



***Major Field
Tests***

MAJOR FIELD TESTS

TEST ADMINISTRATION MANUAL

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GENERAL INSTRUCTIONS

The institutional coordinator or test administration supervisor has overall responsibility for the security and handling of test materials and for the test administration. These responsibilities are to

1. check all test materials sent from ETS within 24 hours of receipt,
2. keep all test materials secure and safeguard all aspects of test security,
3. conduct test administrations carefully according to the instructions in this *Manual*, and
4. collect all test materials and return them promptly to ETS according to the specified timetables. See page 19 for instructions on returning test materials.

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 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

1. Test books
2. Answer sheets
3. Test Administration Manual (printout PDF from website)
4. Program Manual
5. Processing Request Form
6. Order Form
7. Envelopes for returning answer sheets to ETS
8. Reinforced tape and labels for returning test books to ETS
9. Test shipment notice/packing slip indicating the number of test books and answer sheets sent
10. Compact Disc (for MFT Music Test only)

Checklist of Equipment Provided by Test Supervisor

- () 1. A reliable watch that you are willing to adjust as the instructions require
- () 2. A large clock in each testing room clearly visible to all examinees. If this is not possible, 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.
- () 3. A pencil sharpener, if possible
- () 4. A small supply of number 2 or HB (soft lead) pencils with erasers
- () 5. 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 in a separate room 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 institutional coordinator for the Major Field Tests, you are responsible for the security of all testing materials from the time they are received until they are returned 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. Testing can be a stressful situation; 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 so that they reflect the makeup of the student body as much as possible.

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 students with disabilities for a Major Field Test administration as you do for other locally administered tests.

Keep in mind that appropriate testing arrangements are needed to minimize any adverse effect of an examinee's disability 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, but advance notice of six weeks is required for large type, and three months is required for Braille and audiocassette. 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 [MBA-three hours]**. Additional time will be needed to give instructions and distribute and collect test materials.

Proctors

If more than 34 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 proctors. Assume you will need one proctor for every 30-50 students beyond 34. 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 the testing has begun.

Answer Sheets

Please note that the Major Field Tests employ two kinds of answer sheets. **The green answer sheet that provides options A, B, C, and D for each question is for the Business Test and the MBA Test only.** All other subject tests employ the blue answer sheet that provides options A, B, C, D, & E.

Instructions for completing the demographic questions on the answer sheet are given on page 14 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 entitled Obtaining Optional Subgroup Reports on page 7. General instructions for completing answer sheets are printed on the back covers of the test books.

It is important that students mark all 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 dictionaries or other books, slide rules, protractors, calculators, calculator watches, watch alarms (including those with flashing lights or alarm sounds), stereos or radios with headphones, compasses, rulers, highlighter pens, or papers of any kind is prohibited. 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 use the blank spaces in their test books, but not their answer sheets, to make preliminary calculations or other notes to help them work out their answers. No one should make any unnecessary marks on the answer sheet.

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 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.

Routine Absence/Unscheduled 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 give them the same materials when they return. 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 and 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 five 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 and
- 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:

1. 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.
2. 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.
3. Seat students so you and the proctors have unimpeded access to each one.
4. Students should be seated so they cannot look at their neighbors' responses or exchange information.
5. 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.
6. 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. In an inclined seating arrangement such as an auditorium, there must also be a five-foot separation in front of and behind each student.

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 give them the full testing time.

Distributing and Accounting for Test Materials

You have received test books arranged in serial number order. Distributing and collecting books in this order is **critical**, since this 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 the test books first and then all the answer sheets from each person individually and in the same order in which they were handed out. (Do not ask students to pass test materials down or across rows.) This method ensures your having 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. Then, 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. No one may examine the test books or the answer sheets after they have been returned to you. Also, make sure that examinees leaving the room do not pick up test books or answer sheets.

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 or of 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 back of the Supervisor's Test Administration Report Form. Include all 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.

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** (3WMF, for example, must be replaced with 3WMF). 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 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.

SPECIFIC INSTRUCTIONS FOR ADMINISTERING THE MAJOR FIELD TESTS

Read aloud all directions printed in the boxed areas, pausing to allow time for the instructions to be carried out. Please do not depart from these directions or answer any questions about the content of the test.

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, follow a prearranged plan of 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 sheet is given to each person.

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

If 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.

Note for Institutions Using Subgroups

If you are planning to obtain the optional score reports for subgroups of students (see page 7), 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.

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.

Finally, 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:

Has anyone 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**.

Has anyone not finished reading the directions on the inside back cover? 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.

You will have a total of two hours [MBA-3hours] to work on the test, which is divided into two sections of one hour [MBA 1½ hours; Music: 45 minutes for Section 1; 75 minutes for Section 2] each.

During the time allowed for each section, you must work only on that section.

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. Now 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.
Do you 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, say: (see second box if administering the Music Test)

During the first hour [MBA-1½ hours], 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 start to work.

Music Test: 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 book. Now open your test book to Section 1 and follow along with the recording.

Music Test: Begin playing the compact disc (starting with Track 1). *Note: 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 can not hear a portion because of outside interference. The CD is approximately 45 minutes long.*

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.

When your watch shows that 45 minutes have elapsed, post the time remaining ("Less than 15 minutes remaining"). When your watch shows that 55 minutes have elapsed, post the time remaining ("Less than 5 minutes remaining"). You may post the time remaining as frequently as you wish throughout the test.

When your watch shows that one hour [MBA-1½ hours] has elapsed [Music-when you hear "end of recording" on the CD], **read one of the following two paragraphs:**

Please stop working. During the next hour [MBA-1½ hours; Music-1 hour and 15 minutes], 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 start to work.

Or

Please stop working. During the next hour [MBA-1½ hours; Music-1 hour and 15 minutes], 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 start to work.

When your watch shows that 45 minutes [Music-60 minutes] have elapsed, post the time remaining for Section 2 ("Less than 15 minutes remaining"). When your watch shows that 55 minutes [Music-70 minutes] have elapsed, post the time remaining ("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 one hour [MBA-1½ hours; Music-75 minutes] has elapsed, say:

Please stop working and put your pencil down. Close your test book and keep it closed on your desk. 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 the Major Field Tests 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.

Collecting and Accounting for Test Materials

Collect all the test books first and then all 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 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 may leave now.

After all the students have left the room, fill out the Supervisor's Report Form (page 22) and put it with the used test books. Note any irregularities from this session on the Supervisor's Test Administration Report Form (page 23). All examination materials, including the CD for Music, should be taken from the testing room and locked up until they are returned 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. 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: Kim Stoop, Room Q-221, Educational Testing Service, 1425 Lower Ferry Road, Trenton, NJ, 08618.

Checklist for Returning Answer Sheets

- () 1. Processing Request Form(s) - one for each department/subject
 - (a) TYPE or PRINT clearly the mailing label in the upper left-hand corner. **Filling out the label will ensure that the test results will be directly sent to you.**
 - (b) Include the four-digit center number/college code shown on your test shipment notice/packing slip.
 - (c) Provide a purchase order number or credit card number for subgroup report requests.
 - (d) Provide the institution's Federal Express account number for overnight report requests.

- () 2. 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.

- () 3. Supervisor's Test Administration Report 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 January, and at that time, the previous test forms are retired and cannot be scored** (refer to the Test Development Schedule in the Program Manual). **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

- () 1. Copy of ETS shipment notice/packing slip or Supervisor's Report Form (page 22 of this *Manual*)
- () 2. 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.
- () 3. 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 ETS shipment notice/packing slip in box #1 with the test books.

- () 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, 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 preaddressed return labels, prepare labels addressed to:

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

SUPERVISOR'S REPORT FORM

Complete this report and return it with the used test books OR Include a copy of the ETS shipment notice/packing slip.

You may copy this form if needed.

Major Field Tests
 Educational Testing Service
 Princeton, NJ 08541-0001

TEST NAME	TEST BOOKS REC'D		USED TEST BOOKS RETURNED		UNUSED TEST BOOKS RETURNED		USED ANSWER SHEETS RETURNED
	QTY.	Ser.No Range	QTY.	Ser.No Range	QTY.	Ser.No Range	
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 QUANTITIES							

Supervisor _____

Institution _____

Address _____

Telephone _____ Fax _____

 Signature of Supervisor

 Test Date(s)

SUPERVISOR'S TEST ADMINISTRATION REPORT FORM

Please complete the questionnaire and comments form on the reverse side of this report form.
Please 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 of 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 Irregularities Form and distribute it to the appropriate individuals at your institution.

Supervisor's Name (Please Print)

Supervisor's Signature

Title

Telephone Number and your e-mail address

Institution Name

City, State, Zip

Questionnaire and Supervisor's Comments

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.

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—we value your opinions.

Name

Title

E-mail address

Major Field Tests
Higher Education Assessment, MS 55-L
Educational Testing Service
Princeton, NJ 08541-0001
1-800-745-0269
www.ets.org/hea

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