

**Grade 12  
Pre-Calculus Mathematics Standards Test**

# **Administration Manual**

**June 2009**

Manitoba Education, Citizenship and Youth Cataloguing in Publication Data

371.26097127      Grade 12 Pre-Calculus Mathematics Standards Test :  
Administration Manual (June 2009)

ISBN-13: 978-0-7711-4250-5

1. Mathematics—Examinations, questions, etc.  
2. Mathematics—Examinations. 3. Mathematical ability—  
Testing. 4. Educational tests and measurements.  
5. Mathematics—Study and teaching (Secondary)—  
Manitoba. 6. Calculus—Examinations, questions, etc.  
7. Calculus—Examinations. I. Manitoba. Manitoba  
Education, Citizenship and Youth

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Manitoba Education, Citizenship and Youth  
School Programs Division  
Winnipeg, Manitoba, Canada

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This manual is one of a series of documents, which are available on the Department's website at <[www.edu.gov.mb.ca/k12/assess/s\\_tests/index.html](http://www.edu.gov.mb.ca/k12/assess/s_tests/index.html)>.

- *Policies and Procedures for Standards Tests (2008/2009)*
- *Grade 12 Mathematics Standards Tests: Information Bulletin (2008/2009)*
- *Grade 12 Pre-Calculus Mathematics Standards Test: Administration Manual (June 2009)*

These documents prepare teachers and administrators for the administration of the Grade 12 standards tests. Please use this manual in conjunction with the other documents in the series to gain a full understanding of the procedures associated with the testing program at Manitoba Education, Citizenship and Youth (“the Department”).

This manual must be read prior to administering the standards test. The rules and guidelines included must be strictly observed to ensure the consistency of standards test administration.

## **INQUIRIES**

Carol Chabbert, Administrative Officer  
Telephone: 204-945-0747  
Toll-Free: 1-800-282-8069, ext. 0747  
Email: [carol.chabbert@gov.mb.ca](mailto:carol.chabbert@gov.mb.ca)

Allison Potter, Assessment Consultant  
Telephone: 204-945-7590  
Toll-Free: 1-800-282-8069, ext. 7590  
Email: [allison.potter@gov.mb.ca](mailto:allison.potter@gov.mb.ca)

Ruth Parnetta, Clerk  
Telephone: 204-945-4422  
Toll-Free: 1-800-282-8069, ext. 4422  
Email: [ruth.parnetta@gov.mb.ca](mailto:ruth.parnetta@gov.mb.ca)



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## General Information

The Department develops the Grade 12 Pre-Calculus Mathematics Standards Test in collaboration with teachers from across the province. This standards test is based on *Senior 4 Mathematics: Manitoba Curriculum of Outcomes and Senior 4 Standards* (2001). This document is available at the Manitoba Text Book Bureau.

The standards test is locally marked and counts for 30% of each student's final grade in the course. Test results will be released to students according to local policy on the date designated by local jurisdictions.

For information regarding who is required to write standards tests, see the *Policies and Procedures* manual.

**All schools should receive the test materials by June 1, 2009.** The number of test booklets sent to each school is based on the February 27, 2009 registration information provided by the school.

The Department supports local marking by

- training representatives from local jurisdictions to act as local marking coordinators
- collecting and scanning all *Answer/Scoring Sheets* from jurisdictions to provide them with test result summaries
- centrally marking a random sample of locally marked test booklets to provide feedback to jurisdictions on their local marking
- providing financial support for local marking to provincially funded jurisdictions

## Features of the test

The Grade 12 Pre-Calculus Mathematics Standards Test consists of two parts:

- Part 1—long-answer questions, where a scientific or graphing calculator may be used [see the *Information Bulletin*, section “Calculator Use on Grade 12 Pre-Calculus Mathematics Standards Test (2009)”]
- Part 2—multiple-choice, short-answer, and long-answer questions, where a calculator cannot be used

## Test schedule

The following table summarizes the schedule for the Grade 12 Pre-Calculus Mathematics Standards Test:

Date	Session	Preparation Time	Activity	Time Required for Test
Thursday, June 11, 2009	1	15 minutes preparation and instructions	Part 1	60 minutes
			Part 2	120 minutes

**The test must be written between 8:30 a.m. and 12:30 p.m. on Thursday, June 11, 2009.**

## Policies for Standards Tests

The *Policies and Procedures* manual, which was distributed to all schools, outlines current policies and procedures related to registration, administration, marking, and reporting results for standards tests.

### Adaptations

Schools were asked to identify and submit requests for test adaptations **at the time of student registration**. If any new adaptations are required after the test registration process, contact Allison Potter, Assessment Consultant, at 945-7590 or toll-free at 1-800-282-8069, extension 7590. All adaptation requests must be approved before the student of concern writes the test.

**Note:** An adaptation must be requested for students who will require additional time.

### Exemptions

Schools are asked to report school-based exemptions **at the time of student registration**. If additional student exemptions are needed after the registration deadline, notify the Department as soon as possible. Exemptions are not normally granted after test administration, and will not be granted based on poor performance alone.

If the exemption falls outside the parameters included in the *Policies and Procedures* manual, the request should be submitted in writing to

Wenda Dickens, Coordinator  
Assessment Unit  
Instruction, Curriculum and Assessment Branch  
Manitoba Education, Citizenship and Youth  
1567 Dublin Avenue  
Winnipeg, Manitoba R3E 3J5

## Confidentiality of test materials

Once test materials are in the school, the school principal must ensure that they are kept secure until test administration.

All shrink-wrapped test packages are **not** to be opened until the day of the test.

Test booklets must not be reproduced nor should information about the test be communicated in any way until the test administration has been completed.

The *Grade 12 Pre-Calculus Mathematics Standards Test: Marking Guides (June 2009)* are to remain sealed in a secure area until the test administration has been completed. For information regarding retaining test materials, refer to the Return of Standards Tests to Students section of the *Policies and Procedures* manual.

## Student materials

Students will need the following materials during the test:

- HB pencil
- calculator (scientific or graphing—**part 1 only**)
- eraser
- ruler
- bilingual dictionaries (if required)

Students are not permitted to exchange materials or information during the test.

The following materials must **not** be used during the test:

- classroom notes, textbooks, and other such materials
- subject-related materials on display
- dictionaries
- any information and communications technology (ICT) devices, such as cell phones or MP3 players
- computers (including any graphing software)
- extra paper (scrap paper for student use is provided on perforated pages at the beginning of *Booklet 1*; additional blank pages for student use are included at the end of each test booklet)

**Note:** Any electronic communication between students through phones, email, or file sharing during the test is **strictly prohibited**. Students will be asked to turn off cell phones and all other electronic devices for the duration of the test.

## Students leaving the room

Students are expected to remain in the room for part 1 (60 minutes) and until they have completed part 2 of the test. Students may leave before that time in exceptional circumstances such as illness.

Any student who must temporarily leave the room must be accompanied by a replacement supervisor. This practice ensures that the supervising teacher can remain in the test room with the students at all times.

## Late arrivals

Students who arrive more than one hour after the test has started are not allowed to write the test. Students who arrive late but within the first hour are permitted to write, but no extra time is allowed. The exception will be if students arrive late for reasons beyond their control. Under these circumstances, the local jurisdiction may allow extra time to write the test. However, the test may not start after 9:30 a.m. Please note that late students who are granted extra time may only use their calculators for part 1 of the test (maximum of 60 minutes). The teacher should record the test booklet numbers of students who arrived late and provide details of the circumstances on the *Supervising Teacher Report*.

## Student absences and changes to registration status

A standards test cannot be written at a later date and reported as a standards test result. The final mark for absent students must only be identified as a school-based mark. See also *Policies and Procedures*, section 4.1, for additional information.

Students who formally refuse to write a standards test (by their own or by parental choice), or who are absent without a legitimate reason, will receive a mark of 0% on the test.

Please refer to the reason code list (see Appendix C) to select the most appropriate code for a student's absence or to indicate a change in registration status. The implications of assigning codes to students are articulated by category. There are three main categories:

### **A: Report “no mark” for the standards test**

If the reason a student did not write the test is contained in the list under this category, then a result of “no mark” will be reported on the student's report card for the standards test and the student's final grade will be school-based (final grade is 100% school-based).

### **B: Report a standards test result of 0%**

If the reason a student did not write the test is contained in the list under this category, then the student will receive a mark of 0% for the standards test (which counts for 30% of the student's final grade). Both the standards test mark of 0% and the final grade must be reported on the student's report card. Note that the Department excludes these students from summary reports of test results.

### **C: Do not report a standards test result**

If the reason a student did not write the test is contained in the list under this category, then the standards test is not applicable to this student at this time.

## **Violation of rules**

The supervising teacher reads the *Test-Taking Rules* to students in advance of the test session (see Appendix A).

Document any incidents of cheating, plagiarism, or any other violation of rules on the *Supervising Teacher Report* and on the *Irregular Test Booklet Report*. A copy of the *Irregular Test Booklet Report* can be found in the *Marking Guide*. Include the following information:

- the test booklet number
- a description of the circumstances, including available evidence

Should a violation of rules occur, the student is permitted to complete the test. The consequences of a violation of rules are a local decision. However, cheating and plagiarism result in a standards test mark of 0% (see *Policies and Procedures*, Section 9.1).

## **Responding to student questions**

Avoid providing any leading comments during the test. No explanations, translations, rephrasing, or clarifying statements may be provided about the test content unless otherwise specified. You can, however, provide clarification regarding test-taking rules and procedures.

## **Damaged or misprinted materials**

Any suspected error in wording should not be communicated to students unless specific instructions are received from the Department. Contact Allison Potter, Assessment Consultant, at 945-7590 or toll-free at 1-800-282-8069, extension 7590, to report any such error.

Students will not be penalized for any error in printing or wording in the test booklets. Local marking coordinators will be advised of any known errors before the marking session. Return any unused damaged or misprinted booklet(s) with the reports and forms being sent to the Department immediately after the test session.

### **On test administration date**

If a damaged or misprinted test booklet is discovered **at the start** of the test session,

- replace the damaged or misprinted test booklet with a new test booklet
- print “DAMAGED” on the test booklet cover and on the *Attendance Form*

## **During test administration**

If a damaged or misprinted test booklet is discovered **during** the writing of the test,

- give the student a new test booklet (the student keeps the damaged or misprinted test booklet until the end of the session)
- instruct the student to continue responding to test questions in the new test booklet
- collect both test booklets at the end of the test session and ensure that both booklets are kept together by bundling them with an elastic band
- cross out the existing booklet number on the new test booklet and change it to the original booklet number so that **all student responses are recorded under the original booklet number**
- indicate on the *Attendance Form* that two test booklets have been used for one student (see Appendix B)
- record the damaged or misprinted test booklet number on the *Supervising Teacher Report*

## **Responsibilities of School Principals**

- Contact Ruth Parnetta, Clerk, at 945-4422 or toll-free at 1-800-282-8069, extension 4422 if test materials are not in your school by **June 1, 2009**.
- Make sure that the test materials are stored in a secure area in the school and that the *Marking Guides* remain sealed until the test administration has been completed.
- Do not open the shrink-wrapped test packages until the day of the test.
- Provide supervising teachers with a listing of the MET numbers for the students registered to write the test. Call the Professional Certification and Student Records Unit at 1-800-667-2378 to obtain MET numbers for new students.
- Ensure that a replacement supervisor is available to accompany students who must temporarily leave the room during the test.
- Provide the test materials to the supervising teacher on the morning of the test.
- Distribute a copy of the *Marking Guide* to the teachers after the test administration has been completed.
- Advise the Department of school closures or suspended school bus transportation services that occur on the test date. Please contact Allison Potter, Assessment Consultant, at 945-7590 or toll-free at 1-800-282-8069, extension 7590.

## Responsibilities of Supervising Teachers

**Note: Do not open the shrink-wrapped test packages until the day of the test.**

(✓)	<b>Advance preparations (upon receipt of test materials)</b>
	1. Ensure that
	– the test materials itemized on the <i>Packing List</i> have been received
	– the number of test booklets equals the number requested by the school plus the additional four booklets. If additional test materials are needed, contact Ruth Parnetta, Clerk, at 945-4422 or toll-free at 1-800-282-8069, extension 4422
	– a replacement supervisor is available to accompany students who must temporarily leave the room during the test
	– arrangements have been made to accommodate the adaptations approved for students
	– a list of MET numbers for students writing the test is available
	2. Ensure that all subject-related materials have been removed from the walls and boards.
	3. Notify students of the
	– time, location, and duration of the test session
	– <i>Test-Taking Rules</i> (see Appendix A)
	4. Ensure that you have extra supplies.
	5. Photocopy the <i>Supervising Teacher Report</i> if extra copies are needed.
	6. Review the sample forms in the Appendices of this document.

**Note: Do not open the shrink-wrapped test packages until the day of the test.**

(✓)	<b>Prior to test session</b>
	1. Ensure that the following test materials are available:
	– <i>Grade 12 Pre-Calculus Mathematics Standards Test: Booklet 1 (June 2009)</i>
	– <i>Grade 12 Pre-Calculus Mathematics Standards Test: Booklet 2 (June 2009)</i>
	– <i>Attendance Form</i>
	– <i>Update Form: Students without a Preprinted Demographic Data Form</i>
	– demographic data forms (preprinted and generic)
	– a list of MET numbers for students writing the test
	– <i>Answer/Scoring Sheets</i>
	– <i>Supervising Teacher Report</i>
	– <i>Teacher Feedback Form</i>
	2. Make a photocopy of the <i>Attendance Form</i> if you need to split a bundle of test booklets between classrooms. Adjust each copy of the <i>Attendance Form</i> to reflect the booklets being used in each classroom.
	3. Remove the following from the envelope labelled “Demographic Data Forms”:
	– preprinted demographic data forms in alphabetical order for every student with a MET number registered to write the test
	– copies of the generic demographic data form for students without a MET number at the time of registration or students dropping in on the test
	4. Sort the demographic data forms for distribution.
	5. Make arrangements as per school policy to ensure that students exempted from writing the test are accommodated in an alternative setting.
(✓)	<b>Beginning the test session</b>
	1. Distribute the following:
	– <i>Booklet 1</i> <b>Note:</b> <i>Booklet 2</i> and the <i>Answer/Scoring Sheets</i> are distributed after 60 minutes.
	– demographic data forms
	2. Tell students that the <i>Attendance Form</i> will be circulated while they are working so they can print their names beside their test booklet number.

	3. Ask the students to read the instructions for completing the demographic data form, which are found on the form itself.
	4. Collect the demographic data forms.
	5. Read the <i>Test-Taking Rules</i> to students (see Appendix A).
	6. Read the <i>General Directions</i> to students (page i in <i>Booklet 1</i> ).
	7. Remind students to
	– use the <i>Answer/Scoring Sheet</i> for responding to multiple-choice questions
	– check over their work to ensure that all questions have been attempted
	– use the perforated scrap paper at the beginning of <i>Booklet 1</i> as needed
	8. <b>Instruct students to begin. Record the start time on the <i>Supervising Teacher Report</i>.</b>
(✓)	<b>During the test session</b>
	1. Supervise the completion of the <i>Attendance Form</i> . <b>Note:</b> The <i>Attendance Form</i> is the only record connecting students' identities to their test booklet.
	2. Prepare for the distribution of part 2 test materials by matching up each <i>Booklet 2</i> with the corresponding <i>Answer/Scoring Sheet</i> , labelled with the same test booklet number. The <i>Answer/Scoring Sheet</i> may be inserted inside the front cover of the test booklet to facilitate distribution.
	3. Verify that all the information on each demographic data form is accurately printed and shaded.
	– Ensure that all requested information is included.
	– Place all used forms in order by test booklet number ( <b>not</b> alphabetical order) followed by any unused forms in the labelled envelope provided.
	– Do not use elastic bands, staples, or paper clips on these forms as they may damage the sheets. <b>Do not seal the envelope.</b>
	4. Note the circumstances on the <i>Supervising Teacher Report</i> , if a student refuses to write or is present but completes no work.
	5. Advise students of the amount of time remaining by writing it on the board halfway through part 1 of the test session (after 30 minutes).
	6. Ask the students to place their calculators on the floor after 60 minutes. They retain and may continue working on their <i>Booklet 1</i> for the entire test session. However, they may not use their calculators once <i>Booklet 2</i> has been distributed. <b>Note:</b> <i>Booklet 2</i> can be distributed earlier <b>only if all students are finished before the end of the 60 minutes</b> . In this case, students are still only allowed 120 minutes for part 2.
	7. Record the time students finish writing part 1 on the <i>Supervising Teacher Report</i> .

	8. Distribute <i>Booklet 2</i> and the <i>Answer/Scoring Sheets</i> . Ask students to verify that the test booklet number printed on their <i>Booklet 2</i> and their <i>Answer/Scoring Sheet</i> matches their <i>Booklet 1</i> . Instruct students to shade their answers to the multiple-choice questions on the back of the <i>Answer/Scoring Sheet</i> .
	9. Instruct students to begin part 2 and record the start time on the <i>Supervising Teacher Report</i> .
	10. Advise students of the amount of time remaining for part 2 by writing it on the board halfway through part 2 of the test session.
(✓)	<b>Ending the test session</b>
	1. Ask students to place their <i>Answer/Scoring Sheet</i> inside the front cover of <i>Booklet 1</i> .
	2. Ensure that each student's test booklet number matches the number on the <i>Answer/Scoring Sheet</i> , the <i>Attendance Form</i> , and the demographic data form as students submit their test materials.
	3. Place a check "✓" on the <i>Attendance Form</i> for each test booklet used (see sample <i>Attendance Form</i> , Appendix B).
	4. <b>Record the time students finish writing part 2 of the test on the <i>Supervising Teacher Report</i>.</b> Do not include extra time given for late arrivals or adaptations.
	5. Stack the test booklets in order by booklet number.
	6. Keep the <i>Answer/Scoring Sheet</i> inside the front cover of each test booklet if marking is done at the classroom or school level. After marking, place all used <i>Answer/Scoring Sheets</i> in order by test booklet number, followed by any unused sheets. Place the sheets in the labelled envelope provided. Do not seal the envelope. Place all used <i>Answer/Scoring Sheets</i> in order by test booklet number, followed by any unused sheets if marking is conducted in a central location. Place the sheets in the labelled envelope provided. Do not seal the envelope.
	7. Complete and sign the <i>Supervising Teacher Report</i> . Note any unusual circumstances on this report.
	8. Review the list of reason codes (see Appendix C) and shade in the most accurate reason code on the preprinted demographic data form for all students who were absent from the session. <b>A test booklet number should not be shaded for this student.</b> All preprinted demographic data forms have either a booklet number or a reason code.
	9. Record and shade in the appropriate drop-in code on the generic demographic data form for those students who were not included at the time of registration but were present to write the test. <b>Note:</b> Students who wrote the test but did not have a MET number at the time of registration do not require a drop-in code.

	<p>10. Complete and check the <i>Update Form: Students without a Preprinted Demographic Data Form</i> if applicable. Use the reason codes provided (see Appendix C).</p> <p><b>Note:</b> Students who originally registered without a MET number and did not write the test require only a drop-out code.</p>
	<p>11. Ensure that the number of check marks in the columns on the <i>Attendance Form</i> matches the number of test booklets and <i>Answer/Scoring Sheets</i> being submitted.</p>
	<p>12. Make a copy of the <i>Attendance Form</i> and <i>Supervising Teacher Report</i> to be retained by the school. If a centralized marking model is used, make an additional copy and forward it to the local marking site.</p>
	<p>13. Complete the <i>Teacher Feedback Form</i>.</p>
	<p>14. Return all test booklets and other test-related materials to the <b>secure area</b> in the school until marking or until materials are forwarded to the local marking site.</p>
	<p>15. Send materials according to the instructions on the following pages.</p>
	<p>16. Obtain a copy of the <i>Marking Guide</i> and <i>Sample Request List</i> from the principal.</p>
	<p>17. Complete the <i>Changes Noted on the Demographic Data Forms</i> sheet, if applicable, and fax it to the Student Records Unit.</p>

### Points to Remember

- A replacement supervisor must be available to assist the supervising teacher.
- Store all test materials in a secure area in the school.
- Test booklets must remain shrink-wrapped until the day of test administration.
- Ensure that all test materials distributed to a student have the same test booklet number.
- Students may review and complete work in *Booklet 1* during part 2 of the test. However, students **cannot** use their calculators during part 2 of the test.
- Students may not bring anything produced outside of class into the test session.
- Students on the class list must either be assigned a test booklet number (if they wrote the test) or a reason code (if they did not write the test).

## Submitting materials on June 11, 2009 (at the end of the test)

If a centralized marking model is used, package the following materials and forward **to the local marking site** immediately after completion of the test.

- used test booklets
- *Answer/Scoring Sheets*
- copy of the *Attendance Form*
- copy of the *Supervising Teacher Report(s)*
- *Sample Request List* (included with your marking package)

Supervising teachers are responsible for bringing their copy of the *Marking Guide* to the local marking site.

Regardless of the marking model, all other documentation should be returned **to the Department** after the test session.

- original *Attendance Form*
- demographic data forms (in envelope provided)
- *Update Form: Students without a Preprinted Demographic Data Form*
- *Supervising Teacher Report*
- *Teacher Feedback Form* (this document may be returned after local marking)
- damaged or misprinted test booklets

**Note:** Individuals attending the local marking training session on June 12, 2009 may bring the documents mentioned above to the session, or send them by following the instructions below.

### **Schools within Winnipeg:**

The packages must be sent directly to the Department by calling Mid-Canada Courier (989-5630) and arranging for pick-up between **1:00 p.m. and 4:00 p.m. on June 11, 2009**. The person placing the call should quote **account number E901** and provide the school name, address, and the name of the contact person.

### **Schools outside of Winnipeg:**

The packages must be sent via Canada Post to the Department in the **Xpresspost Flexipack envelope** provided.

## Submitting materials after local marking

(Test materials are to be received by the Department, Instruction, Curriculum and Assessment Branch, 1567 Dublin Avenue, no later than June 17, 2009.)

When the centralized marking model is used, the **local marking coordinator** is responsible for sending the materials to the Department. When local marking is done at the classroom or school level, the **teacher** is responsible for sending the materials to the Department.

After local marking has been completed, prepare a package to be received by the Department no later than **June 17, 2009**. This will ensure there is sufficient time for processing.

The package must include:

- *Answer/Scoring Sheets*
- test booklets requested by the Department (including substitute booklets)
- *Sample Request List* (included with your marking package)

### Jurisdictions within Winnipeg:

The packages must be sent directly to the Department by calling Mid-Canada Courier (**989-5630**). The person placing the call should quote **account number E901** and provide the jurisdiction name, address, and the name of the contact person.

### Jurisdictions outside of Winnipeg:

The packages must be sent via Canada Post to the Department in the **Xpresspost Flexipack envelope** provided.

If you must send a second package, photocopy the mailing address label and affix the copy to the second package. You must use a photocopy of the mailing address label, as it provides Canada Post with billing information. Ask the postal clerk for an additional bar code label to attach to the second package. Ensure that the school representative retains the bar code number in case the package must be tracked.

Return **all** *Answer/Scoring Sheets*. Payment will be made according to the number of completed *Answer/Scoring Sheets* that have been locally marked and received by the Department by June 17, 2009.

# Appendices



## Appendix A: Test-Taking Rules

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### Grade 12 Pre-Calculus Mathematics Standards Test

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The supervising teacher is expected to read these rules to students at the beginning of the test:

- During this test session, do not proceed until instructed to do so.
- If you receive a damaged or misprinted test booklet, raise your hand and I will give you a new one.
- You must remain in the test room for the allotted time for part 1 and until you have completed part 2. You may leave before that time in exceptional circumstances, such as illness. Should you need to temporarily leave the room, you will be accompanied by a teacher.
- To write the test you should only have a *Booklet 1*, a demographic data form, an HB pencil, an eraser, a ruler, a bilingual dictionary if required, and your calculator (scientific or graphing, for part 1 only). No other materials are permitted. Do not exchange test materials. When *Booklet 2* is distributed, you will also receive an *Answer/Scoring Sheet* to record your answers to the multiple-choice questions. Make sure the test booklet number on both booklets matches the number on your *Answer/Scoring Sheet*.
- Your calculator must remain on the floor throughout the administration of part 2. You may keep and continue working on your *Booklet 1* for the entire session, but you may not use your calculator once *Booklet 2* has been distributed.
- You will not receive assistance from, nor give assistance to, another student. If you require something during the test, raise your hand.
- During the test, I can only help you with the directions, not the test questions.
- Do **not** identify yourself or your school, teacher, or town in your test booklets.
- You may not discard any materials. The test booklets must remain intact unless otherwise instructed. Any extra paper used must be stapled into the test booklet on the appropriate page. You may **not** leave the room with any materials pertaining to the test.
- For cheating, plagiarism, or unexcused absences you will receive a mark of 0% on the test.
- Remember to attempt all multiple-choice questions. Marks will not be deducted for incorrect responses.
- Any electronic communication between students through phones, email, or file sharing during the test is **strictly prohibited**. Turn off your cell phone and any other electronic devices at this point.

## Appendix B: Sample Attendance Form

School Code: 9999  
 Somewhere School  
 Somewhere Address  
 Somewhere MB R0R 0R0

Page \_\_\_\_\_ of \_\_\_\_\_

### ATTENDANCE FORM—JUNE 2009

#### Grade 12 Pre-Calculus Mathematics Standards Test

Booklet Number	Student Name <i>(please print)</i>	Booklets Submitted for Marking <i>(check ✓)</i>	
		Booklet 1	Booklet 2
30001	Karen Masi	✓	✓
30002	Walter Woronowski	✓	✓
30003	Michel Smith	✓	✓
30004	DAMAGED		
30005	Jason Chu	✓	✓
30006	Shelley Carrière	✓	✓
30007	Bonnie Walters	✓	✓
<del>30008</del>	Used with 30006 (damaged)		
30009	UNUSED		
<del>30010</del>	Used in another classroom		

*Note: Record a “✓” for each booklet submitted for marking.*

**John Ormiston**

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 Supervising Teacher's Name *(please print)*

**Please retain a copy of this form for your records. You will need a copy of this form to link your locally marked test with a student's name.**

## Appendix C: List of Reason Codes to Record Changes in Standards Test Student Registration Numbers

See the “Student absences and changes to registration status” section in this document for further information (page 4).

A: Report “no mark” for the standards test		B: Report a standards test result of 0%	
<b>Absent—Excused</b>		<b>Absent—Unexcused</b>	
02	did not write due to weather	01	arrived too late to write the test
03	family/personal reasons	07	student refused to write
04	medical/illness/accident	09	working
05	out-of-town activity (athletic/academic)	10	suspended
06	religious reasons	11	absent—no reason provided
17	excused—other (please specify)	18	unexcused—other (please specify)
<b>Exemptions</b>			
60	emotional/psychological condition or circumstances		
63	“phase d’accueil — bloc intensif” designation		
69	exemptions—other (please specify)		
C: Do not report a standards test result			
Withdrawn from course		Change of status	
22	dropped course	20	changed program
23	incarcerated/court	21	deceased
24	medical/illness/accident	50	already has credit
25	family/personal reasons	51	auditing the course
26	poor attendance/progress	52	exchange student (not seeking credit)
27	quit school	53	registered twice
28	expelled	54	projected registration—student not in course
29	withdrawn—other (please specify)	55	registered in wrong grade/course
<b>Deferred</b>		57	“M” credit designation
40	continuing course/program next year/semester	58	“E” credit designation
		59	errors in registration—other (please specify)
		Migrancy	
		90	transferred to another school within the province
		91	transferred to another school outside of the province
		99	migrancy—other (please specify)
Drop-Ins			
70	forgotten on original test registration	73	re-write (not currently enrolled in course)
71	late registration to course	79	drop-in—other (please specify)
72	transferred in from another school/province/country		

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