Florida K-12 P.E.R.T. Test
Administration Guide

October 2014

EDITED FOR USE BY ESCAMBIA COUNTY SCHOOLS
**D. Proctor/Site Manager Directions for Launching Tests**

**Note:** Proctors and Site Manager are the only administrative users who have the capability to deliver tests to students. Proctors/Site Managers must receive their login credentials from the Institution Administrator.

You can log students into their testing dashboard by either selecting ‘Login’ from the Student Logins page or by creating a ticketing system.

**Step 1: Log In**- Go to [https://college.measuredsuccess.com/](https://college.measuredsuccess.com/) and log in as either a Proctor or Site Manager.

**Step 2: Launching a Test from the Student Logins Page**–Go to ‘Administer Test,’ and ‘View and Export Student Logins.’ You may search by student name, ID or a general search of all names (select ‘Search’ without any fields filled in for a general search). In the search results, usernames and passwords will be listed next to each student name, as well as a button that says ‘Login.’

![CollegeSuccess Image](CollegeSuccess.png)
By clicking on the ‘Login’ button, you will be logged directly into that student’s dashboard.

**Step 2A: Launching a Test with the Ticketing System** - Go to ‘Administer Test,’ and ‘View and Export Student Logins.’ You may search by student name, ID or a general search of all names (select ‘Search’ without any fields filled in for a general search). In the search results, you will see a status column. By default, all users will be placed in ‘Active’ status. This means everyone can test normally, in proctored and dashboard environments.

Upon release of this feature, users who want to use this feature will have to ‘Deactivate’ all of the students in the site. This means that students will not be able to test on the student dashboard.

- When deactivated, students cannot login and test on the dashboard on their own.
- When deactivated, proctors cannot log a student into the dashboard to test on their own.

On test day, a proctor or site manager will have to manually ensure that each student account is in an ‘Active’ status. You can do this by, manually selecting each (or mass select) student accounts under the ‘All’ column and selecting ‘Activate Students.’ Then, the proctor will have to manually ‘Deactivate’ students after the test has been completed. Again, you will select the students who need to be deactivated under the ‘All’ column and then select ‘Deactivate Students.’
Note: To select ALL users, click the link ‘Select All.’ To select all users on the page, check the ‘All’ column.

<table>
<thead>
<tr>
<th>Select All Clear All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Status</td>
</tr>
<tr>
<td>✓</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Inactive</td>
</tr>
</tbody>
</table>

Export options: CSV | Excel
Step 2B: Exporting Student Data for Ticketing System - From the ‘Student Logins’ page, you can export student data into either a CVS file or Excel file. Once your preferred format has been selected, you will then be able to extract the student data needed to create your tickets. Once you administer your tickets to students, please remember to collect them back once testing has concluded.

<table>
<thead>
<tr>
<th>Active</th>
<th>03/27/2013</th>
<th>5423543</th>
<th>Toby</th>
<th>Toby</th>
<th><a href="mailto:5423543@aol.com">5423543@aol.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>10/15/2013</td>
<td>532432532</td>
<td>Tom</td>
<td>John</td>
<td><a href="mailto:532432532@A.com">532432532@A.com</a></td>
</tr>
<tr>
<td>Active</td>
<td>11/08/2013</td>
<td>890432</td>
<td>Vanguard</td>
<td>Nav</td>
<td><a href="mailto:890432@a.com">890432@a.com</a></td>
</tr>
<tr>
<td>Active</td>
<td>10/09/2013</td>
<td>54903254</td>
<td>Vanguard</td>
<td>Test</td>
<td><a href="mailto:54903254@gmail.com">54903254@gmail.com</a></td>
</tr>
<tr>
<td>Active</td>
<td>11/08/2013</td>
<td>65346534653</td>
<td>Vanguardian</td>
<td>Charles</td>
<td><a href="mailto:65346534653@a.com">65346534653@a.com</a></td>
</tr>
<tr>
<td>Active</td>
<td>12/05/2013</td>
<td>5425423423</td>
<td>VCCS</td>
<td>MC</td>
<td><a href="mailto:5425423423@A.com">5425423423@A.com</a></td>
</tr>
<tr>
<td>Active</td>
<td>11/18/2013</td>
<td>349023</td>
<td>Writing</td>
<td>Sample</td>
<td><a href="mailto:349023@a.com">349023@a.com</a></td>
</tr>
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Export options: CSV | Excel
Step 2C: Logging a Student into the Dashboard with the Ticketing System- Once tickets containing the student usernames and passwords have been administered. The student can log directly into the testing dashboard from the College Success login page (https://college.measuredsuccess.com). The student will enter their username and password and select ‘Sign in.’
The student will then be asked to ‘Accept’ the College Success Online License Agreement.

Step 3: Direct Student- Enter the access key at the bottom of the testing dashboard page and select ‘Submit.’ The student must **click** ‘Submit’ in order for the test to populate.

Step 4: Direct Student- Inform the student to select the test name which is a blue hyperlink.
Step 5: Direct Student- To read the College Success Student Privacy Policy. After the student has read the policy, select ‘I have read this policy.’
Step 6: Direct Student - To read the Welcome Message. After the message has been read, select ‘Next.’
Step 7: Direct Student- To read the directions for answering questions, and then select ‘Start Test Session.’
Step 8: Direct Student- To read the information regarding the specific P.E.R.T. exam they will be taking. Have the student select ‘Start Test Session’ to begin their designated exam.
Step 8A: Students Taking Math Subtest - Inform students taking the Math subtest that for certain questions, a calculator icon will be available in the bottom left corner of the test for their use. Once the calculator icon has been clicked on, the electronic calculator will appear as a pop-up in the middle of their screen. You must use the electronic calculator keyboard to input numbers and hot keys (alt c) do not work on the P.E.R.T. It is a standard 4-function calculator and performs operations in the order you enter them.
**Step 8B: Students Taking the Accessibility Branching Profile** Inform students in need of the ‘Accessibility Wizard’ to select the ‘Access Wizard’ icon in the lower left corner of the test. The ‘Accessibility Wizard’ will appear as a pop-up in the middle of the screen. The student can set their preference and save them by selecting ‘Apply.’ All settings take effect immediately and will last through the entire subtest.

![Accessibility Wizard](image)

**Step 9: Submitting P.E.R.T.** - Once the student has finished the exam, he/she must select ‘Submit’ or else the exam will remain in an open status. When the exam has been submitted successfully, students will receive a thank you message for completing the test.

![CollegeSuccess](image)
**Step 10: End of Test** - If the student has no other subtests to take, testing has concluded. If there are additional subtests to take, direct the student to select, ‘Back to Student Dashboard’ to finish testing and you will need to enter in a new access key to launch a new branching profile.

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**Student Score Report**

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<tr>
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<tr>
<td>Date Completed:</td>
<td>10/15/2014</td>
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<tr>
<td>Site Name:</td>
<td>Kyle Site</td>
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<tr>
<td>Student DOB:</td>
<td>02/18/1982</td>
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<tr>
<td>Student ID:</td>
<td>78954353</td>
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<tr>
<td>Major Name:</td>
<td>English Lit</td>
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</tbody>
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42
E. Reading and Running Reports

Institution Administrators, Site Manager, Proctors (limited reporting capabilities) and Report users have access to running reports.

Step 1. Go to Reports Tab - to generate reports.

There are three Report Types:

a. Standard Reports
b. Custom Reports
c. Test Units Reports

a. Standard Reports
### Standard Report Examples

- **Individual Score Report**: Displays a single student report, identical to the end of test report. Fields may be added or deleted to further customize the report. You can also Rebuild Course Placement for a student by using the link at the bottom of the report.

- **Placement Roster**: Provides a detailed Placement report including any basic information that you choose to display. The data for this report are Address, City, Home Phone, Birth Date, Email, Exam Number, First Name, Institution ID, Last Name, Middle Initial, Site ID, State/Providence/County, Student ID, Test Date, Test Name, and Zip Code.

- **Course Roster**: Generates a comprehensive course roster, including all records for the specified Basic Information and Test Score options that you selected.

- **Score Roster**: Includes your choice of Basic information fields and Test Scores, Background Questions and Local Background questions. This report may be limited by Date, First Name, Last Name or Student ID/SSN. If a student has tested more than once on the same test, the score roster can be filtered by All Scores, Highest Score, Latest Score or First score; as well as All sessions, Open Session, or Closed Session. (Default setting includes All Scores and All sessions.)

- **Demographic Information Report**: Three available reports:
  - Background Overview Report
  - Background Detail Report
  - Student Address Report
For our example let’s use the Individual Score Report which allows you to view any combination of the Basic Information fields associated with a completed test session. This report can be filtered by:

- Find Student by Search Filter
  1. Branching Profile
  2. Site ID
  3. Test Date
- To find Student by Name
  - Student ID
  - Student First Name
  - Student Last Name

1-6. After selecting the above filters (1-6),

7. Select the specific fields to include in the report (No. 7 in the screen shot above)

- To select these fields, click on the name of the field and then click on the add arrow (>). You can also remove fields by clicking on the remove arrow (<).
- To select more than one option at a time you can hold down the CTRL key on your keyboard while clicking on the names of the fields.
- You can also change the order of these fields by using the up and down arrows, or sort the fields by alphabetical order by clicking on Sort A-Z or Sort Z-A.
8. Next, select the data you would like to appear in the report (see No. 8 in the screen shot above).

9. You can also Load a saved Query or Save this Query by either entering a name for a new query in the Save this Query text box (see No. 9 in Screen shot above).

10. Click on the Submit button to generate your report (see No. 10 in screen shot above).

   - All results meeting your filters and selections will appear in an HTML format. You can export the data in the following formats: CSV, Excel or XML.

11. Click on the View link to view your student’s Individual Report.

   - You can use the Click here to download student’s results to open up a delimited file containing the information from this report. This can then be easily entered into your student database system.
b. Running a Custom Report

**Step 1: Select Fields** - You can choose the following options from the drop-down menu:

- Background Questions
- Basic Information
- Test Scores
- Test SEM
- Local Background Questions
- Placement Branches
- Test Percentiles
- User Defined Fields

To select these fields simply click on the name of the field and then click on the add arrow (>). You can also remove fields by clicking on the remove arrow (<).

**Note:** to select more than one option at a time you can hold down the CTRL key on your keyboard while clicking on the names of the fields. You can also change the order of these fields by using the up and down arrows, or sort the fields by alphabetical order by clicking on Sort A-Z or Sort Z-A.

You can also Load a saved Query by selecting a query from the Load Saved Query drop down box. OR Save this Query by entering a name for a new query in the Save this Query text box.
Click on **Step 2**: Filter by Criteria to move to the next step.

On this step you can choose values to limit your report by. The values that you can choose from are:

- Date of Testing
- Score Options
- Session Options
- Name
- General Background Questions
- Local Background Questions
Click on **Step 3: Grouping and Sorting** to move to the next step.

On this step you can choose how to sort and group the data in the report.

- You can sort items by Student ID, First Name, Last Name, and Test Date.
- You can group items by Placement Courses, Local Background Questions, or Standard Background Questions.
Click on **Step 4: Output Formats**

Once you have finished entering in your report criteria, click on **Submit** to generate the report.
C. Running a Test Units Report

There are two reports that you can run from under the Test Units Reports Menu:

- **Units Usage Report** --will display how many test units you have left at the end of each day.
- **Units History Report** --will display when your test units were used.

1c. Units Usage Report

You can sort this report by the following options:

- Site ID
- Test Date

Click on Submit once you have selected the range for your report and this will show you unit usage within your date range.
2c. Units History Report

You can sort this report by the following options:

- Site ID
- Test Date

Click on Submit once you have selected the range for your report. This will show you how your test units have been used.
F. College Success Support

McCann Associates provides technical support through a toll-free phone number and email.

**Phone**: 877-614-6105  
**Email**: collegesuccess@mccanntesting.com

The hours of operation for the help desk are listed below.

- **Monday**: 7:30am-8pm EST  
- **Tuesday**: 7:30am-11pm EST  
- **Wednesday**: 7:30am-11pm EST  
- **Thursday**: 7:30am-11pm EST  
- **Friday**: 7:30am-5:30pm EST  
- **Saturday**: 9am-5pm EST  
- **Sunday**: Closed
Appendix 1 - P.E.R.T Administration Script

P.E.R.T. Test Administration Preparation Information and Script
2012-13

Overview

The 2011 Legislature amended section 1008.30 (3), Florida Statutes (F.S.), to require the evaluation of college readiness for select students prior to grade 12 and to require that those students with identified deficiencies complete appropriate postsecondary preparation instruction prior to high school graduation. This is to prepare students for entry into college-level credit courses as well as gainful employment. The purpose of this communication is to prepare the high school for administering the computer-based assessments of the Postsecondary Education Readiness Tests (P.E.R.T.) for course placement. Before administration, high schools will receive training from their district P.E.R.T. contact, who will provide student data and passwords for the administration. Schools are asked to confirm that they have completed or will complete necessary setup activities prior to testing and have signed a Test Security Agreement.

For the 2012-13 school year, P.E.R.T. will be administered to eligible 11th and 12th graders for the following academic areas: Reading, Writing, and Mathematics placement subtests.

Districts and schools will set student testing schedules, and schools will reserve and manage the computer labs for test administration. School instructions for setting up computers are addressed in the Florida K-12 P.E.R.T. Test Administration Guide. McCann Associates oversees the testing platform, access to the district login, and the College Success Help Desk. If you have a firewall in use at your district, you may need to whitelist the College Success URL to prevent connection issues. The URL is:

https://college.measuredsuccess.com/

Please contact your IT administrator for further information.

Contact: If you require assistance creating your test settings, please contact the College Success Help Desk at (877) 614 - 6105. Below are their hours of availability:

Mon – 7:30 AM - 8 PM EST
Tues – 7:30 AM - 11 PM EST
Weds – 7:30 AM - 11 PM EST
Thurs – 7:30 AM - 11 PM EST
Fri – 7:30 AM - 5:30 PM EST
Sat – 9 AM - 5 PM EST
Test Administration

Well in advance to P.E.R.T. testing day(s), all participating students and their parents/guardians should be made aware of the upcoming testing. Letters can be sent to notify parents (sample provided in English and Spanish). School staff need training and need to sign test security agreements. Each computer to be used for testing should use the “Check My Computer” tool provided by McCann on the login screen to ensure it can properly load and run the software.

Testing Rooms. In order to create a uniform and standard testing experience, certain guidelines must be followed in the setup of the testing rooms. The testing room must have comfortable seating, good lighting, and adequate ventilation. A student must have sufficient space in which to work, and students must not be able to easily view other students’ screens.

Before students enter the room, open two Internet Explorer windows; one to the login screen for access to the sample test, and the other to where you have logged in and searched for the students’ names. Place a Post-it note with the students’ names on it on each computer so they may find their assigned space as they enter the room.

When students enter the room, mark their names on the roll sheet. Ask them to turn off all cell phones and place them in their backpacks, which should be placed away from their computer station or collected by the proctors.

Test Administrators and Proctors. The number of test administrators and proctors that should be used for computer-based test sessions to ensure security and support is the same as for FCAT administration; one administrator and one proctor per each 30 students.

Accommodations. Some students with disabilities may not be able to access the computer-based assessments or use the Accessibility Wizard. Paper-based versions, including regular print, large print, and braille are available for students who require them. These alternate forms must be purchased well in advance of time to assess.

The student’s IEP or Section 504 plan must indicate the accommodations a student needs in order to take a test on a computer or if the student needs a paper-based version. Accommodations for testing should be the same as those used in instruction and classroom assessment and should not introduce new or special circumstances during testing. The test administrator and the school assessment coordinator are responsible for ensuring that arrangements have been made for accommodations prior to the test administration dates. Accommodations may include: presentation, scheduling, and setting.
**Presentation**—Use specialized formats, including paper-based, large print, Braille, or audio to access information.

**Scheduling**—Increase the length of time to complete assessments or change the way the time is organized.

**Setting**—Change the location in which assessments are given or change the conditions of the instruction and assessment setting.

Accommodations in assessment situations are generally the same as the accommodations the student routinely uses in instruction. All appropriate staff must be aware of what accommodations should be available to each student and the process for administering these accommodations. For CBT administrations, paper-based test materials are available as an accommodation. In order to receive paper-based test materials for any CBT administration, a paper-based testing requirement or one or more of the conditions listed below should be indicated on the student’s IEP or Section 504 plan:

- The student cannot access assessments on the computer.
- The student requires an accommodation that cannot be implemented in conjunction with a computer-based administration (e.g., the student requires a specialized setting or uses adaptive furniture that cannot accommodate a computer workstation).
- The student has a flexible scheduling/extended time accommodation that requires testing one session over more than one day.
- The student is hospitalized/homebound.

**Note:** ELL students are allowed to use a heritage language dictionary when taking the PERT exams. Electronic dictionaries are prohibited.

**Test Materials.** Even though this is a computer-based administration, there are some test materials that will need to be maintained. If paper-based accommodations are being offered, these materials will need to have security numbers and must be tracked and recorded just like regular paper-based materials. For the mathematics subtest, scratch paper and pencils can be used. If scratch paper is used, the students should put their names on it and turn it in at the end of the testing session.

**Virtual School Students.** Virtual school students will be participating in some administrations, and districts/schools must make the appropriate arrangements at the student’s assigned school. If this applies to you, the appropriate arrangements should be made well in advance.

**Student Practice Tests.** Practice tests are provided on the opening student login screen of
College Success for student practice on reading, writing, and math items. These are not full-length tests, but they will familiarize students with the test item formats and tools in the P.E.R.T. environment. The link to the practice tests and Student Study Guide should also be provided to students so they can practice on their own at any time during the year.


https://college.measuredsuccess.com/mscollege/do/log

**Security Agreements.** To confirm that they are aware of the testing guidelines, rules, and appropriate instructions, testing staff must sign a security agreement prior to testing. Maintain test security at all times and report violations or concerns to the school assessment coordinator immediately. Testing irregularities will be investigated by the District and reported within 10 days.

Each school is required to maintain an accurate **Security Log** for each testing room. Anyone who enters a testing room **for the purpose of monitoring the test** is required to sign the log. This applies to test administrators, proctors, and anyone who relieves a test administrator, even for a short break, regardless of how much time he or she spends monitoring a testing room.

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. Please read and familiarize yourself with the Statute and Rule.

Examples of prohibited activities are listed below:

■ Reading or viewing the test items or passages
■ Revealing the test items or passages
■ Copying the test items or passages
■ Explaining or reading test items or passages for students
■ Changing or otherwise interfering with student responses to test items
■ Copying or reading student responses

If students with current IEPs, Section 504 plans, or ELL plans have allowable accommodations documented, test administrators may provide accommodations and may modify the scripts in this manual as necessary to reflect the allowable accommodations. Permission to modify scripts for allowable accommodations must NOT be interpreted as permission to paraphrase items.
**Student Privacy Policy.** Every student will be required to read and acknowledge (click on a statement) that he/she has read the McCann privacy policy.

**Admission of Students to Testing.** Precautions must be taken at testing sites when students are unknown to the test administrator or other school staff. For security purposes, photo identification, such as a driver’s license or school ID, must be checked before admitting unfamiliar students to a testing room.

Districts must ensure that students take each subject test only ONCE during this administration. In the event that a student takes a test (Reading, Writing, Math) more than once and it cannot be determined which test was taken first, both tests will be invalidated.

**Supervise Test Administration**

It is not appropriate to use cell or classroom phones (except to contact your school assessment coordinator or technology coordinator if issues arise), grade papers, or work on the computer during testing. Instead, while students are working, move around the room and ensure the following:

- Students have cleared the area around their workstations of all materials except for Student Authorization Tickets and pens or pencils.
- Students do not have books, notes, extra scratch paper, or electronic devices, except for approved calculators, of any kind during testing, even if they do not use them.
- Students do not talk or make any disturbance.
- Students are working independently.
- Students are working in the correct test (check student name and test in the top left corner of the computer screen).

While you may encourage students to continue working, you may not talk with them about test items or help them with their answers. Any desktop-viewing programs or similar software that would enable a test administrator to view test items and student responses must be turned off during testing. You may not provide students with any information that would allow them to infer the correct answer, such as suggesting that they might want to check their work on specific items. Further, you may not discuss test items or answers with students, even after testing has been completed. Because some items may be used on future tests, discussion would compromise the validity of those items.
Student Directions (SCRIPT)

(READ ALOUD)

“Welcome! You are here to take a Postsecondary Education Readiness Test (P.E.R.T.). It is important for you to do your best on this test because it will help to show if you are ready to take college-level coursework and which courses to place you in next year. It will also demonstrate your level of career readiness.

Remove all materials from your desk. You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. If you are found with any electronic devices during this test, your test will not be scored. If you have any electronic devices with you right now, please turn them off and raise your hand.

(Pause. Collect any devices.)

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

(Pause. Hand out the pre-made tickets that contain each student’s individual username and password. It is extremely important that students are given the correct logins.)

Now, enter your username and password into College Success. Once logged into your account, you will need to enter the access key to launch your PERT assessment.

(Announce the appropriate access keys for each of the PERT tests and direct students to enter in the access key for the test he/she must take.)

Now click ‘submit.’ The PERT test will appear on the test dashboard, and you can click on the test link to begin.

You should now see a Welcome screen. Please raise your hand if you do not see your Welcome screen.

During the test, you must not talk, make any disturbance, ask for help answering a test question, or look at another student’s computer screen. You are not allowed to have any electronic or recording devices in your possession, even if you do not use them.

Please do not type any information until I tell you to do so. You will be given 30 test items to answer. The test is not timed; try to answer every question. One question at a time will appear on the computer screen. Take your time to select the answer that you think is correct by clicking on the red star (*) beside that response. Then click “SUBMIT” at the bottom of the screen. Click
“OK” to finalize your answer choice. Once a question has been answered, you cannot go back to it later to change your answer, so be certain and careful which item you are choosing.

If you are taking the Mathematics subtest, you may use scratch paper and pencil. Please raise your hand if you would like some scratch paper now. Write your name at the top of the scratch paper. On certain questions, you will be allowed to use a built-in pop up calculator that will appear on the bottom of the screen on the left-hand side.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please remember that during and after the test you MUST NOT:
- talk or make any disturbance
- look at another student’s computer screen
- ask for help answering any test questions
- have notes or scratch paper, other than what was provided to you
- have any electronic or recording devices in your possession, even if you do not use them

Please raise your hand if you have any questions. (Pause for questions.)

When you have completely finished this test, click the “save and exit” button and raise your hand to let the proctor know that you have completed this subtest. Turn in your scratch paper to the proctor if you used any, and wait for further directions.”
Appendix 2- Proctor Security Log

SECURITY LOG
P.E.R.T. TESTING

District: ___________________ School: _____________________ Room Number: _____ Test
Group Code: _____________________

Personnel (test administrator, proctors) assigned to monitor the room for ANY length of time must complete this log when entering and exiting the room.
Please be sure to indicate your assigned area of the testing room (e.g., first three rows, back of the room).

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>ASSIGNED AREA OF ROOM</th>
<th>PRINT NAME</th>
<th>SIGNATURE</th>
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## Appendix 3- Student Sign-in Sheet

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Appendix 4- P.E.R.T. Math Scratch Paper

P.E.R.T. Math Test
Scratch Paper

Student Name: _______________________
Test Date: ____________________
Possession of any electronic device (cell phones, iPads, etc.) is NOT PERMITTED during the P.E.R.T. test. Turn in all devices to your teacher to hold until after the test is over. Students found with devices will have their scores invalidated.
Appendix 6- Seating Chart

P.E.R.T. Seating Charts

Please make a seating chart of the computer lab where the students will be tested, and record the student name and which computer they used for each P.E.R.T. testing.