you may want to preface the test administration with some brief comments (see below) about the level of difficulty of the test.

Freshmen Only:
To avoid or minimize what could be a negative experience, an introductory statement is recommended. For example:

THE TEST YOU WILL BE TAKING IN A FEW MINUTES IS A TEST OF GENERAL COLLEGE-LEVEL READING, WRITING, CRITICAL THINKING, AND MATHEMATICS SKILLS. YOU ARE NOT EXPECTED TO KNOW EVERYTHING ON IT. IF YOU FIND THAT SOME OF THE QUESTIONS ARE HARD, DON’T GET DISCOURAGED. TAKE EACH QUESTION AS IT COMES AND DO YOUR BEST. YOU PROBABLY KNOW MORE THAN YOU THINK YOU DO!

WE WILL NOT BE MAKING DECISIONS ABOUT ANYONE’S-College Future BASED ON THE SCORES ON THIS TEST, BUT WE DO WANT TO KNOW HOW WELL YOU, AS FRESHMEN, CAN DO.

All Students:
When you and the students are ready to begin and before you distribute any test materials, say:

THE TEST YOU ARE TAKING TODAY IS A TEST OF GENERAL ACADEMIC SKILLS. IT INCLUDES MATERIALS USUALLY COVERED IN COURSES THAT MAKE UP WHAT IS OFTEN CALLED THE “GENERAL EDUCATION” PORTION OF YOUR COURSE WORK. THE QUESTIONS ARE FROM THREE BROAD ACADEMIC AREAS — HUMANITIES, SOCIAL SCIENCES, AND NATURAL SCIENCES.

FOR THIS TEST YOU MAY NOT USE DICTIONARIES OR OTHER BOOKS, PAMPHLETS, SLIDE RULES, COMPASSES, RULERS, PENS, OR PAPERS OF ANY KIND. YOU MAY USE A 4-FUNCTION, SCIENTIFIC, OR NON-GRAphING CALCULATOR. PLEASE REMOVE EVERYTHING FROM YOUR DESK BUT YOUR PENCILS AND ERASERS. WE WILL NOW HAND OUT THE TEST BOOKS. WAIT FOR MY INSTRUCTIONS....

When the students have cleared their desks, distribute a test book to each student individually. Hand out the test books in the order in which they are packed in each plastic bag. When you have finished handing them out, check that the number of test books handed out plus the number of unused books equals the number you received. If there is a discrepancy, do not begin the examination until it has been resolved. (See “Accounting for Materials During Testing,” page 6.)
When you are ready to continue, say:

EACH OF YOU HAS BEEN GIVEN A TEST BOOK WITH AN ANSWER SHEET. NOW, USING THE ERASER END OF YOUR PENCIL, CAREFULLY BREAK THE TEST BOOK SEAL. REMOVE THE ANSWER SHEET AND CLOSE THE BOOK. TURN YOUR ANSWER SHEET SO THAT THE INFORMATION SIDE IS UP — YOU SHOULD ENTER ALL THE INFORMATION REQUESTED AND ANSWER ALL THE QUESTIONS....

IN THE SECTION AT THE TOP, PRINT YOUR LAST NAME (OR THE FIRST 15 LETTERS OF YOUR LAST NAME) WHERE INDICATED. FILL IN THE APPROPRIATE OVAL IN EACH COLUMN. PRINT YOUR FIRST NAME (OR THE FIRST 12 LETTERS) AND FILL IN THE APPROPRIATE OVALS. PRINT YOUR MIDDLE INITIAL AND FILL IN THE APPROPRIATE OVAL.

IN THE SECTION BELOW YOUR NAME, ENTER YOUR STUDENT IDENTIFICATION NUMBER IN THE BOXES, THEN FILL IN THE APPROPRIATE OVAL IN EACH COLUMN....

NOTE: If you are using a student I.D. number that is not the student’s social security number, ask the student to write and grid that number starting at the left and putting one number in each box. If the number is too long for the boxes provided, use the first nine digits only.

NOW, ANSWER QUESTIONS 1 TO 11, MARKING ONLY ONE RESPONSE FOR EACH QUESTION.... (If your institution is using only questions 1-11, you should add:) YOU DO NOT NEED TO COMPLETE QUESTIONS 12, 13, OR 14.... (Occasionally freshmen are not sure what system [semesters or quarters] they are on; you may wish to tell students which to use in answering question 3.)

Read through the answer sheet information questions as the students fill out the answer sheet.

If your institution is requiring the information contained in questions 12 and 13, say:

ANSWER QUESTIONS 12 AND 13. QUESTION 12 LISTS SEVERAL AREAS OF STUDY. MARK THE ONE THAT COMES CLOSEST TO DESCRIBING YOUR CURRENT MAJOR OR THE AREA IN WHICH YOU INTEND TO MAJOR. FILL IN ONLY ONE.

NOTE: If your institution has one or more special majors that it wishes students to identify in one of the open lines, add the following here:
IF YOU ARE MAJORING OR INTEND TO MAJOR IN ONE OF THE FOLLOWING, PLEASE FILL IN THE APPROPRIATE OVAL AT THE END OF QUESTION 12 AS FOLLOWS:

OVAL A IS FOR: (indicate the specific major you wish to identify)
OVAL B IS FOR: (indicate the specific major you wish to identify)
OVAL C IS FOR: (indicate the specific major you wish to identify)


If you are using additional information questions, give them to the students at this time (after they have completed the standard information questions) and ask them to respond in number 14. Only one response per question is possible. When students have completed the information questions, say:

WHEN YOU HAVE COMPLETED MARKING THE INFORMATION QUESTIONS, LOOK UP AT ME AND WAIT FOR FURTHER INSTRUCTIONS.

You and/or the proctors should walk about the room to see that students are working only on the information section of the answer sheet. Be sure no one opens the test book. After a few minutes, ask if anyone needs more time to complete the information questions on the answer sheet. When everyone has finished, say:

IF YOU HAVE ANY QUESTIONS ABOUT THE ANSWER SHEET INSTRUCTIONS, RAISE YOUR HAND AND ONE OF US WILL COME TO HELP YOU. ARE THERE ANY QUESTIONS....?

Answer any questions about filling out the answer sheet, then say:

NOW PLEASE TURN YOUR TEST BOOK SO THE BACK COVER OF THE BOOK FACES YOU. PRINT — DO NOT WRITE — YOUR NAME LEGIBLY WITHIN THE BOX. LOOK UP AFTER YOU HAVE PRINTED YOUR NAME....

After everyone has looked up, say:

NOW YOU WILL BE GIVEN TIME TO READ THE REST OF THE INSTRUCTIONS ON THE BACK COVER. PLEASE LOOK UP WHEN YOU HAVE FINISHED READING THAT INFORMATION....

NOTE: Allow students time to read the back of the test booklet.
THIS TEST IS 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 SOME QUESTIONS RIGHT. IF YOU HAVE SOME KNOWLEDGE ABOUT A QUESTION AND CAN ELIMINATE ONE OR MORE OF THE ANSWER CHOICES AS WRONG, YOUR CHANCE OF SELECTING THE RIGHT ANSWER IS IMPROVED.

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 EACH SECTION TO GO BACK.

Then say:

THIS IS A TWO HOUR TEST DIVIDED INTO TWO 60-MINUTE SECTIONS [THE ABBREVIATED FORM IS ADMINISTERED IN 40-MINUTES]. AT THE END OF THE FIRST SECTION, WHEN TIME IS CALLED, YOU MUST MOVE ON TO THE NEXT SECTION. THERE WILL BE A SHORT REST BREAK BETWEEN SECTIONS [NO BREAK IS PERMITTED FOR THE ABBREVIATED FORM].

SCRATCH PAPER IS NOT PERMITTED. YOU MAY MAKE COMPUTATIONS OR NOTES IN YOUR TEST BOOK, BUT YOU WILL NOT RECEIVE CREDIT FOR ANY ANSWER UNLESS IT ISRecorded IN THE APPROPRIATE SPACE ON YOUR ANSWER SHEET. BE SURE YOUR MARKS ARE DARK AND COMPLETELY FILL THE ANSWER SPACES. DON’T MAKE ANY STRAY MARKS ON YOUR ANSWER SHEET, AND IF YOU WANT TO CHANGE AN ANSWER, ERASE THE FIRST ONE COMPLETELY. AN INCOMPLETE ERASURE COULD BE READ AS AN INTENDED RESPONSE.

YOU MAY NOT ASK QUESTIONS ONCE THE TEST HAS STARTED, BUT IF YOU FIND SOMETHING WRONG WITH YOUR TEST BOOK OR ANSWER SHEET — OR IF YOU NEED A PENCIL — RAISE YOUR HAND. IF YOU BELIEVE THERE IS SOMETHING WRONG WITH A SPECIFIC QUESTION, MARK WHAT YOU CONSIDER THE BEST ANSWER, MAKE A NOTE OF THE QUESTION NUMBER, AND REPORT IT TO ME AFTER THE TEST IS COMPLETED. I WILL FORWARD IT TO ETS; THEY WILL INVESTIGATE AND RESPOND.
Answer any questions about procedures. Then say:

TURN YOUR ANSWER SHEET TO PAGE 3 AND WRITE YOUR NAME, THE COLLEGE NAME, AND TODAY’S DATE AT THE BOTTOM OF THE PAGE....
YOU MAY FOLD YOUR ANSWER SHEET ALONG THE CENTER BUT YOUR ANSWER SHEET MUST STAY INTACT AND HAVE NO OTHER FOLDS. BE SURE TO MARK YOUR ANSWERS ON PAGE 3 AND ONLY IN THE COLUMNS MARKED SECTION 1.

Set your watch at exactly 9:00 and say:

DURING THE FIRST 60 MINUTES YOU MAY WORK ON SECTION 1 ONLY. [FOR THE ABBREVIATED FORM, YOU WILL HAVE 40 MINUTES TO COMPLETE THE ENTIRE TEST.] IF YOU FINISH BEFORE TIME IS CALLED, YOU MAY CHECK YOUR WORK IN SECTION 1 ONLY. START WORKING.

You and/or the proctors should walk about at the beginning and end of each section, for the standard form, to make sure that each examinee is working on the correct section of the test and marking answers in the appropriate columns of the answer sheet, which are marked sections 1 and 2, for the standard form. A series of large numerals appears across the top of the test booklet pages indicating the test section. At regular intervals post the time (“less than ___ minutes remaining”).

For the Abbreviated Form:

At 9:35 say:

YOU HAVE FIVE MINUTES LEFT TO WORK ON THE TEST.

At 9:40, say:

STOP WORKING AND PUT YOUR PENCIL DOWN. CLOSE YOUR TEST BOOK AND KEEP IT CLOSED ON YOUR DESK. TURN YOUR ANSWER SHEET SO THE PAGE WITH THE NAME GRID IS ON TOP.

NOTE: For the Abbreviated Form, please see “Collecting and Accounting for Test Materials” on PAGE 15.

For the Standard Form:

At 9:55, say:

YOU HAVE FIVE MINUTES LEFT TO WORK ON SECTION 1.
PLEASE STOP WORKING. PUT YOUR ANSWER SHEET INSIDE YOUR TEST BOOK AND CLOSE YOUR TEST BOOK....

If you give the students a rest break here, say:

YOU WILL NOW HAVE A [indicate length] REST PERIOD. [If appropriate] PLEASE BE QUIET IN THE HALL SO AS NOT TO DISTURB EXAMINEES IN OTHER ROOMS. YOU MUST BE BACK IN YOUR SEATS AT _____________.

[indicate time]

The rest period should be at least 10 minutes long, but preferably not longer than 15 minutes. Any examinees who ask to go to the restroom should be allowed to do so. Be sure the examinees leaving the room do not take any test materials with them. During the rest period, you or the proctors should check that all test books are closed with answer sheets inside. At the end of the rest period, check to be sure that all examinees have returned to the room and taken their original seats. If any are missing, provide an extra minute or two and, if possible, try to locate them. When you are ready to resume testing, say:

PLEASE TAKE YOUR SEAT AND GET READY TO RESUME WORK....

NOTE: At the discretion of the institution, you may allow students to leave the testing room after they have completed work on Section 2 [or after completion of the abbreviated test form]. However, it is critical that if you do so, you retrieve the test book and answer sheet of each student as he or she leaves the room and that students not disrupt the other students when leaving. If students are allowed to leave early, read the optional portion of the next boxed material.

Set your watch to 10:00, and say:

START WORKING. DURING THE NEXT 60 MINUTES, WORK ONLY ON SECTION 2. TURN TO SECTION 2 IN YOUR TEST BOOK, READ THE DIRECTIONS AND BEGIN WORK. IF YOU FINISH BEFORE TIME IS CALLED, YOU MAY CHECK YOUR WORK ON SECTION 2 ONLY. (If allowing students to leave early say:) OR, IF YOU WISH YOU MAY TURN IN YOUR TEST BOOK AND ANSWER SHEET WHEN YOU ARE FINISHED AND LEAVE QUIETLY.

At 10:55, say:

YOU HAVE FIVE MINUTES LEFT TO WORK ON SECTION 2.
STOP WORKING AND PUT YOUR PENCIL DOWN. CLOSE YOUR TEST BOOK AND KEEP IT CLOSED ON YOUR DESK. TURN YOUR ANSWER SHEET SO THE PAGE WITH THE NAME GRID IS ON TOP.

For Additional, Locally Written Questions Only

If you are using locally written questions with this test, you should collect all the ETS Proficiency Profile 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 page 4 of the answer sheet.

Read whatever instructions are appropriate for responding to the additional questions, such as how much time students will have.

When all testing is complete, collect an answer sheet from each student. Verify that you have the same number of answer sheets and used test books.

COLLECTING AND ACCOUNTING FOR TEST MATERIALS

Collect the test books first and then the answer sheets individually and in that order. No one should be dismissed until you are sure you have a test book and answer sheet from each student. 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 book. (An answer sheet left in a book cannot be scored.) 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 MAY LEAVE NOW.

After all the students have left the room, fill out the Supervisor’s Report Form (page 21), and put it with the Processing Request Form. Note any irregularities from this session on the Supervisor’s Comments and Test Irregularities form (page 20). All examination materials should be taken from the testing room and locked up until you are ready to return them to ETS.

RETURNING MATERIALS TO ETS

To prevent any delays or mistakes in returning materials, please read and follow these instructions carefully. We suggest that you use the following checklists so you will be certain that all necessary steps have been taken.

Returning Answer Sheets and Related Information

When answer sheets are ready for scoring, return a Processing Request Form (for each separate group of answer sheets being processed) and all completed answer sheets in the special envelopes and attach the prepaid labels provided.
The envelopes should contain:

( ) 1. *All 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. 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 x” on top will ensure that all envelopes arrive together. Bind several long pieces of tape around both the middle and the ends of the stack of envelopes.

To ensure meaningful reports, you should take the time to inspect the answer sheets before sending them in for scoring in an attempt to catch any “blanks” in required fields. The reports you receive will be only as complete as the information on the answer sheets you send in.

Answer sheets will not be returned to the institution after they have been scored. They will be held at ETS for six months after the test date and then destroyed.

( ) 2. A completed *Processing Request Form* should be included with the answer sheets in envelope number 1, or with each group of answer sheets for which you wish a report.

( ) 3. *Supervisor’s Comments and Test Irregularities form*. Complete and return only if you have comments or an irregularity to report. This form is found at the end of this manual.

**Returning Test Books and Remaining Materials**

Return all used testing materials to ETS following the test administration. Use the shipping cartons in which the tests were received or other sturdy boxes. Boxes are handled very roughly in shipping so you should use strong tape to reinforce the boxes for their return. Unused test books may be kept in a secure location for subsequent administrations.

( ) 1. **Used test books — all test books that have been opened or used must be returned.**

( ) 2. **Unused test books — may be kept for the next administrations and should not be returned.**

( ) 3. *Supervisor’s Report Form* (page 21)

Check the serial numbers and quantities of test books received (both used and unused); the number received and number returned must be the same, and all used books must be returned to ETS. Complete and sign this form and attach it to the Processing Request Form.

If more than one testing room was used you need to *complete and return only one combined report for all testing rooms.*

( ) 4. **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 test book shipping cartons to ETS, attach the prepaid label provided.
ETS® Proficiency Profile

INFORMATION QUESTIONS

NAME

Omit spaces, apostrophes, and Jr., II, etc.

Last Name (Family or Surname) First 15 letters

First Name (Given) First 12 letters

NAME

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1. Your Age

2. Gender

3. Number of credit hours successfully completed. Fill in only one response using the system (semester or quarter) in effect at your institution.

4. How do you describe yourself?

5. Do you communicate better in English than in another language?

6. Current enrollment status

7. Are you a transfer?

DO NOT WRITE BELOW THIS LINE

Omit spaces, apostrophes, and Jr., II, etc.

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ETS Proficiency Profile

8. About how many hours per week did you spend working for wages during your most recent school year?
- 0
- 1–15
- 16–30
- more than 30

10. What type of program are you enrolled in?
- AA/AS
- BA/BS
- Transfer Program
- Career/Vocational
- Certificate
- Life-Long Learning
- Work Force Training
- Other

12. Intended or Current Major (mark only one oval)
- Accounting
- Agriculture
- Allied Health
- Anthropology & Archeology
- Architecture and Environmental Design
- Art & Art History
- Banking & Finance
- Biological Sciences
- Business Administration
- Chemistry
- Communications
- Computer & Information Sciences
- Criminal Justice
- Earth, Atmosphere, & Marine Sciences
- Economics
- Education
- Engineering and Engineering Technologies
- English
- Environmental Sciences
- Foreign Languages & Literature
- Geological Sciences
- Health & Medical Sciences
- History
- Liberal Sciences
- Marketing
- Mathematical Sciences
- Music
- Philosophy
- Physics & Astronomy
- Political Science
- Psychology
- Religion & Theology
- Social Work
- Sociology
- Undecided
- Other Major(s) Not Listed

13. Freshman: Go on to question 14.

Upperclassman: In answering this question, include courses currently being taken but do not include remedial/developmental courses or courses for which you did not receive credit.

A. Indicate whether or not you have completed the General Education/Core Curriculum requirements in each area.

B. Indicate how many electives (any course beyond the general education requirements, including those required in your major) you have completed in each area.

HUMANITIES
- (Includes: English, Fine Arts, Foreign Languages, etc.)

SOCIAL SCIENCES
- (Includes: Economics, History, Political Science, Psychology, Sociology, etc.)

NATURAL SCIENCES
- (Includes: Biology, Chemistry, Geology, Physics, etc.)

MATHEMATICS
- (Includes: Math, Computer Sciences, Engineering, etc.)

14. Other information questions

1. A B C D E F G H
2. A B C D E F G H
3. A B C D E F G H
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### ETS Proficiency Profile

**SECTION 1**

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**ANSWER SHEET**

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104. A | B | C | D |
105. A | B | C | D |
106. A | B | C | D |
107. A | B | C | D |
108. A | B | C | D |
### ETS Proficiency Profile

If you have been given additional questions, respond in the spaces below, using the answer-key format provided by the test supervisor. Mark only one response for each question.

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 2 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
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| 5 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 |
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| 8 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 |

**DO NOT WRITE BELOW THIS LINE**

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You should complete and return this form (in the envelope with the answer sheets) only if you have comments, or if there is an irregularity to report.

Signature

Supervisor’s Name

Institution

Phone Number

Test Date
SUPERVISOR’S REPORT FORM

ETS® Proficiency Profile
Educational Testing Service
Princeton, NJ 08541-0001

TEST BOOKS AND ANSWER SHEETS RETURNED

Test Books Received:
- Quantity ________________
- Serial Number Range ___________ to ___________

Used Test Books Returned:
- Quantity ________________
- Serial Number Range ___________ to ___________

Used Answer Sheets Returned:
- Quantity ________________

Unused Test Books Being Held:
- Quantity ________________
- Serial Number Range ___________ to ___________

Supervisor ________________________________________________________________

Institution ________________________________________________________________

City, State ________________________________________________________________

Center Number ___________________________ (On Shipment Notice) __________________
E-mail Address

Signature of Supervisor __________________________ Date Testing Completed _______________

Phone No. __________________________ Today’s Date ________________

Complete and attach this form to the Processing Request Form.