



MARY/EMPT

Maryland Early Mathematics Placement Test

INSTRUCTIONS FOR TEST ADMINISTRATORS

A. General Notes

1. Test booklets are reused. Do not use them for anything except this test.
2. We need the following on each answer sheet:
 - a. I.D. Number – **exactly four digits** starting from the first column—any more or less will delay test processing. **The processing software requires unique I.D. numbers—please choose a system that will randomize as much as possible and thus minimize duplicates.** Students may use, for example, the last four digits of a school I.D. number, Social Security number or phone number. Blacken in the corresponding circles below.
 - b. Last name beginning in the first column, followed by a space, then first name, then another space, then middle initial, then another space, and finally any extra appellations such as Jr, III, etc. **Do not leave any spaces for an apostrophe, or after “Mc”—this will cause the machine to read names incorrectly.** Blacken in the corresponding circles below.
Example: John Q. O’Brien III would write OBRIEN JOHN Q III
 - c. Test form: A (necessary for processing the tests)
 - d. Responses to the information questions starting in line 61.
(Students should *not* fill in phone number, code, or exam number.)
 - e. Test answers starting in line 1.

The test itself requires a class period of about 50 minutes. For classes that are less than an hour, we recommend that you set aside 5 or 10 minutes the previous day for students to fill out the information data (2a through 2d above) so that they have the full time needed for the test.
3. Only the front of the answer sheet is used.
4. Scratch paper should be provided since students may not write on the test booklets. They may use the back of the answer sheet, but should avoid stray marks on the front.
5. Calculators are permitted, but are not necessary.
6. Number 2 pencils are needed for marking answers. The scoring machine will not read pen.
7. Questions 34 to 45 are advanced questions intended for students in calculus and precalculus. Other students should concentrate on the earlier questions.

B. Test Day: Read to Students

1. This is a test similar to mathematics placement tests given by colleges to incoming students. It will give you experience with such tests. Your answers will be scored by the University of Maryland and the information will be returned to you, to help you understand how colleges are going to evaluate your readiness for college-level mathematics.
2. Mark only one response for each question. Multiple responses will be counted as incorrect. Completely erase changed answers.
3. Calculators are permitted.
4. Number 2 pencils *must* be used to mark answers. Answers done in pen will be counted as incorrect.
5. Do not mark in test booklets. Use scratch paper or the back of the answer sheet.
6. (*for courses below precalculus*) Work only on the first 33 questions, unless you finish early and want to try the later questions.
7. You have until... Begin.

C. Returning Materials

1. Collect all forms and see that they face and align the same way. Make sure no answer sheets remain inside the test booklets.
2. Return *all* materials—answer sheets, unused answer sheets, test booklets, etc.—to your contact person.
3. We will generate and send the following: a) Individual letters to students, b) A list of student performances for the mathematics and/or guidance office, c) Summary statistics about your students’ performances, d) Copies of the explanatory “Parent’s Brochure”.