



MARY/EMPT

Maryland Early Mathematics Placement Test

INFORMATION FOR CONTACT PERSON

A. Materials

Your package should contain the following items:

1. A copy of your school's application form
2. This information sheet (1 copy)
3. Instructions for test administrators (1 copy – duplicate as needed)
4. SCANTRON answer sheets (in the numbers you requested)
5. Pretest instructions (in numbers same as the number of test booklets)
6. MARY/EMPT test booklets (in the numbers you requested)

Please contact us immediately if your package is missing anything by calling 301-405-5047 or sending an email to fletch@math.umd.edu.

Note: Test booklets are reused. Do not use them for anything except this test. Please return them.

The test itself requires a class period of about 50 minutes. For classes that are less than an hour, we recommend that your test administrators set aside 5 or 10 minutes the previous day for students to fill out the information data (name and lines 61 through 65) so that students have the full time needed for the test.

B. Returning Materials

1. Collect all forms, making sure that they all face and align the same way. Insert all answer forms to be graded into a manila folder or between the card stock pages from the original package.
2. Box and return *all* materials—answer sheets, unused answer sheets, test booklets, etc.—to us at the address below. **We need the test booklets returned so as to have enough to send to other schools.**
3. Include name, telephone number, email, and return address of person to whom scoring results are to be sent; you can use the copy of the application form for this. **Without some form of identification we may not be able to tell which school the test results came from.**
4. If desired, completed answer sheets may be sent immediately for a quicker response, and the rest of the materials can be sent separately.

C. Test Results

Approximately two weeks after the test (maybe longer at high-volume shipping times) you will receive:

1. Individual letters to students
2. A list of student performances for the mathematics and/or guidance office
3. Summary statistics about your students' performances
4. Copies of the explanatory "Parent's Brochure"

Items 1. through 3. are sent only to the person listed in B.3. above and are not sent to any other person or organization. Item 4. is intended for parents.

Ship materials to: MARY/EMPT

Department of Mathematics, University of Maryland
College Park MD 20742-4015