RULES OF THE TEST

- Textbooks, notes, and all other reference materials, as well as calculators and all other personal electronic devices are prohibited during the test. You cannot click outside of the test window on your computer, or access any other computer resources.
- No backpacks, briefcases, purses, cell phones, or food or drinks are allowed in the test room. You are not allowed phone calls at any time.
- You will not be allowed to communicate with other students during the test. If you have a question or a problem, raise your hand to alert the proctor.
- You will not be allowed to leave the testing room during the test without express permission from the proctor. You are allowed a 5-minute bathroom break following the mathematics section. A proctor will escort you to the restroom.
- If the proctors note any activities that are in conflict with the rules stated above it, they can stop either your test immediately or they can note the concern and your test can be determined invalid later.

TAKING THE TEST

Students can take the test twice in their lifetime; only test results from tests given at COCC will be admissible. There are four sections in this exam; total number of questions is 170; total testing time is 3 hours and 29 minutes. However, 20 are un-scored pretest questions.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Time allocated</th>
<th># of questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>58 minutes</td>
<td>48</td>
</tr>
<tr>
<td>Mathematics</td>
<td>51 minutes</td>
<td>34</td>
</tr>
<tr>
<td>Science</td>
<td>66 minutes</td>
<td>54</td>
</tr>
<tr>
<td>English/Language use</td>
<td>34 minutes</td>
<td>34</td>
</tr>
</tbody>
</table>

- Each of the four sections of the test is timed individually; once you begin each section your timer starts and runs for the time noted above. When you start the next session, your timer starts over. If you run out of time in a section, selecting “Next” will start the next section.
- When you complete the second section, you may use the restroom prior to starting the third section. You will have 5 minutes at this break. Raise your hand to alert the proctor and they will escort you to the restroom. Please be patient, you may need to wait for a proctor to be available; Please do not communicate with other students during this time. There are no other opportunities for a break during the exam. If you do not want to use the rest room at this time, you can proceed directly to the third section.
- Each test is different, so your screen will be different from the person next to you.
- Generally, the questions are multiple choices with four options. Read the question and the options entirely before answering. There is NO penalty for guessing.
- Each test section consists of several pages with roughly five questions per page. When you have answered the questions, select the “Next” button in the lower part of the screen to move to additional questions. You can review previous pages but once you move to a new subject, you cannot return.
- If you have a question, raise your hand for the proctor. The proctors will not answer any questions about the content of the exam but they will answer any questions about technical issues concerning the computer or the process of the test. You have a limited amount of pause time.
- There is a STOP ASSESSMENT button option; only select this button if you have been directed to by the proctor.

UPON COMPLETION OF THE TEST

- When you have answered the final question of a section, you must select the NEXT button (not the STOP ASSESSMENT button). When all sections are completed and you are ready to compile results, select the NEXT button until you see the message “This is the last page of your assessment”.
- Your results will display.
- Select the “Printer-friendly version” link and print a copy of your results. The proctor will collect these results and your score will be entered in COCC’s student information system.
- Turn in your scratch paper as well as your testing results.
- You can move to a computer lab or use a home computer to print a second copy for yourself, go to www.atitesting.com and log in as a student, as you did today. You will not be able to print your copy of the results in the testing room.
- Please exit the testing room quietly.
- Be sure to Log out of the ATI website before you leave.