

High School Placement Test

HSPT[®]
E-Score

Administrator Manual

v4.1



SCHOLASTIC TESTING SERVICE, INC.

NOTICE

Test booklets and other testing materials used in the STS Closed Edition of the HSPT and the Pre-HSPT program are on lease to participating schools. All testing materials remain the property of Scholastic Testing Service, Inc. and must be returned to STS as indicated. By their participation in this program, schools acknowledge their obligation to maintain test security within a secure supervised setting.

The test must be administered and proctored by your school in person; it may not be administered remotely/virtually as test booklets are required to be kept secure and may not be provided to students outside of a secure, supervised setting.

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1. HSPT E-Score

The **HSPT E-Score** is an online application that replaces the paper answer sheet used by students during administration of the High School Placement Test (HSPT) or seventh grade edition Pre-HSPT. With the online answer sheet, E-Score provides a process for quick scoring and reporting of student data and may be used for an individual student or in a group setting where multiple computers/devices are available.

When using the HSPT E-Score, a teacher or proctor must be present to administer the battery to the students in person; the test may *not* be administered remotely/virtually. Test booklets are still required for testing as the test itself is not online. E-score may be used with any form of the HSPT or Pre-HSPT.

This manual contains all the necessary instructions to set up and administer the test using E-Score, including directions to be read aloud to the students during testing. It is important for the test administrator to read through this manual and become familiar with these instructions prior to the test day to ensure the test is properly administered. Any deviation from the standardized directions may invalidate test results. As with all standardized testing, it is critical to comply with the policies and procedures outlined in this manual.

Refer to the HSPT Interpretive Manual or Technical Report for more information on the HSPT battery.

System Requirements for the HSPT E-Score

There is no software to download or install, but each student will need access to a device with high speed internet connection and web browser. For best results, STS recommends using the latest version of your current browser.

Time Requirements

Actual working time for the battery is 2 hours and 23 minutes, with an additional 20–25 minutes for an optional test. The subtests should be administered in the order presented in the test booklet. The required time for each subtest varies and is indicated below. Sufficient extra time (15-30 minutes) should be allotted for students logging in, distribution of test materials, reading test directions, and providing the suggested rest periods.

The E-Score online application does not record or keep time so it is the responsibility of the test administrator to do so. During testing, use a stopwatch or timer to ensure the exact time is allowed. For standard time administrations, the full amount of time for each section must be given. While working on one section, examinees may *not* turn to another.

To verify times, there is a place to record the Start and Stop time in the directions for each subtest. If a blackboard/whiteboard is available, you may post the Start and Stop time for students to see (labeled as such). Check your timing calculations carefully before you do so as scores cannot be adjusted for mistimings. If a mistiming does occur, students should be allowed to make up the time before they are dismissed.

Subtest	Standard Time
Verbal Skills	18 minutes
Quantitative Skills	30 minutes
Reading (Comprehension & Vocabulary)	25 minutes
Mathematics	45 minutes
Language	25 minutes
Logging In / Instructions / Rest Periods	15–30 minutes
Total	2 hours and 53 minutes
Optional Test - <i>Not available with the Pre-HSPT</i>	20–25 minutes

Roles and Responsibilities

Test Administrator Responsibilities

The test administrator is responsible for preparing and coordinating all testing activities and ensuring that the test is administered in compliance with the procedures in this manual, under standardized and secure conditions. Responsibilities include tasks such as:

- Planning testing details including testing staff, room setup and seating arrangements.
- Creating test sessions and student records in the online platform.
- Administering the test, including reading instructions aloud to the students and properly keeping time.
- Monitoring student behavior during testing.
- Assisting students as needed.
- Collecting test booklets for return and submitting the test session for scoring.

Proctor Responsibilities

Proctors are responsible for monitoring student actions during testing and ensuring a secure testing environment. While the test administrator may also assume this role, additional proctors may be needed as the number of students within a room increases. At a minimum, one proctor should be assigned for every 25-30 students. Responsibilities include tasks such as:

- Assisting the test administrator in verifying proper timing of sections.
- Assisting students with questions as needed.
- Walking around the room to monitor testing progress and student actions during testing.
- Distributing and collecting test booklets.

Monitoring the Room

To maintain test security, the HSPT must be administered in a secure environment, supervised by a proctor. A proctor's main responsibilities are to assist students with the login process and to supervise the test environment.

Since the HSPT E-Score is an online application, unique challenges arise when trying to monitor students' actions during administration. It is important to move around the room or be in a position that allows you to make sure that students do not access other websites or computer tools, such as the calculator, while taking the test.

The test administrator or a proctor must remain in the room at all times. Students must not be left unattended during testing or breaks. The testing process must be monitored by the test administrator or proctor/s quietly moving throughout the room to ensure students are working independently. Test administrators and proctors should not engage in activity unrelated to the test administration, such as talking, reading, or using a cell phone.

Room Requirements

When selecting test rooms for group administration, keep in mind the room size should be large enough to configure seating arrangements that will aid in maintaining test security. Proctors also need to be able to move freely around the room. Students should be seated so there is enough space between them to prevent seeing other's work. Students should never be facing each other unless a partition separates them. If partitions between work spaces are not available, students should be placed farther apart or facing outward in u-shaped configuration.

Rooms should also be quiet and free from distractions. Students need to be able to clearly hear the test administrator during testing. There should also be a working clock visible to students to help with pacing themselves. Any materials on display that are related to test content should be removed or covered.

Materials Required for Testing

The following materials are required on the day of testing. Please note that students may write in the test booklets or scratch paper may be provided for figuring.

Student Materials

- Device with high speed, reliable internet connection and web browser
- Username and password (created by the test administrator)
- One test booklet*
- Pencil with eraser and blank sheet of scratch paper for figuring (optional)

Test Administrator Materials

- HSPT E-Score Administrator Manual* (this manual)
- A test booklet (for demonstration purposes)
- Stopwatch or timer
- List of student login credentials

* *Optional tests offered with the HSPT are in a separate test booklet. If your school is planning to give one of the optional tests, you will need a copy of the separate test booklet for each student. Please note: optional tests are not available with the Pre-HSPT.*

Overview of the Testing Process with E-Score

Before Test Day
<ol style="list-style-type: none">1. Plan testing details, including room setup.2. Create test sessions and student records.3. Review and print required testing materials.<ul style="list-style-type: none">— Familiarize yourself with this <i>Administrator Manual</i>.— Print the manual for day of testing.— Print student usernames and passwords for day of testing.
On Test Day
<ol style="list-style-type: none">4. Prepare room for testing.5. Check in and admit students to testing rooms.6. Distribute login credentials (student username and passwords) and scratch paper to students.7. Instruct and assist students with logging in.8. Administer the test according to the procedures in this manual and read instructions aloud to students.9. Properly keep time of test administration.10. Monitor and assist students throughout test session.
After Testing
<ol style="list-style-type: none">11. Collect testing booklets.12. Submit test sessions for scoring.

2. Test Security and Other Policies

Test Security

Security of the HSPT is critical for providing valid and reliable results. Many schools determine student admission, placement, and scholarship awards based on HSPT performance. Therefore, it is crucial to both students and schools that the test remains secure. The test must be administered and proctored by your school in person; it may not be administered remotely/virtually as test booklets may not be provided to students outside of a secure, supervised setting.

All test content is confidential and secure. Tests are copyrighted and may not be used for any purpose other than testing. No part of any test may be reproduced or transmitted in any form or by any means, electronic or mechanical, including copying, printing, or storing in any information retrieval system. All testing materials must be maintained in a secure manner and not revealed to students or teachers prior to testing. Do not read, discuss, or transmit test content before, during, or after testing. Test booklets should be stored in a secure, locked storage area with limited-access when not in use. Materials should not be shared or loaned to other schools/locations without permission from STS.

Other Electronic Devices

Cell phones, wearable technology, and any other devices that have the capability of recording, reproducing, or transmitting test items within or outside of the testing location are prohibited. It is recommended that students leave cell phones, smartwatches, and other recording and transmitting devices outside of the testing environment. If devices are allowed in the room, cell phones and other devices need to be turned off during testing to avoid distractions and disruptions or possible communication with other students.

Calculators

Calculators should not be used to do any work under standard conditions. The developed norms are based upon data from testings where calculators were not allowed.

Test Accommodations

Each school is responsible for all details of their testing administration. This includes reviewing any requests for testing accommodations and determining how to administer accommodations to students. Administration of the test with accommodations is entirely at the discretion of school personnel. STS does have special formats of the test available upon a school's request such as large-print, braille, or audio versions.

For students approved to use calculators in the Mathematics section, results should be interpreted with caution. The developed norms for HSPT are based upon data where calculators are *not* allowed.

For students approved to test with extended time accommodations, the test administrator will determine the time allowance. In most cases, the time allowance will be time-and-a-half (50% extended time) or double time (100% extended time). You will need to modify the times contained in the instructions for each section.

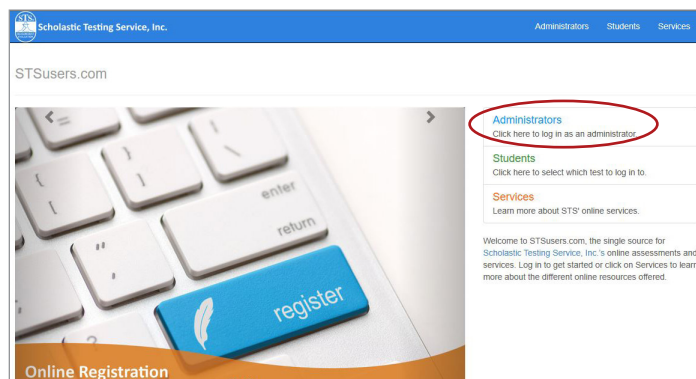
3. Setting Up Test Sessions

Before a student is able to test using the HSPT E-Score, the administrator must first set up a test session online and add students. It is recommended that the administrator take time to do so before students arrive for testing. Detailed instructions follow.

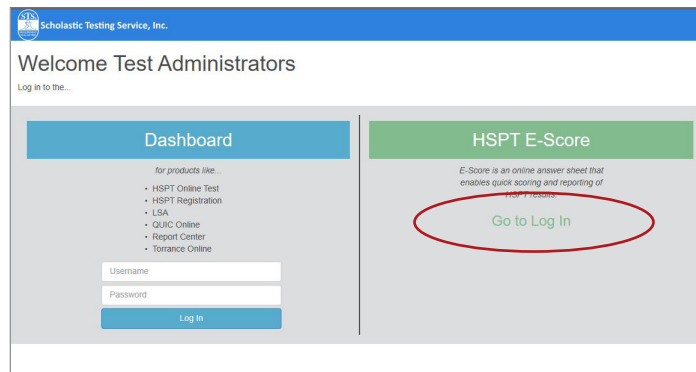
Administrator Login

1. Go to www.stsusers.com and click on **Administrators**. (See picture 1.)
2. Under the **HSPT E-Score** section, click **Go to Log In** to access the login page. (See picture 2.)
3. Enter your administrator username and password given to you by STS and select **Administrator** from the user type pull down menu. Click **Login**. (See picture 3.)

Picture 1



Picture 2



Picture 3



Create a Test Session

The administrator home page contains your school's schedule of test sessions and is where new test sessions are created. The list is sorted by test date (newest to oldest). When setting up a test session, keep in mind that the details of a test session must apply to all students within. Therefore, a test session should consist only of students who are testing the same form.

1. Click the **Add Testing** button located under the test session table to create a new test session. (See picture 4.)
 2. In the pop-up window, complete the information for the test session and click **Add Testing**. (See picture 5.)
- The required fields for creating a test session are:

- **Description:** Enter a name or short description to help identify the test session among your list. (This will also appear on reports.)
- **Test Date:** Date of scheduled testing
- **Form:** The form of HSPT the student is taking (located on front of HSPT test booklet)
- **Optional Form:** Name of optional test (If no optional test is being administered, select "None.")

Picture 4



Picture 5

The screenshot shows the "New Test Session" form. It has the following fields and controls:

- Description: *
- Test Date: *
- Form: *
- Optional Form: *
- Buttons: Add Testing, Cancel

Add Students to Test Session

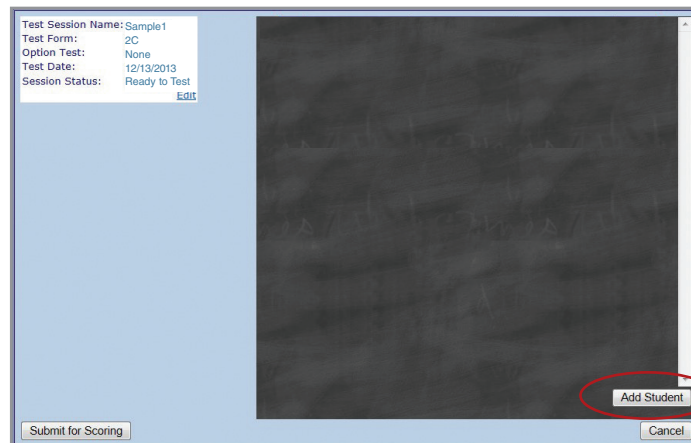
After the test session has been created, student records must be added.

1. In the test session table, click the **View Details** icon for the test session just created. (See picture 6.)
2. A detail screen for that particular test session will pop up at the bottom of the page. (See picture 7.) The details of the test session are displayed on the left and the list of students assigned to this test session will be listed in the chalkboard area on the right. (The chalkboard area will be empty until students have been added.)
3. Click the **Add Student** button at the bottom of the chalkboard to add a student to the test session.
4. In the pop-up window, enter the student's information in the appropriate fields and click **Add Student**. (See picture 8.) . The required fields for adding a student are:
 - **First Name & Last Name**
 - **Grade:** Student's current grade
 - **Gender**
 - **Birth Date:** Required for computing the student's Cognitive Skills Quotient. (If birth date is not known at the time the test session is created, the administrator should select any birth date and have the student edit this information when they log in to take the test.)
 - **Username & Password:** The administrator will create/assign each username & password. (The student's *username* must be unique among all users in the HSPT E-Score database, not just among your own group. If the username you choose is already being used, you will get an error message.)

Picture 6



Picture 7



Picture 8

Student Information

First Name: * Middle Initial: Last Name: *

Grade: * Gender: Male *

BirthDate: Jan / 01 / 1977 *

Username: * Password: *

Address: City:

State: ZIP:

Phone:

Student Number: Elementary Code:

High School Ch. 1: High School Ch. 2:

High School Ch. 3: High School Ch. 4:

High School Ch. 5:

** Required Fields*

Optional Fields: The administrator has the option of entering the student’s home address, phone number, and student number in the spaces provided. The administrator may also fill in the student’s elementary school code in the corresponding box and high school choices in the boxes labeled Ch1, Ch2, Ch3, Ch4, and Ch5, if applicable. Please note, if school codes and high school choices are entered, they are for informational purposes only; scores do not get forwarded to these schools.

If you are testing multiple students at the same time with the same test form, click the Add Student button on the test session detail screen (chalkboard) and repeat until all students have been added to the test session. (If multiple students are testing at different times or testing different forms, create a separate test session for each and add the students accordingly.) The administrator should **Log Out** when finished adding students and test sessions.

4. Additional Administrator Functions

In the test session table, test sessions will be marked as one of three statuses: Ready to Test, Submitted for Scoring, or Scored/Closed. A test session will be designated as Ready to Test until it has been submitted for scoring. If necessary, you should only make changes to test sessions with a status of Ready to Test.

Edit Test Session

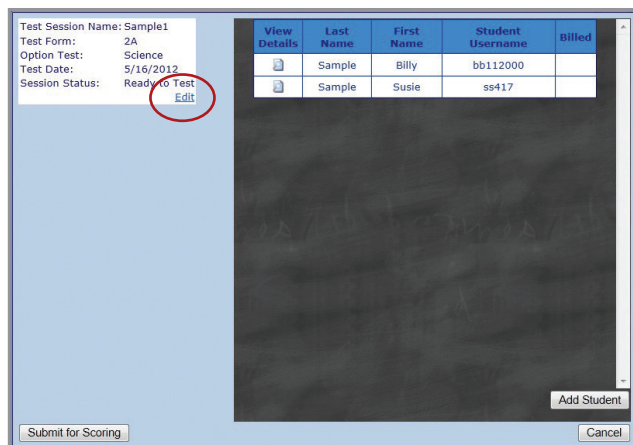
1. In the test session table, click the **View Details** icon to go to the detail screen of the test session. (See picture 9.)
2. On the detail screen, click **Edit**. (See picture 10.)
3. Make necessary changes and click **Update**. (See picture 11.) The administrator may also leave the screen without making any changes by clicking **Cancel**. The following information may be updated:

- **Name of Test Session**
- **Test Form**
- **Optional Test**
- **Test Date**

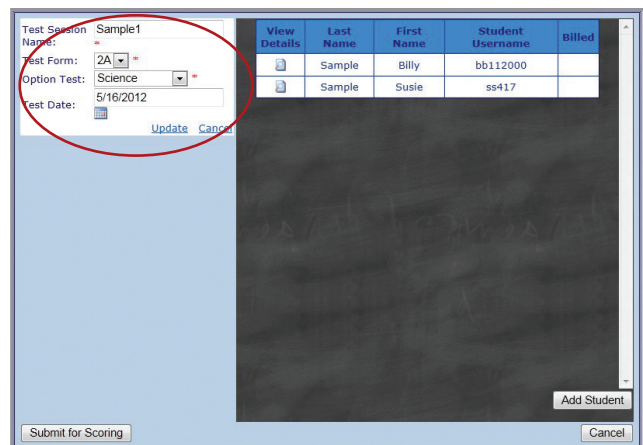
Picture 9



Picture 10



Picture 11



Changing the Form of HSPT Assigned to a Student

When creating a test session, the administrator is responsible for selecting the test form the student will be taking. Only one form of HSPT may be designated per test session which means all students in a test session must be assigned the same form.

If the administrator needs to change the form assigned to all students in a test session, the administrator can just edit the test session and change the form (see instructions above for editing a test session). This also applies to test sessions with only one student.

If the administrator needs to change the form of only one student in a test session with multiple students, a new test session will need to be created and the student will then need to be moved into the new test session with the different form (see instructions for moving a student to a new test session).

Edit Student Details

1. In the test session table, click the **View Details** icon to go to the detail screen of the test session. (See picture 12.)
2. The list of students assigned to a test session will display in the chalkboard area. Click the **View Details** icon next to the student's name you wish to edit. (See picture 13.)

Picture 12



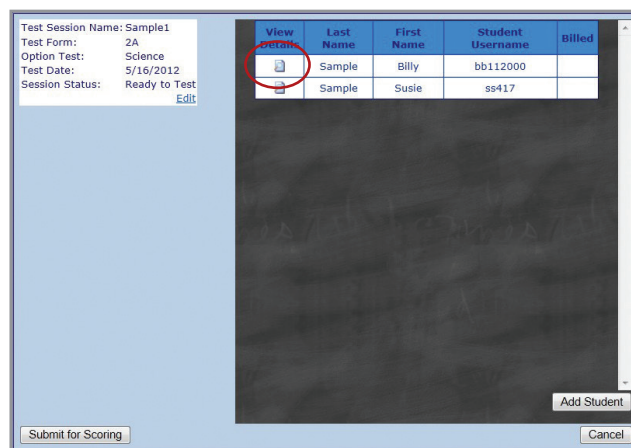
Scholastic Testing Service, Inc. Administrator: Smith, Dennis
Title: STS Administrator
School: Academy of Learning

Log Out



View Details	Test Session Name	Test Form	Option Test	Test Date	Session Status	Reports
	Sample1	2A	None	5/16/2012	Ready to Test	
	new test session	2A	None	5/30/2012	Ready to Test	
	test class FmW	W	None	4/6/2012	Scored/Closed	List Profile

Add Testing

Picture 13



Test Session Name: Sample1
Test Form: 2A
Option Test: Science
Test Date: 5/16/2012
Session Status: Ready to Test [Edit](#)

View Details	Last Name	First Name	Student Username	Billed
	Sample	Billy	bb112000	
	Sample	Susie	ss417	

Submit for Scoring Add Student Cancel

Edit Personal Information

If the student has begun testing, you will only be given the option to edit their personal information. Subjects that have already been taken will have a padlock displayed next to them along with the number of items answered for that subject. Subjects that are currently in progress will have a stopwatch displayed next to them.

1. To make changes, click **Edit**. (See picture 14.)
2. After any changes have been made, click **Update**. (See picture 15.) The administrator may also leave the screen without making any changes by clicking **Cancel** or **OK**.

Picture 14

The screenshot shows the 'Student Details' form for a student named Susie. On the left, there is a list of personal information including Name, Username, Password, Gender, Birthdate, Grade, Address, City, State, ZIP, Phone, Student Number, Elementary Code, and High School Ch. 1-5. On the right, there are five subject progress bars: Verbal (4/60), Quantitative (4/52), Reading (7/62), Mathematics (0/64), and Language (0/60). The Science subject bar shows 0/40. A red circle highlights the 'Edit' button at the bottom left of the form.

Picture 15

This screenshot shows the same 'Student Details' form as Picture 14, but with the 'Update' button at the bottom right circled in red. The form fields on the left are now populated with text, including First Name, Middle Initial, Last Name, Username, Password, Gender, Birthdate, Grade, Address, City, State, ZIP, Phone, Student Number, Elementary Code, and High School Ch. 1-5.

Move a Student to New Test Session

If the student has not yet begun testing, you will be given the option to edit their personal information as well as change the test session they have been assigned to.

1. To move a student to a different test session, select the session from the drop down menu and click the **Change Session** button. (Only sessions with a status of Ready to Test will be shown.) Then click the **OK** button. (See picture 16.)

Picture 16

The screenshot shows the 'Student Details' form with a 'Test Session' dropdown menu at the bottom left, currently set to 'Sample12'. A red circle highlights the 'Change Session' button next to the dropdown. The rest of the form, including the subject progress bars, is identical to the previous screenshots.

Unlock Student's Test

Due to security purposes, once a student opens a test and answers at least one item, the test will be locked. That being said, there may be times when the administrator will need to unlock a student's test. Some examples include:

- A student begins answering items on the wrong answer sheet and exits out to open the correct one.
- A student is in the middle of taking the test and mistakenly exits out of it.
- A student is locked out due to 20 minutes or more of inactivity.

A student's test can only be unlocked from the student's device while he or she is logged in.

1. On the student's device, click **Admin Unlock** under the list of subjects. (See picture 17.)
2. A pop-up window will appear. Select the subject that you wish to unlock from the drop down menu, enter the **administrator's** username and password, and click **Submit**. (See picture 18.)

Picture 17

The screenshot shows the HSPT@ E-Score Online Testing System interface. At the top, there is a header with a group photo of students and the Scholastic Testing Service, Inc. logo. A user profile box in the top right corner displays: Student: Sample, Susie; Academy of Learning; Test: Sample1; Session: Sample1; Grade: 8; Birthdate: 04/17/2000. A 'Log Out' link is visible. The main content area is titled 'Welcome to the HSPT@ E-Score Online Testing System.' and includes a verification instruction: 'Verify that the test Form on the booklet matches the Form identified on this page. Please wait for instruction from the test proctor before proceeding.' Below this, a table displays student information: Name: Susie . Sample, Gender: F, Birthdate: 04/17/2000, Grade: 8, Address, City, State, ZIP, and Phone. A second table shows Student Number and Elementary Code, with columns for High School Ch. 1 through 5. A left sidebar lists subjects: Verbal, Quantitative, Reading, Mathematics, Language, Science, and Admin Unlock (circled in red).

Picture 18

The screenshot shows a pop-up window titled 'Unlock Section'. It contains the following fields and controls: Student Username: ss417; Section: Language (dropdown menu); Administrator Username: [text input]; Password: [text input]; Submit button; Cancel button.

5. Administration of the Test with E-Score

This section contains directions for the test administrator as well as the verbal instructions to be read aloud to the students during testing. Directions to be read aloud to the students are in shaded boxes indicated by the word “SAY” and are printed in **bold** type. Instructions to the administrator are italicized in parentheses; these should not be read aloud and are for your information only. When you come to an ellipsis (...) in the shaded box, pause to allow students enough time to complete the instructions. Read the directions exactly as you see them in this manual.

Each student will need the following:

- Device with high speed, reliable internet connection and web browser
- Username and password (created by the test administrator)
- One test booklet
- Pencil with eraser and blank sheet of scratch paper for figuring (optional)

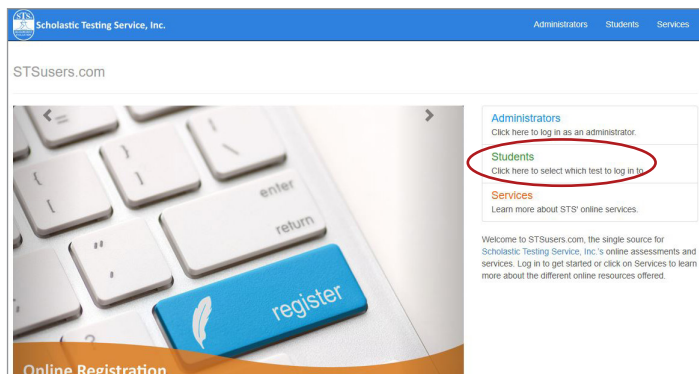
The administrator will need this manual and a stopwatch or timer to administer the test. The administrator will also need to provide each student with the username and password that was assigned to him or her at the time the test session was created.

Student Login

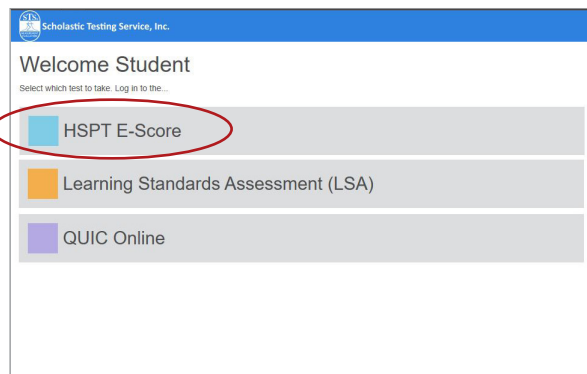
First, instruct students to log in to the site.

1. Instruct each student to go to www.stsusers.com and click on **Students**. (See picture 19.)
2. Click **HSPT E-Score** to access the login page. (See picture 20.)
3. The student should enter the username and password assigned by the administrator and select **Student** from the user type pull down menu. Then click **Login**. (See picture 21.)

Picture 19



Picture 20



Picture 21



Verify Test Form

After logging in, the student will be taken to the student page of the HSPT E-Score application. The selected form of the HSPT as well as all five of the subtests are listed on the left hand side. The last subtest will display the name of the optional test selected by the administrator. If the administrator did not select an optional test, the last subtest will say "None." The students will take each subtest in order. (See picture 22.)

Before beginning, ask students to verify that the form displayed on the left hand side of the screen matches the form that is printed on their HSPT booklet. If it does not match, the administrator will need to edit the test session to update the form. (See part 6 for instructions on *Changing the Form of HSPT Assigned to a Student.*)

Picture 22

Form 2C

Verbal
Quantitative
Reading
Mathematics
Language
None
Admin Unlock

Welcome to the HSPT® E-Score Online Testing System.

Verify that the test Form on the booklet matches the Form identified on this page.
Please wait for instruction from the test proctor before proceeding.

Name: Susie . Sample	Gender: F
Birthdate: 04/17/2000	Grade: 8
Address:	City:
State:	ZIP:
Phone:	

Student Number: _____
High School Ch. 1: _____
High School Ch. 3: _____
High School Ch. 5: _____

Elementary Code: _____
High School Ch. 2: _____
High School Ch. 4: _____

[Edit](#)

Verify Student Information

The middle section of the HSPT E-Score student page displays the student's information as it was entered by the administrator. The student should verify that his or her personal information was entered correctly. If necessary, the student may edit any of their personal information by clicking **Edit**. (See picture 22.) After any changes have been made, click **Update**. The student may also leave the screen without making any changes by clicking **Cancel**. (See picture 23.)

Picture 23

Form 2C

Verbal
Quantitative
Reading
Mathematics
Language
None
Admin Unlock

Welcome to the HSPT® E-Score Online Testing System.

Verify that the test Form on the booklet matches the Form identified on this page.
Please wait for instruction from the test proctor before proceeding.

First Name: Susie	Last Name: Sample
Middle Initial:	Gender: Female
Birthdate: 04 / 17 / 2000	Grade: 8
Address:	City:
State:	ZIP:
Phone:	

Student Number: _____
High School Ch. 1: _____
High School Ch. 3: _____
High School Ch. 5: _____

Elementary Code: _____
High School Ch. 2: _____
High School Ch. 4: _____

[Update](#) [Cancel](#)

General Testing Instructions

Once the students have logged in and have verified the form of the test and student information, give the following instructions.

SAY

Before we begin, print your name clearly on the front of your test booklet but do not open it until I tell you to do so. Put your pencil down when you are done writing your name... *(allow students time to write their names on the front of their booklet)*

I will now go over some testing instructions. Please listen carefully.

- **Once we begin, you will read each question in the test booklet and select your answer on the answer sheet on the computer, which we will review in a moment.**
- **For each question, choose the *best* answer. You may write in your test booklet or use scratch paper to help solve any problems or for any figuring you have to do.**
- **Your score is determined by the number of correct answers you choose; points are not subtracted for incorrect answers. If a question seems exceptionally difficult, make the most careful guess you can and then go on to the next question. It will help your score if you move along at a fairly rapid pace.**

There are a number of separately timed sections in this test. I will keep the time and make an announcement when we are about halfway through each section. During the time for each section, you are to work only on that section. You may not go to the next section; you may not go back to any previous section. Work as rapidly and as accurately as you can on each section.

During testing, I will move around the room to monitor progress. Raise your hand if you need help or if you have questions. There should be no talking from this point on.

Now let's look at the answer sheet on the computer where you will be selecting your answers.

Student Answer Sheet

With E-Score, the answer sheet for each subject is separate. To access the answer sheet for the appropriate section, students will simply click on the subject at the left (see picture 24). Each subject will be locked upon the student clicking "Finish" or upon closing the browser after responding to items.

SAY

On the left side of your screen, you will see the subject areas we will be testing. Click on **Verbal to pull up your answer sheet for the first section but do not mark any answers yet. Please note that the computer will only allow you to mark one answer for each question. If you make a mistake when selecting your answer, simply select a different answer button before moving on to the next item. Be sure the number of the answer you are selecting on the answer sheet is the same number of the question you are answering in the test booklet.**

There is a **Finish button in the lower right hand corner of the answer sheet. Do not click it yet but when you are finished with this section, you will click this button. Do not click this button unless you are sure you want to close this section as you will *not* be able to open it again without my help. Are there any questions?**

Answer any questions the students may have before moving on. Once the students have the verbal answer sheet pulled up, proceed to the instructions for beginning the Verbal Skills subtest.

Picture 24

Section 1 – VERBAL SKILLS

(Standard Time 18 Minutes)

When everyone is ready,

SAY

You should have the answer sheet for the verbal section showing on your screen. All of your answers for the first section, items 1 through 60, will be marked here.

You will now review the sample items with the students. The sample items were originally intended to give the students exposure to a few item types they will encounter on the subtest and to help them become familiar with correctly marking answers on the paper answer sheet. Since the E-Score makes use of an online answer sheet and does not include sample items, the students may simply take note of the sample answer shown in their test booklets.

SAY

Now please look at the sample questions on the cover of your test booklet. (*Demonstrate.*) The first one says, “Travel most nearly means _____ a) stop., b) move., c) join., d) interfere.” Since travel most nearly means move, choice b is the best answer.

Without clicking on any answers, look at the answer sheet on the computer. To choose b as your answer, you would select the answer button next to the b. However, do not mark your answer to this sample item on the answer sheet as there is nowhere to do so.

If a student did mark the answer to the sample item on their answer sheet, simply remind them that they cannot deselect an answer. They will just need to make sure they start at item one on the answer sheet when beginning the test and will need to reselect their answer choice for item one.

SAY

Now look at the second sample, “Mother is to daughter as father is to _____.” Find the relationship between the first two words, then decide which answer choice has the same relationship to the third word. For sample B, father is related to son in the same way mother is related to daughter, so choice d is the best answer.

The Verbal Skills section has 60 questions. When I tell you to begin—not yet—open your booklet and fold it so that only the first page is showing, like this. (*Demonstrate*)

Always keep the booklet folded so you can only see one page at a time. Be sure to read each question carefully before you decide on your answer. Select the answer you think is best for each problem.

Remember, if you make a mistake when selecting your answer, simply select a different answer button before moving on to the next item. Make sure to frequently check that you are on the same item number on screen as the one in your book. Are there any questions?

Answer any questions.

SAY

You will have 18 minutes to work on the Verbal Skills section. I will let you know when we’re about halfway through this section.

Keep working until you come to the word “STOP” in your test booklet, or until I tell you to stop. If you finish before time is called, you may go back over your work on this section to check your answers.

All right, open your test booklet to the Verbal Skills section and begin. Time starts now.

Begin timing. Record the Start time on the appropriate line below. Calculate the Stop time and write it on the line.

VERBAL SKILLS STANDARD TIME = 18 MINUTES	
START TIME _____	STOP TIME _____

Post the Start and Stop times for students to see. Walk around the room to check that students are working on the correct section and marking their answers correctly.

After 9 minutes, read the announcement for time remaining.

SAY

You have 9 minutes remaining in the Verbal Skills section.

Allow the remaining time. When the full time for the section has elapsed, announce for students to stop their work.

SAY

Time is up. Stop your work. Click the [Finish](#) button in the lower corner of the answer sheet.

Once the student clicks the finish button, the answer sheet for this subtest will be locked. (On the student page, a padlock will be displayed next to all answer sheets that are locked.) Proceed with the instructions for the next subtest.

Section 2 – QUANTITATIVE SKILLS

(Standard Time 30 Minutes)

When everyone is ready,

SAY

Now please turn to the page of your test booklet which begins the Quantitative Skills section. Fold back your booklet so you can see only this page with “SAMPLES” at the top left-hand corner. (*Demonstrate.*)

Sample A at the top of the page says, “In the sequence: 1, 3, 5, 7, 9, what number should come next?” Since each number is two greater than the one before, the next number in this sequence would be choice c, 11.

Now look at sample B. It says, “What number added to 7 makes 6 times 3?” You know that 6 times 3 equals 18. If you subtract 7 from 18, the answer is 11. Therefore, 11 is the number that is added to 7 to get 6 times 3, so choice a is marked in your booklet.

Now look at sample C which says, “Examine the hourglasses (A), (B), and (C) and find the best answer.” Look at the three hourglasses and then read all the answer choices...

Choice b is the best answer. Hourglass (A) shows more time passed than the other hourglasses, because more sand has passed through to the bottom.

Now look at sample D. It says, “Examine (A), (B), and (C) and find the best answer.” Look at (A), (B), and (C) and then read all the answer choices...

Choice d is the best answer. (A) and (B) are equal.

The Quantitative Skills section has 52 questions similar to these samples. The item types are not in any particular order, so be sure to look at each question carefully before you choose your answer. Remember if you make a mistake when selecting your answer, simply select a different answer button before moving on to the next item. Make sure to frequently check that you are on the same item number on screen as the one in your book. Are there any questions?

Answer any questions.

SAY

You will have 30 minutes to work on the Quantitative Skills section. I will let you know when we’re about halfway through this section.

Keep working until you come to the word “STOP” in your test booklet, or until I tell you to stop. If you finish before time is called, you may go back over your work on this section to check your answers.

You may now click on [Quantitative](#) to pull up your answer sheet for this section. All of your answers for this section will be marked here, beginning with item number 61. You may now begin.

Begin timing. Record the Start time on the appropriate line below. Calculate the Stop time and write it on the line.

QUANTITATIVE SKILLS STANDARD TIME = 30 MINUTES	
START TIME _____	STOP TIME _____

Post the Start and Stop times for students to see. Walk around the room to check that students are working on the correct section and marking their answers correctly.

After 15 minutes, read the announcement for time remaining.

SAY

You have 15 minutes remaining in the Quantitative Skills section.

Allow the remaining time. When the full time for the section has elapsed, announce for students to stop their work.

SAY

Time is up. Stop your work. Click the [Finish](#) button in the lower corner of the answer sheet.
Close your test booklet. We will now have a short rest period. You may stand up, but do not leave your place unless you have permission. Do not look through your test booklet.

BREAK

A five-minute rest period is recommended.

The test administrator should move around the room during the rest period to ensure security of the test materials. After the rest period, proceed to the instructions for the next subtest.

Section 3 – READING

(Standard Time 25 Minutes)

After the break, instruct students to take their seats. When everyone is ready,

SAY

Please open your test booklet to the Reading section. It follows the Quantitative Skills section that you just finished. There are two parts in the Reading test. The first part of the Reading test is called “READING—Comprehension.” Look at sample A. Please read it quietly to yourself...

You can see that choice b is the best answer for this sample, so it is marked as the answer in your booklet.

The second part of the Reading test is the part headed “READING—Vocabulary.” You will have 25 minutes to work on both parts of the Reading section. I will let you know when we’re about halfway through this section.

SAY

Keep working until you come to the word “STOP” in your test booklet, or until I tell you to stop. If you finish before time is called, you may go back over your work on both parts of the Reading test to check your answers. Are there any questions?

Answer any questions.

SAY

You may now click on [Reading](#) to pull up your answer sheet for this section. All of your answers for this section will be marked here, beginning with item number 113. You may now begin.

Begin timing. Record the Start time on the appropriate line below. Calculate the Stop time and write it on the line.

READING STANDARD TIME = 25 MINUTES	
START TIME _____	STOP TIME _____

Post the Start and Stop times for students to see. Walk around the room to check that students are working on the correct section and marking their answers correctly.

After 15 minutes, read the announcement for time remaining.

SAY

You have 10 minutes remaining in the Reading section.

Allow the remaining time. When the full time for the section has elapsed, announce for students to stop their work.

SAY

Time is up. Stop your work. Click the [Finish](#) button in the lower corner of the answer sheet.

Proceed with the instructions for the next subtest.

Section 4 – MATHEMATICS

(Standard Time 45 Minutes)

NOTE: Students may not use calculators to do any of the work under standard conditions.

When everyone is ready,

SAY

Now please turn to the first page of the Mathematics section in your test booklet. Look at sample A. You can see that choice **b** is the best answer for this sample, so it is marked as the answer in your booklet.

SAY

You may use scratch paper or mark in your test booklets when you are working on these problems. You are not allowed to use a calculator.

Do you have any questions?

Answer any questions.

SAY

You will have 45 minutes to work on the Mathematics section. I will let you know when we're about halfway through this section.

Keep working until you come to the word "STOP" in your test booklet, or until I tell you to stop. If you finish before time is called, you may go back over your work on this section to check your answers.

You may now click on [Mathematics](#) to pull up your answer sheet for this section. All of your answers for this section will be marked here, beginning with item number 175. You may now begin.

Begin timing. Record the Start time on the appropriate line below. Calculate the Stop time and write it on the line.

MATHEMATICS STANDARD TIME = 45 MINUTES	
START TIME _____	STOP TIME _____

Post the Start and Stop times for students to see. Walk around the room to check that students are working on the correct section and marking their answers correctly.

After 20 minutes, read the announcement for time remaining.

SAY

You have 25 minutes remaining in the Mathematics section.

Allow the remaining time. When the full time for the section has elapsed, announce for students to stop their work.

SAY

Time is up. Stop your work. Click the [Finish](#) button in the lower corner of the answer sheet.

Close your test booklet. We will now have a short rest period. You may stand up, but do not leave your place unless you have permission. Do not look through your test booklet.

BREAK

A short rest period, about two minutes, is recommended.

The test administrator should move around the room during the rest period to ensure security of the test materials. After the rest period, proceed to the instructions for the next subtest.

Section 5 – LANGUAGE

(Standard Time 25 Minutes)

After the break, instruct students to take their seats. When everyone is ready,

SAY

Please turn to the first page of the Language section in your test booklet. On the first part of the Language section, each question has four choices. You are to look carefully at all four choices for errors in capitalization, punctuation, or usage. If you find an error, select the letter in front of that choice as your answer. The fourth choice may have the option “No mistakes.” On these items, if you find no errors, mark d, “No mistakes” as your answer. “No mistakes” will be the best answer for some of these questions.

Let’s look at the samples. Look at sample A at the top of the page...

In sample A, there is an error in choice b, isn’t there? The word “I” should be capitalized, so choice b has been marked as the best answer in the sample to the right.

The first part of the test is like sample A. In each item, look for an error in capitalization, punctuation, or usage. If you find an error, select the letter in front of that choice as your answer. If you find no errors, choice d, “No mistakes” will be the best answer.

Look at sample B. For this item, you are to look for errors in spelling only. If you find no spelling errors, mark d, “No mistakes.”...

The spelling error is in choice c; the word “pottery” is misspelled. Some of the questions on this test are like sample B, and you are to answer them in the same way. Each new section of questions will be set off by special directions. Read these directions carefully as you come to them.

Are there any questions?

Answer any questions.

SAY

You will have 25 minutes to work on the Language section. I will let you know when we’re about halfway through this section.

Keep working until you come to the word “STOP” in your test booklet, or until I tell you to stop. If you finish before time is called, you may go back over your work on this section to check your answers.

You may now click on [Language](#) to pull up your answer sheet for this section. All of your answers for this section will be marked here, beginning with item number 239. You may now begin.

Begin timing. Record the Start time on the appropriate line below. Calculate the Stop time and write it on the line.

LANGUAGE STANDARD TIME = 25 MINUTES	
START TIME _____	STOP TIME _____

Post the Start and Stop times for students to see. Walk around the room to check that students are working on the correct section and marking their answers correctly.

After 15 minutes, read the announcement for time remaining.

SAY

You have 10 minutes remaining in the Language section.

Allow the remaining time. When the full time has elapsed, announce for students to stop their work.

SAY

Time is up. Stop your work. Click the **Finish button in the lower corner of the answer sheet.**

Read the appropriate set of remaining instructions. If this concludes your testing, read the instructions labeled **No Optional Test**. If one of the optional tests is to be administered, read the instructions labeled **Optional Test**.

SAY

(No Optional Test)

The testing is now over. Click the log out button in the upper right corner. Please close your test booklet and sit quietly while I collect the test materials.

(No Optional Test)

This completes the testing. Walk around the room and collect the test booklets and scratch paper from the students.

You are free to dismiss the students and proceed with the instructions for **Scoring the Test** in the next section.

(Optional Test)

We have one last test to take which is in a separate booklet. I will now collect all of the test booklets at your desk and hand out the new one. Do not open the new booklet until I instruct you to do so.

Remain sitting quietly.

(Optional Test)

Walk around the room and collect the test booklets from the students. Proceed with the instructions for **Optional Test** on the next page.

OPTIONAL TEST

Please note: optional tests are not available for the Pre-HSPT.

NOTE: If you ordered an optional test to administer with the HSPT (either Science or Catholic Religion), those test booklets are separate. After the main booklet has been collected from each student, distribute the optional test booklets by handing a booklet to each student individually; do not pass them across rows.

When everyone is ready,

SAY

All of the questions for this last test are in the separate test booklet I just handed out. First, print your name on the front of your test booklet...

Notice the sample item for this test on the cover. Please read it quietly to yourself...

You can see that the best answer to this item is choice b, which has been marked in the sample answer area. There are 40 questions similar to the sample on this test. Choose the best answer for each question.

If you finish before time is called, you may go back over your work on this section to check your answers. When you have finished, close your test booklet and wait quietly for additional instructions.

Read the time requirement for the optional test the students will be taking.

SAY

(For SCIENCE test)

You will have 25 minutes to work on the Science section. You may now click on the link to pull up your answer sheet for this section. All of your answers for this section will be marked here, beginning with item number 1. Open your test booklets and begin working.

(For CATHOLIC RELIGION test)

You will have 20 minutes for the Catholic Religion section. You may now click on the link to pull up your answer sheet for this section. All of your answers for this section will be marked here, beginning with item number 1. Open your test booklets and begin working.

Begin timing. Record the Start time on the appropriate line on the following page. Calculate the Stop time and write it on the line.

SCIENCE STANDARD TIME = 25 MINUTES
START TIME _____ STOP TIME _____

CATHOLIC RELIGION STANDARD TIME = 20 MINUTES
START TIME _____ STOP TIME _____

Post the Start and Stop times for students to see. Walk around the room to check that students are working on the correct section and marking their answers correctly.

Allow students the allotted time for the particular optional test. When the full time has elapsed, announce for students to stop their work.

SAY

Time is up. Stop your work. Click the [Finish](#) button in the lower corner of the answer sheet.

The testing is now over. Click the log out button in the upper right corner. Please close your test booklet and sit quietly while I collect the test materials.

Collect the test booklets and scratch paper from the students. Be sure that each student has handed back all of his or her testing materials. At this point the administrator may wish to thank the students for their cooperation during testing. This completes the administration of the HSPT.

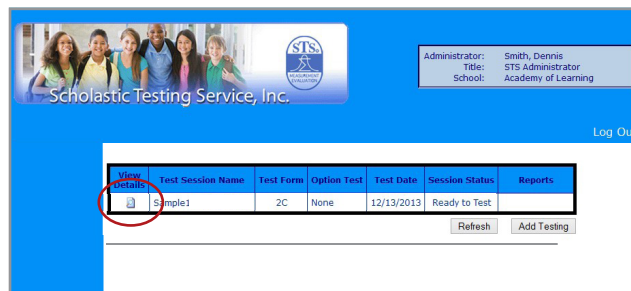
6. Scoring the Test

Submit Tests for Scoring

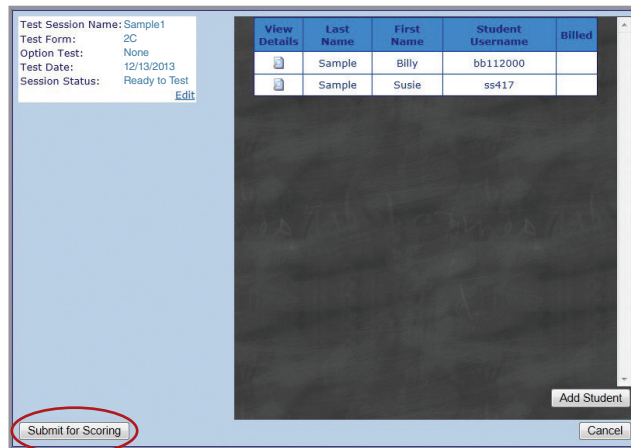
Once all of the students in the session have finished testing, the test administrator must log in to the administrator page and submit the session for scoring. Once submitted, scoring takes approximately 15-20 minutes.

1. In the test session table, click the **View Details** icon to go to the detail screen of the session. (See picture 25.)
2. On the detail screen of the test session, click the **Submit for Scoring** button. (See picture 26.)
3. You will get a pop up message that states once a test session is submitted for scoring, it will be closed and no other changes may be made. (See picture 27.) Click **OK** to complete the submission.

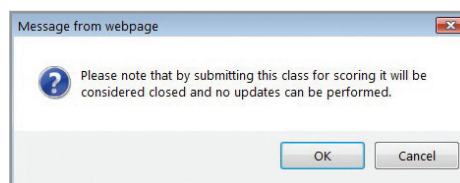
Picture 25



Picture 26



Picture 27



If there are students in the test session that have not yet tested, you may do one of the following:

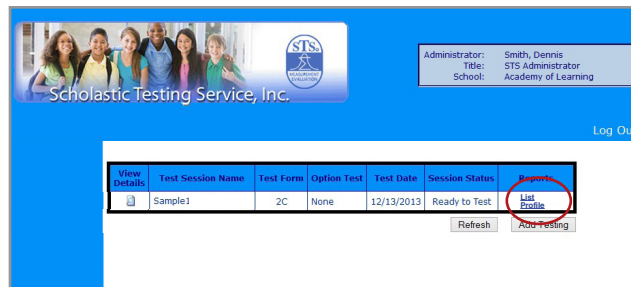
- Click OK to score tests. Students who have not tested will remain in this test session but will not be included on reports. Please note, the untested students will not be able to be moved to a new test session once the test session is submitted for scoring.
- Click Cancel and wait for all students in test session to test before submitting for scoring.
- Click Cancel and move untested students to a new test session before submitting the current test session for scoring. (See instructions for how to *Move a Student to New Test Session.*)

Accessing Reports

Links to reports will be available within 15-20 minutes of submission. The reports automatically provided with the HSPT E-Score are the Alphabetical List report, the Rank-Order List report, and individual Performance Profiles. Samples of these reports are included below. For information about the various normative scores provided on the reports, please refer to the HSPT *Interpretive Manual*.

1. Click on the link for either the **List** or the **Profile**. (See picture 28.) The “List” will contain the Alphabetical List and Rank-Order List of all the students within the test session. The “Profile” will contain the Performance Profiles for each student.
2. After opening the PDF, you may choose to save or print the report. (The test session table is not a permanent storage location for reports — it is suggested that the administrator save the reports to his or her computer or some other location.)
3. Click **Log Out** on the Administrator page when finished. (The test session table is not a permanent storage location for reports — it is suggested that the administrator save the reports to his or her computer or some other location.)

Picture 28



Alphabetical List Report

STHS HIGH SCHOOL PLACEMENT TEST												Grade: 08										
List Report: Alphabetical List by Total Group												Section: 01										
Group ID: SCHOLASTIC ACADEMY (YY001)												Date: 12/03/09										
Last Name	First Name	M.I.	Test Date	Item Code	Test Code	COGNITIVE SKILLS					BASE SKILLS					OPTION		COMPOSITE				
						SP	RE	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA
Abrams	Bo	S	07/19/07	02J	1203/00	488	48	446	32	469	38	332	63	420	25	073	83	506	55	21	492	47
1305	F	192899	10	13	09	48	35	102	40	9	2	69	6	7	30	10	6	89	64	1080	56	
Allen	Jacob	A	07/10/07	02J	1203/00	574	79	664	69	670	76	665	76	435	29	624	94	536	67	25	549	72
1305	M	193281	03	12	23	81	74	117	80	10	1	80	7	1	37	11	8	96	77	1190	78	
Andrew	Alexis	D	09/10/06	02J	1203/00	481	45	464	38	473	39	397	15	406	21	399	16	400	15	17	429	23
1403	F	192812	09	10	13	00	45	42	97	42	5	9	16	6	4	25	6	2	19	17	920	25
Brennan	Eric	C	11/11/06	02J	1203/00	443	30	437	28	440	27	463	34	368	12	431	25	419	20	17	427	22
1401	M	193217	14	12	01	00	28	32	93	28	7	5	40	5	4	13	7	31	24	910	24	
Bressler	Owen	G	10/04/06	02J	1203/00	603	95	508	53	575	77	565	76	509	55	623	64	533	66	25	549	72
1402	M	192909	03	07	00	97	58	113	81	10	1	80	8	9	65	9	3	73	76	1190	78	
Brothman	Casey	C	09/29/06	02J	1203/00	413	20	490	47	448	30	431	24	427	27	402	50	450	29	18	449	30
1403	F	194982	10	05	00	18	52	94	31	6	7	28	6	9	3	8	5	59	37	990	35	
Brown	Mary	N	01/03/07	02J	1203/00	488	48	544	64	515	57	517	56	526	61	515	00	520	61	22	518	59
1311	F	193843	10	09	16	69	105	61	8	9	63	9	4	71	9	1	70	70	1140	67		
Bull	Michael	L	07/10/07	02J	1203/00	537	67	535	61	537	65	507	73	509	55	499	54	522	61	22	528	64
1305	M	197910	03	03	00	69	66	112	70	9	9	77	8	9	65	8	7	63	71	1160	72	
Clark	Megan	E	10/09/06	02J	1203/00	473	41	535	61	502	51	470	37	420	25	523	64	470	38	20	492	43
1402	F	192948	10	09	00	41	60	102	56	7	7	43	8	2	30	9	3	75	49	1080	60	
Crider	Amber	R	11/29/06	02J	1203/00	632	92	596	77	615	87	583	82	581	72	564	80	571	81	27	587	85
1401	F	197113	10	09	05	93	81	120	89	10	5	85	10	2	81	10	3	86	87	1260	81	
Dickerson	Brady	C	02/11/05	02J	1203/00	496	51	380	12	444	29	423	21	368	12	431	25	405	15	17	421	20
1311	M	193029	01	03	08	52	14	95	30	6	5	24	5	4	13	7	31	19	920	22		

Rank-Order List Report

STS HIGH SCHOOL PLACEMENT TEST																			
List Report: Rank List on Composite by Total Group													Grade: 08						
Group ID: SCHOLASTIC ACADEMY (YY001)													Section: 01						
Date: 12/03/20																			
Last Name First Name M.I. Age Sex Grade	Test Form Date Form Date Test	Item Code Test Date	COGNITIVE SKILLS					BASIC SKILLS					COMPOSITE						
			SS	LP	LS	NP	NS	SS	LP	LS	NP	NS	SS	NS					
Kelly Peter M 1309	Y1001 02J 03 01 08	020 1203/20	140	99	160	99	155	99	125	99	107	97	123	99	125	99	31	135	99
Lambert Lily M 1401	Y1001 02J 10 09 13	020 1203/20	647	93	647	87	648	94	677	98	697	97	692	98	690	99	33	674	98
Emmett Brian E 122506	Y1001 02J 10 13 09	020 1203/20	619	89	662	89	641	93	574	80	643	90	622	90	623	90	33	617	92
Pearshall Emma F 1311	Y1001 02J 09 13 10	020 1203/20	647	93	574	72	608	86	603	95	509	55	676	96	607	91	30	638	90
Cruise Amanda R 112206	Y1001 02J 10 09 05	020 1203/20	632	92	596	77	615	87	583	82	561	72	564	80	571	81	27	587	85
Guenther Lucas M 1403	Y1001 02J 03 01 01	020 1203/20	647	93	517	56	575	77	610	89	571	75	573	83	587	86	27	593	83
Pride Charlie E 111106	Y1001 02J 12 12	020 1203/20	595	85	535	61	565	74	601	87	534	64	613	90	583	85	27	577	82
Kang Kevin M 1310	Y1001 02J 01 03 08	020 1203/20	607	87	633	84	621	88	501	49	526	61	613	90	544	71	26	571	80
Pulsner Bob D 1304	Y1001 02J 03 08	020 1203/20	488	48	662	89	560	73	532	63	628	86	583	86	577	83	26	571	80
McMullen Emily E 1402	Y1001 02J 07 14 05	020 1203/20	647	93	517	56	575	77	610	89	571	75	573	83	587	86	27	593	83
Allen Jacob A 1305	Y1001 02J 03 12 23	020 1203/20	574	79	564	69	570	76	565	76	435	29	624	94	536	67	25	549	72

Performance Profile

Bo Abrams
Age: 1305
Item Code: 071007
Optional Code: 120699
Check/Other: 1st 10 2nd 13 3rd 69 4th 5th

SCHOLASTIC ACADEMY (YY001)
Grade: 08 Section: 01
Test Form: 02J Test Date: 12/03/20

Subtests/Totals

Subtest	SS	LP	LS	NP	NS
Cognitive Skills	488	48	5	48	5
Verbal Skills	446	35	4	32	4
Quantitative Skills	466	(CSQ) 102	40	4	4
Basic Skills					
Reading	532	(GE) 8.2	89	6	63
Mathematics	420	(GE) 6.7	30	4	25
Language	573	(GE) 10.6	89	8	83
Total Basic Skills	506	(GE) 8.8	64	6	55
Option:					
Composite	492		56	5	47

Performance Ratings

The student's performance is shown at the left by various normative scores. National percentile scores compare the student's performance to students in the same grade of the national normed group. For example, an NP of 89 would mean that the student's test score exceeded 89 percent of students' scores in a national normative population.

The student's national percentile scores are also illustrated in the graph by a band of marks which show the grade in which the student's actual score falls. For most tests performance may be judged by noting the rating column in which a band occurs. The High, Average, and Low ratings represent the highest 10%, middle one-third, and lowest 10% respectively. Above Average represents the upper one-third (including the highest 10%) while Below Average represents the lower one-third (including the lowest 10%).

Performance in specific skills areas of each student is represented by the number of items correctly answered and a performance rating. The ratings are non-normed and have the same meaning as the performance ratings in the graph above.

Specific Skills	Item #	# of Items	SS	LP	LS	NP	NS	SS	LP	LS	NP	NS	SS	LP	LS	NP	NS
READING																	
Comprehension	40	40	28														
Informational Text	30	30	23														
Ideas & Details	14	14	12														
Details/Events	5	5	5														
Main Idea/Title	3	3	2														
Cause/Effect	3	3	2														
Conclusion/Infer	3	3	2														
CR & Structure	8	8	5														
Vocals in Context	8	8	5														
Purpose/Quality	8	8	6														
Integration of Ideas	8	8	6														
Reason/Prediction	8	8	4														
Compare/Contrast	10	10	5														
Literary Text	10	10	5														
Literary Elements	5	5	0														
Details & Meaning	5	5	0														
Character Traits	2	2	1														
Point of View/Style	4	4	2														
Literary Techniques	3	3	1														
Irony/Pers./Meta	1	1	1														
Imagery/Symbol	22	22	17														
Vocabulary																	
LANGUAGE																	
Punctuation	10	10	9														
Capitalization	2	2	1														
Incorrect Usage	15	15	13														
Noun/Pronoun	3	3	3														
Verb/Adverb/Adjective	8	8	4														
Other Parts of Speech	6	6	6														
Compound Usage	10	10	5														
Comparison	20	20	12														
VERBAL SKILLS																	
Analogy	10	10	6														
Logic	11	11	7														
Verbal Classification	17	17	13														
Synonyms	15	15	7														
Antonyms	9	9	3														
QUANTITATIVE SKILLS																	
Sequence	15	14	8														
Reasoning	10	9	3														
Geometric Comparison	10	9	3														
Non-Geo. Comparison	10	11	4														
MATHEMATICS																	
Numbers & Numeration	29	29	17														
Procedural Operations	7	7	5														
Root/Exponent/Place Value	3	3	2														
Ratio/Proportion	2	2	2														
Property/Factor/Mult.	2	2	2														
Word Problems	15	15	6														
Measurements	7	7	3														
Wt./Length/Dry/Liquid	3	3	0														
Time/Temperature	1	1	1														
Metric/Monetary Conv.	3	3	2														
Geometry	12	12	7														
Points/Lines/Angles	3	3	2														
Plane/Calc Figurs	2	2	2														
Perimeter/Area/Volume	4	4	2														
Diameter/Rad./Circum.	2	2	1														
Congruent/Sym/P. Prop.	2	2	1														
Algebra	5	5	0														
Equality/Inequality	5	5	0														
Functions/Coordinates	2	2	0														
Statistics & Probability	6	6	4														
Mean/Med/Mode/Range	1	1	0														
Probability Concepts	3	3	1														
Data/Graphs/Tables	5	5	3														

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7. Return Test Materials

Test booklets and other testing materials for the STS Closed Edition of the HSPT and the Pre-HSPT program are on lease to participating schools. All leased materials remain the property of Scholastic Testing Service, Inc. and must be returned to STS after testing.

Testing materials should be returned within 30 days of testing. If you will be using E-Score to test students throughout the entire year, please notify STS. In this case, you may keep the test booklets until they have all been used (keeping all booklets secure throughout this time period). Booklets must be returned once they have all been used or when STS gets ready to send a new form to you, whichever comes first.

A Return Kit was included with your original shipment of testing materials. Please refer to that for specific instructions and forms to include with your return. If you have already used the contents of the Return Kit for a previous return, simply return the remaining HSPT test booklets to STS at the address below using any carrier/method that you prefer. Be sure to include a note with your return shipment that contains your school name and contact information (mailing address and phone number) and indicate that the contents of the return shipment are "E-Score Return Materials."

Please note, you do *not* need to return this user's manual.

Return test booklets to:

Scholastic Testing Service, Inc.
Attn: Warehouse
480 Meyer Road
Bensenville, IL 60106-1617

