



Wonderlic Basic Skills Test (WBST) **User's Manual for Ability-to-Benefit Testing**

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Introduction

The Wonderlic Basic Skills Test (WBST) is a short form measure of adult language and math skills which are generally learned in high school. The content of the WBST measures levels of General Educational Development (GED) as defined by the U.S. Department of Labor in the Dictionary of Occupational Titles. As a measure of basic language and math skills, the WBST can serve many purposes. The WBST is commonly used to help identify students and job applicants who have the skills to successfully handle the written and computational requirements of career training programs or entry level jobs. The WBST is used by schools, government agencies, industry, and private businesses in selecting applicants who are likely to succeed. The WBST is also used to evaluate improvement in skills as a result of educational training and relevant experiences.

The Wonderlic Ability-to-Benefit (ATB) Program

To qualify for Title IV Federal student financial assistance under U.S. Department of Education regulations, an applicant must:

1. Have a high school diploma, or
2. Have a certificate of General Educational Development (GED), or
3. Complete 6 semester hours, 6 trimester hours, 6 quarter hours, or 225 clock hours of instruction that are applicable toward a degree or certificate offered by the institution, or
4. Achieve the minimum score on an approved Ability-to-Benefit test.

On October 25, 1996, the WBST was approved by the U.S. Department of Education for use in qualifying non-high school graduates to receive Federal student financial assistance for postsecondary training under Title IV of the Higher Education Act of 1965. As recommended, these students must be tested to determine whether they have the ability to benefit from postsecondary school training programs. This testing has become known as "Ability-to-Benefit" or ATB testing.

The WBST is the keystone of the Wonderlic ATB Program. WBST testing sessions for Ability-to-Benefit determination include both Quantitative and Verbal Skills sections, and can be completed in approximately 50 minutes. Results are available within 48 hours of receipt for Paper-and-Pencil administrations, or immediately for online test administrations by Wonderlic making the WBST one of the fastest means of determining financial aid eligibility for individuals without a high school diploma.

If you have any questions or concerns, please do not hesitate to call Wonderlic Education Solutions at (877) 605-9494.

**The WBST Quick
Reference Guide****ATB Test Administrator Certification**

Only certified Wonderlic Independent Test Administrators (ITAs) and assessment center Certified Test Administrators may administer the WBST for the purpose of qualifying applicants for Title IV Federal student financial assistance. The online Wonderlic ATB Test Administrator certification process is described in detail on page 16.

Test Instructions

Step-by-step instructions for completing the applicant and school information sections of the Wonderlic Basic Skills Test ATB Answer Sheet are provided on page 26. For a listing of program codes see pages 67-68. Instructions for conducting the testing session are provided on pages 29-39.

Administration Time

The verbal and quantitative sections of the WBST have a testing time limit of 20 minutes each. An additional 10 minutes is required to complete the demographic information on the answer sheet. Practice items can be completed in 3-5 minutes.

Test Scoring

All ATB answer sheets must be returned to Wonderlic Education Solutions for official ATB scoring as described on page 39. An ITA or school official may generate an unofficial Individual ATB Score Report using the WBST online scoring template as described on page 41.

Note: School employees and officials must never be in possession of completed original test answer sheets; however, they may generate unofficial ATB test scores by using copies of original test answer sheets.

Test Score Interpretation

The U.S. Department of Education has mandated that all ATB applicants taking the WBST to qualify for Title IV Federal student financial assistance must achieve a verbal score no less than 200 and a quantitative score no less than 210 in the same test administration. Only test scores appearing on the official WBST Individual ATB Score Report provided by Wonderlic Education Solutions may be used for ATB determinations. An interpretation guide for this report is provided on pages 45-49.

Detailed and Summary Reporting

Wonderlic provides each school participating in the Wonderlic ATB Program the ability to generate detailed and summary reports in addition to the individual student reports. These reports present local testing norms and are designed to help schools monitor their testing programs for accuracy, fairness, and compliance with Wonderlic procedures and U.S. Department of Education regulations.

Contact us if you need assistance:

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Email: ed.info@wonderlic.com
Address: Wonderlic, Inc.
400 Lakeview Parkway
Suite 200
Vernon Hills, IL 60061

Part I:

Overview of the WBST

Overview of the WBST**Overview of Test Content**

The WBST is a short form measure of adult language and math skills which are generally learned in high school. The content of the WBST measures levels of General Educational Development (GED) as defined by the U.S. Department of Labor in the Dictionary of Occupational Titles.

As a measure of basic language and math skills, the WBST can serve many purposes. The WBST is used to identify students and job applicants who can successfully handle the fundamental written and computational requirements of any career training program or entry level job. The WBST is used by schools, government agencies, industry, and private businesses in selecting applicants who are likely to succeed. The WBST is also used to evaluate improvement in skills as a result of educational training and relevant experience.

Test Forms

The WBST consists of two separate sections - the Test of Verbal Skills and the Test of Quantitative Skills. All verbal and quantitative forms of the WBST are equivalent and can be used interchangeably, provided that both a Verbal Skills form and a Quantitative Skills form are administered in the same testing session. Currently, the following forms of the test are approved by the U.S. Department of Education for use in ATB testing:

- Verbal - Forms VS-1 and VS-2
- Quantitative - Forms QS-1 and QS-2

For ATB determination, the Test of Verbal Skills and the Test of Quantitative Skills must be administered in sequence. When conducting a WBST administration, the verbal test section should be administered before the quantitative section. Applicants use verbal skills on a daily basis; therefore, beginning with the verbal section should ease general test anxiety.

A passing test score on both the verbal and quantitative sections in the same administration is required for ATB determination.

WBST scores used to qualify students for Title IV Federal financial assistance must be provided by Wonderlic Education Solutions on the official WBST Individual ATB Score Report. The fees associated with this service are billed directly to the school.

Administration Time

Prior to testing, approximately 10 minutes will be required to complete the personal information sections of the machine readable ATB answer sheet. Each test section includes practice items which can be completed in about 3-5 minutes, followed by a 20 minute timed testing period. Under certain circumstances it may be appropriate to administer the test untimed. See page 37 for details.

Test of Verbal Skills

Questions on the WBST Test of Verbal Skills are presented in three different formats – explicit, applied, and interpretive. Explicit questions require knowledge of word meanings, grammar, and sentence construction. Applied questions involve general reading comprehension and knowledge of word meanings, grammar, and sentence construction in the context of passages involving practical applications. Interpretive questions require the understanding and use of information in diagrams, charts, tables, and graphs. The WBST Verbal Form contains 50 questions which help measure a broad range of language skills across the three primary content domains shown in the table below.

Verbal Skills Domain	Skills
Locate, Understand, and Use Information in Multiple Formats	<ul style="list-style-type: none"> • Locate specific information in various formats • Understand and use “how to” instructions • Use literature and other written information
Recognize Word Meanings by Definition or Context	<ul style="list-style-type: none"> • Complete a sentence with an appropriate word in context • Recognize word meanings • Recognize multiple meanings of words used in context • Recognize meanings of unfamiliar words used in context
Recognize and Identify Proper Grammar and Sentence Construction	<ul style="list-style-type: none"> • Identify a complete sentence • Identify agreement of subject and verb • Recognize standard sentence structure • Complete compound and complex sentences • Recognize grammatical errors in compound and complex sentences

Test of Quantitative Skills

Questions on the WBST Test of Quantitative Skills are presented in three different formats - explicit, applied, and interpretive. Explicit problems require direct math computation, quantitative evaluation, and algebra. Applied problems involve identifying and performing appropriate math operations in the context of practical applications. Interpretive problems require the evaluation and use of quantities presented in diagrams, charts, tables, and graphs. The WBST Quantitative Form contains 45 questions which help measure a broad range of mathematic skills across the three primary content domains shown in the table below.

Quantitative Skills Domain	Skills
Basic Math Computation	<ul style="list-style-type: none"> Addition, subtraction, and division <ul style="list-style-type: none"> Whole numbers Whole monetary units Whole units of measure including English and metric units of time, length, weight, and distance
Basic Math Computation and Quantitative Evaluation	<ul style="list-style-type: none"> Addition, subtraction, multiplication, and division <ul style="list-style-type: none"> Proper and improper fractions and mixed numbers Fractional monetary units Fractional units of measure including units of time and English and metric units of length, weight, and distance Computation of rates, proportions, and percentages Evaluation and interpretation of line, bar or pie graphs Comparisons of fractional magnitudes
Algebra and Geometry	<ul style="list-style-type: none"> Computation of rates, proportions, and percentages Evaluation, simplification, and solving of variable expressions and equations Computation of length, angle, area or volume involving plane and solid geometric figures Understanding and use of the Pythagorean Theorem

Significant Digits and Rounding

Precision of measurement and significant digit rules are not a basic skill that is assessed by the Test of Quantitative Skills. Therefore, all decimal fractions or measurements expressed as decimal fractions are assumed to be exact and infinitely precise. Some questions that involve the computation of percentages on units which must be expressed in whole numbers, such as people, toys, cents, plants, cats, etc., may require rounding to arrive at the correct response.

Part II:

The Wonderlic ATB Program

The Wonderlic ATB Program**Purpose**

To qualify for Title IV Federal student financial assistance under U.S. Department of Education regulations, an applicant must:

1. Have a high school diploma, or
2. Have a certificate of General Educational
3. Development (GED), or
4. Complete 6 semester hours, 6 trimester hours, 6 quarter hours, or 225 clock hours of instruction that are applicable toward a degree or certificate offered by the institution, or
5. Achieve the minimum score on an approved Ability-to-Benefit test.

As noted above, under Title IV of the Higher Education Act of 1965, applicants without a high school diploma or its equivalent may “pass an independently administered examination approved by the Secretary (of Education)” to determine their eligibility for Federal student financial assistance. Accordingly, such an examination can only be conducted by a certified Independent Test Administrator (ITA), or by a Certified Test Administrator in an Assessment Center. This testing has become known as “Ability-to-Benefit” or ATB testing because its purpose is to determine whether applicants who do not have a high school diploma or its equivalent have the ability to benefit from postsecondary school training programs.

The Wonderlic Basic Skills Test (WBST) is an approved Ability-to-Benefit Test.

The WBST is the keystone of the Wonderlic ATB Program. WBST sessions include both Quantitative and Verbal Skills sections, and can be completed in approximately 50 minutes. Results are available within 48 hours of receipt by Wonderlic for Paper and Pencil administrations, or immediately for online test administrations, making the WBST one of the fastest means of determining financial aid eligibility for individuals without a high school diploma.

Overview of the Wonderlic ATB Program

The Wonderlic ATB Program is a service designed to fully support schools using the WBST to meet U.S. Department of Education requirements for ATB testing. The program institutes specialized procedures for WBST administration, scoring, and reporting that fulfill all requirements of the U.S. Department of Education for the approved use of the WBST.

All schools participating in the Wonderlic ATB Program receive dedicated technical and administrative support from Wonderlic Education Solutions, as well as:

- Test Administrator Training and Certification
- Individual ATB Score Reports

Additionally, Wonderlic ATB clients also receive:

- Online Access to Test Score Summary Listings and Administrative Reports
- Resources on ATB Testing Regulations
- Documentation of Compliance

Wonderlic's ATB program procedures begin with the certification of ATB test administrators and govern all aspects of test administration, scoring, and reporting. This manual provides complete instructions for proper use of the WBST as it pertains to the program. Therefore, the information provided in this manual is critical for appropriate use of the WBST in ATB testing.

As part of the program, participating schools must sponsor ATB test administrators with Wonderlic. Wonderlic trains and certifies these individuals in all aspects of proper ATB test administration. The Wonderlic ATB Program is a dynamic system in which school administrators, test administrators, and Wonderlic staff communicate frequently. This interaction identifies and resolves issues quickly and builds expertise among all participants. The test administrator certification process helps ensure that Wonderlic certified ATB test administrators are among the best qualified test administrators in the country. Detailed information on this process can be found in the Proctor's Guide section of this manual.

Test administrators can quickly learn the fundamental requirements for becoming certified and administering the WBST for ATB purposes by reading the "Test Administrator's Proctor's Guide," pages 12-44 of this manual. In addition, test administrators should take the WBST to gain experience with the test instructions and content. Individuals who wish to become certified to conduct ATB testing with the WBST will need to complete all steps detailed in the "Independent Test Administrator Certification" section of this manual.

Test Administrators conduct testing and submit applicant test answer sheets from Paper-and-Pencil test administrations to Wonderlic for official scoring and reporting. Wonderlic provides schools with administrative reports reflecting their ATB testing activity and providing statistical analyses of normative test data. These reports are also intended to review and document the integrity of school testing programs.

School Guidelines for Maintaining Test Administrator Independence

An essential component of ATB program compliance is test administrator independence; ATB testing must be independent of a school's Admissions and Financial Aid processes.

The U.S. Department of Education regulations provide the following guidelines which schools must follow to maintain the independence of their ATB test administrator:

"The Secretary considers that a test is not independently administered if an institution:

1. Compromises test security or testing procedures;
2. Pays a test administrator a bonus, commission or any other incentive based upon the test scores or pass rates of its students who take the test;
3. Otherwise interferes with the test administrator's independence or test administration." (U.S. DOE, Dec. 1, 1995, Fed. Reg., §668.151). Under no circumstances should a school allow a test administrator to conduct ATB testing using the WBST without first receiving verification from Wonderlic that the administrator is a certified Wonderlic ITA.

ITA Review and Decertification

U.S. Department of Education regulations require Wonderlic to monitor and review the testing practices of each certified Wonderlic ITA and to decertify any ITA who violates or compromises approved ATB testing procedures.

As specified in these regulations, grounds for decertification include:

- Failure to maintain test security.
- Failure to maintain the integrity of the testing process.
- Failure to administer the WBST in exact accordance with Wonderlic procedures.
- Failure to personally submit ATB answer sheets to Wonderlic for scoring within two business days of testing.
- Failure to remain independent from a school as defined in the regulations — for example, by accepting a bonus, commission, incentive or any other compensation based on the test scores or pass rates of applicants.

On a regular basis, Wonderlic will review the WBST scores of all applicants tested by each certified Wonderlic ITA. This review process has been mandated by the U.S. Department of Education and is intended to protect ATB applicants from the improper use of testing materials.

An accurate evaluation of an ITA's testing practices must be based on a review of each answer sheet from every ATB test administration conducted. Therefore, the ITA is required to send all completed answer sheets to Wonderlic Education Solutions for official scoring – even if unofficial scoring indicates that the applicant will not meet ATB minimum scores or the administration of the test was incomplete.

Wonderlic provides ITAs and schools access to ATB online reporting which can be used to verify that all reported information is complete and accurate.

ATB Scoring and Reporting

U.S. Department of Education regulations require that test scores used for ATB determination be provided by the test publisher. These regulations require the certified ITA to personally submit all WBST test answer sheets within two business days after test administration to Wonderlic Education Solutions for scoring. Wonderlic provides each ITA with postage-paid envelopes for this purpose. Answer sheets will be processed within three business days after they are received by Wonderlic. In accordance with the regulations, Wonderlic will provide the official WBST Individual ATB Score Report to both the school and the applicant. This report must be received by the school before Title IV funding paperwork can be processed.

The Wonderlic ATB Program also provides online access to reporting which reflects all ATB testing activity for a particular school or ITA, and provides statistical analyses of test score norms for all school programs and locations. This report is intended to review and document the integrity of school testing programs. Detailed descriptions of the ATB reports are presented in the "ATB Test Score Interpretation" section on page 45 of this manual.

For test administrators and schools administering the paper-and-pencil version of the test, Wonderlic provides access to an online WBST scoring template which can be used to generate an unofficial score report. This report is provided to help schools make timely and informed decisions regarding the likelihood that an ATB applicant will qualify for Title IV Federal financial assistance. Under NO circumstances can the unofficial score report be used to qualify applicants for Title IV Federal financial assistance.

In accordance with approved Wonderlic procedures, the scores presented on the unofficial score report will be based on the applicant's test responses as entered into the WBST scoring template by a certified Wonderlic ITA or school representative. Note: under no circumstances can a school representative be in possession of an original completed test answer sheet; however, they may use a copy of an answer sheet to generate an unofficial score report. General instructions for using the WBST scoring template are presented in the "Unofficial Test Scoring" section on page 41 of this manual and in the "ATB Program Administrators Guide".

Thank you for selecting the WBST and the Wonderlic ATB Program. Your participation in this program provides a valuable service to students. Since 1937, over 100 million individuals have taken Wonderlic assessments in seeking new careers, training, and school admissions. We look forward to working with you as a valued partner in the Wonderlic ATB Program.

Part III:

ITA Test Administrator's Guide

Wonderlic.

Introduction

As noted in Part II, applicants without a high school diploma or its equivalent may “pass an independently administered examination approved by the Secretary (of Education)” to determine their eligibility for Federal student financial assistance. Accordingly, such an examination can only be conducted by a certified Independent Test Administrator (ITA), or by a Certified Test Administrator in an Assessment Center. This testing has become known as “Ability-to-Benefit” or ATB testing because its purpose is to determine whether applicants who do not have a high school diploma or its equivalent have the ability to benefit from postsecondary school training programs.

The Wonderlic Basic Skills Test (WBST) is an approved Ability-to-Benefit Test. When administered properly, the WBST can be used to help determine an applicant’s “ability to benefit” from career training and qualify them for Federal student financial assistance under Title IV of the Higher Education Act of 1965.

The U.S. Department of Education requires Wonderlic to train and certify test administrators who wish to use the WBST for ATB determinations. As part of this training and certification process, Wonderlic requires all Independent Test Administrators (ITAs) and assessment center Certified Test Administrators to become certified by successfully completing the “Wonderlic Basic Skills Test Administrator’s Examination for Ability-To- Benefit Testing”. Passing the examination indicates that you have the necessary training, knowledge, and skills to test applicants in accordance with the requirements of Wonderlic’s ATB Program and the U.S. Department of Education.

Wonderlic ITAs/Certified Test Administrators will be held accountable by Wonderlic and the U.S. Department of Education to comply with all procedures in this manual. Therefore, the information provided in the examination is critical for understanding lawful use of the WBST under Title IV regulations.

Wonderlic certified ATB Test Administrators provide a valuable service to students who pursue postsecondary training and the schools to which they apply. Since 1937, over 100 million applicants have taken Wonderlic assessments while seeking new careers, training, and school admissions.

Wonderlic Independent/Certified Test Administrators

The time and effort that you invest in becoming a certified Wonderlic Independent/Certified Test Administrator reflects your professionalism and your concern for the applicants seeking career training opportunities.

The Role of Wonderlic ATB Test Administrators

As a Wonderlic ITA/Certified Test Administrator, you will hold a position of great responsibility. American taxpayers, postsecondary schools, and student applicants will all depend on you to conduct fair and accurate assessments.

In ATB testing, it is equally important to identify applicants who do not have the ability to benefit from academic training as it is to identify those who do. Applicants who fail to demonstrate their ability to benefit when tested are more likely to fail

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or drop out of their academic programs and incur large student loan payments that they may not be able to afford. As a result, these applicants are denied future opportunities to receive financial assistance. Therefore, to knowingly ignore or alter Wonderlic ATB testing procedures is against the best interest of applicants, and additionally, it is against the law.

**Definition of an
ATB Test
Administrator**

Federal ATB regulations differentiate between ITA and Certified Test Administrator as follows:

ITA

The position of Independent Test Administrator (ITA) was created by Congress in order to ensure that ATB testing is impartially and properly conducted. The final regulations which govern independent test administration were updated on October 29, 2010. These regulations provide the legal definition of test administrator independence. They state, in part, that ATB tests must be administered by an Independent Test Administrator who:

- “Has no current or prior financial or ownership interest in the institution, its affiliates, or its parent corporation, other than the interest obtained through its agreement to administer the test, and has no controlling interest in any other education institution;
- Is not a current or former employee of or consultant to the institution, its affiliates, or its parent corporation, a person in control of another institution, or a member of the family of any of these individuals;
- Is not a current or former member of the board of directors, a current or former employee of or a consultant to a member of the board of directors, chief executive officer, chief financial officer of the institution or its parent corporation or at any other institution, or a member of the family of any of the above individuals; and
- Is not a current or former student of the institution.”

Certified Test Administrator

Alternatively, ATB tests can also be administered in Assessment Centers by Certified Test Administrators. With respect to ATB testing, the Department defines Certified Test Administrators at assessment centers as individuals who are employed by assessment centers, and are trained and:

“...certified by the test publisher (or the State, in the case of an approved State test or assessment) to administer tests approved under this subpart in accordance with the instructions provided by the test publisher or the State, as applicable, which includes protecting the test and the test results from improper disclosure or release, and who (are) not compensated on the basis of test outcomes....”

1. The Department defines an Assessment Center as “a facility that:
2. Is located at an eligible institution that provides two-year or four-year degrees or is a postsecondary vocational institution;

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3. Is responsible for gathering and evaluating information about individual students for multiple purposes, including appropriate course placement;
4. Is independent of the admissions and financial aid processes at the institution at which it is located;
5. Is staffed by professionally trained personnel;
6. Uses test administrators to administer tests approved by the Secretary under this subpart; and
7. Does not have as its primary purpose the administration of ability to benefit tests."

Throughout Wonderlic's Ability to Benefit Program materials, the term "Independent Test Administrator", or "ITA", will refer to ATB test administrators who are independent from the schools for which they administer ATB tests, while the term "Certified Test Administrator" will apply to individuals who administer ATB tests at assessment centers. The term "test administrator" applies to both. ITAs and Certified Test Administrators are both responsible for strict adherence to all Wonderlic ATB program requirements, including maintaining test security.

Summary of a Wonderlic ATB Test Administrator's Responsibilities

As an ITA or Certified Test Administrator, you must personally conduct every step of each ATB test administration. This includes:

- Seating the applicants
- Distributing test materials
- Reading test instructions to applicants
- Monitoring the entire testing session
- Collecting test materials
- Timing Paper-and-Pencil test administrations
- Submitting all completed answer sheets from Paper-and-Pencil administrations to Wonderlic for official scoring within two business days of testing
- Securing all test materials and results from improper disclosure and release
- Providing unofficial test results to schools upon request
- Maintaining a log of all applicants tested
- Documenting all accommodations provided to disabled test takers, and ensuring that accommodations are only provided to test takers with documented disabilities or impairments
- Documenting any unusual occurrences (e.g., power failure, fire alarm)
- Reporting any cheating or other non-compliant behavior

Wonderlic.**Becoming an ITA/
Certified Test
Administrator****Certification and School Registration**

In addition to passing the examination, test administrators must meet certain other requirements to receive and retain their Wonderlic ATB Test Administrator certification.

Eligibility

Only applicants who meet Wonderlic's basic eligibility requirements will be able to take the Wonderlic Basic Skills Test Administrator's Examination for Ability-to-Benefit Testing. Wonderlic will not accept applicants who:

- Have been previously decertified by a test publisher
- Have been convicted of robbery, fraud, breach of fiduciary responsibilities, or other illegal conduct.
- Do not have the ability and facilities to keep test materials in their possession secure against disclosure or release.
- Do not have the integrity required to test applicants in accordance with the regulations (applicants are required to complete a brief questionnaire as part of the application process).

These criteria will also be used to determine whether a test administrator retains their certification.

Documentation

Before an applicant can become certified, Wonderlic must receive the following, most of which are processed electronically:

- Your initial School Sponsorship – School Sponsorship is processed through the sponsoring school's Wonderlic Online account. It establishes the school's commitment to you and to the Wonderlic ATB Program. It also indicates the school's understanding and acceptance of the specific requirements for maintaining test administrator independence from the admissions and financial aid functions.
- ATB test administrators are permitted to conduct testing for more than one school or school location, but each location is required to sponsor their own test administrators. Wonderlic must have school sponsorship on record for a given location before ATB tests can be administered. Test administrators will also be able to manage aspects of school sponsorship in their own Wonderlic Online accounts after they are certified (Wonderlic Online training will be provided separately).
- Please note: schools with assessment centers must confirm that they meet all Federal requirements listed in the definition of assessment center before any Certified Test Administrator candidates that they sponsor may start the certification process.
- Your completed Test Administrator Examination, with all questions answered correctly
- Your acceptance of the Wonderlic Certified ATB Test Administrator Code of Conduct -- The Code of Conduct indicates your commitment to conducting yourself in a professional manner and adhering to all of the rules of proper ATB test administration.

- It also indicates your understanding and acceptance of your responsibility for ensuring test material security.
- A photocopy of a current, valid photo ID, e.g., Driver's License, State-issued ID, etc.

Where applicable, you may return these documents to Wonderlic by faxing them to: (847) 680-9492, attention Wonderlic or you may scan and email them to ed.info@wonderlic.com.

Before you begin official ATB testing, Wonderlic must have all of this information on file and issue your Wonderlic Certificate of Registration for Ability-to-Benefit Testing.

Scoring Your Test Administrator's Examination

Your online examination will be scored automatically. Once you have passed the examination and Wonderlic has received all of your completed registration documents, you will be issued a Wonderlic Certificate of Registration for ATB Testing. Please note that in order to become certified, you must answer every question on the examination correctly. You will have several opportunities to do so, as follows:

- If you make less than 10 errors on the examination, Wonderlic will send a Test Instruction Page (TIP) for each question you answered incorrectly.
- Each TIP provides you with additional instruction and requires you to return to the examination via a link that will be provided in the email and correctly answer the specified question.
- Applicants who miss 10 or more questions will be asked to retake the entire examination.

Once 100% of your answers are verified as correct, you have submitted all other required documents, and you have successfully met all other requirements, you will be scheduled for Wonderlic Online training. Afterwards, you will be able to print out your Certificate of Registration as part of your initial account setup.

Note: In addition to the eligibility and documentation requirements listed above, Wonderlic will not certify applicants who:

- Miss 10 or more examination questions in 3 successive attempts.
- Fail to answer all questions correctly in 3 successive attempts.
- Fail to complete this process within 30 days.

Applicants who do not become certified may reapply 6 months after their final attempt.

Note: You may not administer any Wonderlic ATB tests or submit answer sheets from Paper and Pencil test sessions to Wonderlic for official ATB scoring until you receive your Wonderlic Certificate of Registration for Ability-to-Benefit Testing. This certificate expires and must be renewed through an abbreviated recertification process.

Certified ITAs should also be prepared to provide a copy of their certificate to each school for which they conduct testing.

Certified ATB Test Administrator Review and Decertification

U.S. Department of Education regulations require Wonderlic to monitor and review the testing practices of each certified Wonderlic test administrator and to decertify any ITA or Certified Test Administrator who violates or compromises approved ATB testing procedures. Based on this requirement, grounds for decertification include, but are not limited to:

- Failure to maintain test security (e.g., reviewing test answers with the applicant; not maintaining control of all ATB test materials at all times; leaving the testing room during testing.)
- Failure to maintain the integrity of the testing process (e.g., conducting test preparation classes on how to take the WBST; allowing the school ATB coordinator to administer the WBST to ATB applicants; changing a test response on an applicant's WBST Paper and Pencil answer sheet.)
- Failure to administer the WBST in exact accordance with the Wonderlic procedures (e.g., allowing an additional 2 minutes during the timed testing period to improve applicant test scores; providing test takers with coaching in addition to the detailed instructions provided in Part V of this Manual.)
- Failure to personally submit completed WBST answer sheets from Paper and Pencil administrations to Wonderlic for scoring within two business days of testing (e.g., allowing the school to submit the answer sheets to Wonderlic for scoring.)
- Failure to remain "independent" from a school as defined in the regulations (e.g., accepting a bonus, commission, incentive, or any other compensation based on the test scores or pass rates of applicants; becoming a member of any school's board of governors.)
- Failure to demonstrate the integrity necessary to administer Ability-to-Benefit tests.
- Failure to follow the Wonderlic Certified ATB Test Administrator Code of Conduct.

On a regular basis, Wonderlic will review the WBST scores of all ATB applicants tested by each Wonderlic certified ATB test administrator. This review process has been mandated by the U.S. Department of Education and is intended to identify improper ATB test administration practices. The results of a review may result in corrective action, up to and including test administrator decertification.

An accurate evaluation of a test administrator's testing practices must be based on a review of each test record from every ATB test administration conducted. Therefore, for Paper and Pencil test administrations, the test administrator is required to personally send all completed answer sheets to the Wonderlic Department for official scoring within 2 days of testing – even if unofficial scoring indicates that the applicant **will not** meet ATB minimum scores or the applicant **does not** complete the entire testing session (online testing data is collected automatically).

Wonderlic also provides ATB test administrators, and the schools for which they conduct ATB testing, access to various WBST reports which can be used to verify that all reported information is complete and accurate.

By carefully following all procedures detailed in this manual and reviewed in the examination, you will provide a quality testing program and remain eligible for recertification.

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Test Security Maintaining test security is one of the Wonderlic-certified ATB Test Administrator's most important responsibilities. As a certified test administrator, your two primary concerns regarding test security are:

1. Preventing unauthorized access to online or Paper and Pencil test materials and
2. Knowing what to do when you believe the answers to a particular test form, or the test forms themselves, have been obtained by an applicant prior to testing.

Additionally, you should make every effort to protect the privacy of individual test takers by maintaining the confidentiality of individual test results and securing both paper and online score reports.

Important: Applicants and school personnel must never have access to original completed ATB test answer sheets, but ITAs may provide copies of the completed ATB test answer sheets to school personnel upon request for Unofficial Scoring. Certified Test Administrators are expected to personally manage any unofficial scoring for the school where they administer ATB tests. Under no circumstances are you permitted to review or discuss any WBST questions or answers with ATB applicants, before or after testing.

It is unlawful for any school or test administrator to develop, publish, write or teach any study materials designed specifically to instruct or coach ATB applicants or school personnel on how to answer WBST questions. Alternatively, Wonderlic provides our clients with sample question booklets as part of their license, and applicants may use them to familiarize themselves with the format and types of questions that appear on the actual test. Additionally, schools may develop and use tutoring/mentoring materials that focus on the topic areas assessed by the WBST. However, such materials may not contain any content derived from or contained within the WBST.

Paper-and-Pencil Test Material Storage by Test Administrators

Federal Regulations pertaining to ATB testing have long required test administrators to have the ability and facilities to keep the ATB test materials and results secure against improper disclosure or release. Revisions to the Regulations that were finalized on October 29, 2010, further emphasize the need to protect these materials from public disclosure and from access by individuals in admissions and/or financial aid functions. As a result, Wonderlic has taken the following measures, effective July 1, 2011:

- Wonderlic will only ship ATB testing materials to certified test administrators who work at assessment centers or ITAs; only schools with assessment centers may store ATB supplies onsite, per the requirements listed below under "Specific Certified Test Administrator Responsibilities."
- Wonderlic provides ATB test administrators with reusable, laminated test booklets for Paper and Pencil administrations. These booklets are individually numbered and are assigned to specific test administrators. Each test administrator will be provided with a limited supply of test booklets, based on their testing volume. Please contact Wonderlic any time your testing supply needs change.

- Test administrators are responsible for ensuring that the booklets are free of marks or damage, and are re-sealable. Test administrators must inspect booklets before and after each test session, and only use booklets that are not marked or damaged. Do not discard damaged test booklets. Instead, contact Wonderlic for replacement booklets.

NOTE: In the event that a test booklet is missing, test administrators must contact Wonderlic immediately.

Specific ITA Responsibilities:

ITAs must ensure the security of ATB materials in their possession at all times, per the following guidelines:

- ITAs must ensure the security of ATB test materials shipped to their address; the materials must be signed for by an adult and immediately placed in a secure location. Alternatively, ITAs must arrange for shipment to a different location where they can ensure secure storage of test materials.
- ITAs must provide secure storage of test materials in a location other than a school in a locked cabinet, desk, etc., accessible only by them.
- Finally, ITAs must be able to ensure the security of ATB test materials during transit to and from testing sessions. For example, the ITA could store the supplies in a locked box in the trunk of their car, but not in a loose binder on the front seat.

Specific Certified Test Administrator Responsibilities:

DOE regulations only allow onsite storage of ATB test materials at schools that maintain assessment centers. Assessment center test administrators must store ATB testing materials in a secure place, such as a locked cabinet or drawer, where they can be accessed only by Wonderlic certified test administrators. The materials must not be accessible by non-certified test administrators, or anyone in leadership, financial aid, or admissions functions at any time.

All test administrators must be able to demonstrate their security measures to Wonderlic upon request. Test administrators who are unable to ensure or demonstrate the security of ATB supplies in their possession will lose their certification. Breaches of test material security may also be subject to investigation by the Office of Inspector General.

Test Security During a Testing Session

Most security measures are the same for Paper and Pencil and online test administrations, including, but not limited to:

- Have each test taker present a photo ID to confirm their identity. Additionally, ITAs and Certified Test Administrators must maintain a log that includes the name and test date for each test taker.
- Ensure that you have adequate supplies.
- Make sure that there is sufficient space between test takers to prevent cheating.
- Remain in the testing room to monitor the session.

Specific Security Considerations for Paper-and-Pencil Test Administrations:

You are required to prevent unauthorized access to testing materials by maintaining control over all test booklets and keeping a count of the booklets in your possession. Therefore, during testing you must distribute and collect each test booklet and be present at all times in the testing room. After testing, you must mail all completed answer sheets to Wonderlic for scoring within two days of the test administration, even if the school has an assessment center. This responsibility cannot be delegated. For example, it is NOT acceptable to leave a sealed FedEx envelope containing ATB answer sheets in the school's designated overnight packages area or with a receptionist. However, test administrators may, for example, place a sealed FedEx envelope into an official, secure FedEx drop box.

The test administrator must examine each test booklet before and after each test administration, and request a replacement from Wonderlic any time a booklet is marked up, damaged, or cannot be resealed securely. Do not discard the damaged or marked test booklets. Instead, contact Wonderlic to arrange for an exchange.

Finally, test administrators must also return all testing materials to a designated secure storage area – for ITAs, this must not be on school premises; for Certified Test Administrators, this must be in a locked cabinet with restricted access within the assessment center.

Specific Security Considerations for Online Test Administrations:

One advantage of online test administration is the elimination of the need to store large quantities of Paper and Pencil test booklets. However, you may wish to maintain a small supply on hand, in a secure location that is accessible only to yourself as described above, to use in the event of Internet or computer downtime. Certain instances of testing involving reasonable accommodations for test takers with special needs may also require Paper and Pencil test administrations.

Additionally:

- Wonderlic will provide you with unique user credentials. Guard this information closely – DO NOT share it with others or write it down in an obvious location. You are responsible for the security and proper administration of all ATB tests administered in your name.
- Make sure that only you and the ATB test taker(s) are in the room during the testing session.
- Prevent individual access to email or printers during the testing session.
- Monitor the test takers to prevent them from accessing external help (i.e., search engines) on their computers.
- Personally collect and count all pencils and scratch paper at the end of every test administration.

For both Paper and Pencil and online test administrations, you are responsible for monitoring every test taker, and identifying and preventing opportunities for cheating. Whenever you detect or suspect instances of applicant cheating, you must mark the test(s) as Invalid, inform the school, and determine whether to retest the

individual(s). Regardless of the school's decision, in such cases you must submit to Wonderlic all answer sheets from the invalid Paper and Pencil test administrations with the words "INVALID – Potential security violation" clearly printed in the "Problems/Limitations" box on the reverse side of the WBST answer sheet. To indicate that an online test administration is invalid, send an email to ed.info@wonderlic.com and/or mark the online record for that particular test taker's test administration. Note: You can also mark the online record of a Paper and Pencil administration if it becomes necessary after returning the answer sheet to Wonderlic.

If you believe that a test taker has had improper access to a particular form of the test or its answers prior to the test session, any administration of that test form to that applicant is invalid for ATB use. You must also try to determine whether any other applicants obtained copies of test questions or answers. In such cases, you must inform Wonderlic and the school. If applicable, retest the applicant(s) on an alternate form of the WBST (see the Retesting section for more information).

Note: conducting ATB testing with forms that were improperly accessed by applicants prior to testing, and/or knowingly submitting answer sheets from such testing without marking them as "INVALID" is against the law and could subject you to criminal prosecution.

If you learn that any other problem has jeopardized the integrity of a school's testing program, it is your responsibility to immediately inform Wonderlic at (877) 605-9494.

Administering the Wonderlic Basic Skills Test for Ability-to-Benefit Determinations

Approved Wonderlic Tests

All tests that are used to qualify applicants for Title IV Federal student financial assistance must be approved by the U.S. Department of Education. The Department publishes regulations specifying the requirements which must be met by all approved tests. Under these regulations all approved tests must provide separate scores for language and math skills. WBST Forms VS-1, VS-2, QS-1 and QS-2 have received approval and appear on this list of approved tests.

NOTE: As of March 31, 2011, U.S. Department of Education approval of the use of online and Spanish-language forms of these tests is pending.

Standardized Testing (The Testing Room)

Classroom space is limited at many schools. As an ITA/Certified Test Administrator, you must not allow this to lead to inadequate testing conditions but you must also balance ideal testing conditions with the reasonable needs of daily school operations. Additionally it is important for the test takers, and it is also a condition of your continuing certification, that you are on time and prepared for your scheduled testing sessions.

The testing environment can have a significant effect on applicant test scores. ATB testing sessions may be conducted at the school or any other appropriate location, such as a meeting room in a library. At a minimum, make sure to observe the following testing conditions:

- The room must be quiet and isolated from any distractions, with good lighting, comfortable seating, and adequate work space for each applicant.
- Testing must be conducted in a room which is closed off from all other activity during the test session.
- You must be present at all times during the testing session, even if there is only one test taker. Locate a place to sit in the testing room where you can easily and quietly monitor the testing session. Note: when administering the WBST online, it may be difficult to prevent cheating without being able to see the computer screens, so you may want to position yourself somewhere that the computer screens are visible.
- Confirm the identity of all test takers (for example, require all test takers to present a photo ID.)
- Only test takers and the test administrator should be in the room during testing.
- Under no circumstances should you walk about the room after the test session has begun except to address misbehavior or suspected cheating.
- Never make announcements about remaining test time because this can break the concentration of applicants and impact their performance.
- When conducting group testing, applicants must not be given any opportunity to copy test answers from one another; they must be seated at least three feet or one desk apart and should not be facing one another.
- Interruptions during the testing session cannot be tolerated; once the timed testing period begins, you cannot allow any additional applicants to join the testing session. It would be helpful to display a large sign in bold print that says, "QUIET – TESTING SESSION IN PROGRESS - DO NOT DISTURB."
- Certain applicants may require some form of reasonable accommodations. Be sure to plan for this when scheduling testing sessions.
- Most importantly, Federal regulations require that both the verbal and the math sections of the test be administered in the same testing session. Therefore, all applicants must have the opportunity to use the entire 20 minute time period for each section of the test to concentrate on answering the WBST questions.

Standardized Testing (Test Procedures)

The non-standardized testing that is commonly conducted in schools usually involves subjective administration and grading – teachers are allowed to make adjustments when they believe it is justified. Therefore, it is very difficult to compare students at different schools on the basis of non-standardized testing. For ATB testing, applicants must have an equal opportunity to qualify for financial assistance at any postsecondary school where they may apply.

The WBST is a "standardized test." Standardized tests are administered the same way every time – the exact same test instructions, testing time, and scoring procedures are applied to each and every administration. As a certified test administrator, you must understand the essential requirements in conducting fair and accurate assessment with a standardized test.

Wonderlic has very carefully developed a list of procedures and rules for administering and scoring the WBST. The minimum ATB passing score for the WBST has been prescribed by the U.S. Department of Education based upon thousands of

WBST administrations which were conducted in accordance with these standardized procedures. It is very likely that there will be times when you think a particular situation justifies a modification of the Wonderlic ATB procedures. For example, you may wish to give applicants additional instruction, a few extra minutes during timed testing, or credit for answers that are written on the scratch paper but not on the answer sheet. However, under no circumstances is it appropriate to make such modifications to Wonderlic ATB procedures.

There is only one correct procedure for each step of the Wonderlic ATB testing process. All procedures covered in the examination are fully discussed in this manual. WBST scores resulting from administrations which were not conducted in exact accordance with all Wonderlic ATB procedures may not be used to qualify applicants for Title IV Federal student financial assistance.

In qualifying students for Federal student financial assistance, the WBST must be used in exact accordance with the Wonderlic procedures specified in the examination and this manual.

Additionally:

- Test administrators must ensure that the applicants who are being tested provide proof of identity.
- Wonderlic provides WBST Individual ATB Score Reports to the school electronically; the school must keep a copy of these reports in each applicant's permanent record folder. Schools should retain reports for all applicants regardless of whether they qualify for Federal student financial assistance or enroll in the school.

Additional considerations for Paper-and-Pencil test administrations:

- Only original test booklets and answer sheets provided by Wonderlic may be used. Additional supplies can be obtained by contacting Wonderlic at (877) 605-9494 or ed.info@wonderlic.com.
- You may not use photocopied test booklets or answer sheets.
- Test booklets are reusable, but the test administrator must ensure that they are free of damage or any marks, and are closed securely before testing.
- All completed answer sheets from Paper and Pencil test administrations, including tests administered at assessment centers, must be personally submitted by the test administrator to Wonderlic within two business days for official scoring.

NOTE: Test administrators should make temporary copies of completed answer sheets to guard against loss or damage to the originals during transit to Wonderlic; these copies must be destroyed after an official score report becomes available from Wonderlic.

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WBST Test Administration

The following sections describe the test administrator's role in ensuring that the Wonderlic Basic Skills Test is properly administered when used for ATB determinations.

Testing Materials

Before testing begins, you must have the following materials on hand:

- **Timer:** An accurate timer or clock. A wall clock or wristwatch with a second hand may be used; however, it is much easier to use a timer that can be set to ring after exactly 20 minutes.
- **Pencils:** Two No. 2 pencils per applicant (for Paper-and-Pencil test administrations.)
- **Tests:** An adequate number of WBST verbal and quantitative test booklets (for Paper-and-Pencil test administrations.)
- **Answer Sheets:** One ATB answer sheet for each applicant.
- **Red pens** (for Untimed Paper-and-Pencil test administrations.)

Test Administrator Leadership

Research shows that applicants achieve higher test scores when the test administrator is firm and sets a serious tone during the testing session. Therefore, you must establish your authority immediately by instructing applicants to be seated and remain quiet. However, you should also be courteous to help reduce their natural test anxiety.

NOTE: DO NOT MIX ONLINE AND PAPER-AND-PENCIL TESTING IN ONE TESTING SESSION.

Before distributing any printed test materials or initiating an online testing session, you should first:

- Inform all applicants that the purpose of the testing session is to determine their eligibility for ATB funding and readiness for post-secondary education. Instruct anyone who is in the testing room by mistake to leave.
- Instruct all applicants to sit at least three feet or one desk apart.
- Ask all applicants to turn off any electronic devices, such as cell phones, laptops, etc., place their books, personal items or other materials underneath their chairs, and remain quiet.
- Make sure that all applicants have at least two sharpened #2 pencils and scratch paper for the math portion of the test.

At this point, there should be no further conversation between applicants. You should limit your further remarks to those directly related to the testing. This is very important in helping applicants focus their attention to perform their best. If any particular applicant refuses to cooperate, the applicant should be asked to leave the testing room immediately. This is in the best interest of those individuals who are serious about their school application.

Completing the Answer Sheet (Paper-and-pencil Test Administration)

Even test administrators who administer the WBST primarily online will occasionally find it necessary to administer the test on paper (e.g., in the case of a network failure), so all test administrators must be familiar with the special requirements of this mode of testing.

Before administering the WBST to any applicant on paper, please familiarize yourself with the test answer sheets. Refer to Table 1 in the back of this book for a description of each of the fields on the sheet; pay special attention to the "Type" column so you know which fields are mandatory. You should also familiarize yourself with the laminated test booklets so that you know how to ensure that they can be closed securely.

The ATB Answer Sheet**The ATB Answer Sheet**

The Wonderlic Basic Skills Test ATB Answer Sheet is a machine-readable bubble form which is used to record necessary applicant, program, test administrator, and school information, as well as test responses. It must be completed using a No. 2 pencil. The process of completing the applicant personal information sections of the answer sheet provides applicants with valuable practice for properly marking their test responses.

A description of each field on the answer sheet is provided in Table 1. Many of these fields request information which is mandatory for compliance with U.S. Department of Education regulations and participation in the Wonderlic ATB Program. Other fields are not mandatory but are equally important.

Mandatory Fields

Mandatory fields provide the basic information needed to score an ATB answer sheet. Answer sheets submitted to Wonderlic without this information cannot be scored, and will be marked INVALID until the missing information is obtained.

Required for Processing

Required fields indicate information that is necessary to ensure the most accurate reporting.

Optional Fields

These fields are optional. However, applicants should be invited to provide this information to help ensure fair testing for all applicants.

You will begin each ATB testing session by distributing an original blue ATB answer sheet to each applicant (Note: test administrations for non- English speaking test takers will utilize answer sheets that are a different color, depending on the language of the test). Photocopied answer sheets are NOT allowed. Test booklets must not be distributed until all applicants have completed the required applicant demographic information sections on the answer sheet.

When you have completed distributing the answer sheets, clearly read aloud the instructions printed in the "ATB Test Administrator's Dialogue: Paper and Pencil Test Administration" section of this manual. The first steps of this dialogue provide detailed instructions to guide applicants in marking their demographic information. Please study the instructions now.

In some situations, applicants may ask why they are required to provide their Social Security Number (SSN) on the test answer sheet. Explain that their SSN will be used to correctly identify their test score information by both the test publisher and the U.S. Department of Education. You may want to further indicate that a valid SSN is mandatory to receive Federal student financial assistance. Finally, inform the test takers that Wonderlic cannot release Official Score Reports unless the applicant provides their SSN.

Applicants must fill in all demographic information requested on the front side of the answer sheet. This includes their name, test date, education level, and address. An address is necessary because the U.S. Department of Education requires the test publisher to provide applicants a copy of their test results.

On the reverse side of the answer sheet, all applicants must mark a valid program code which indicates the training program to which they are applying. A complete list of program codes can be found in the Appendix. Also on the reverse side of the answer sheet, applicants should be invited to answer the questions in the box labeled "Fair Testing Information." Completing this box is optional, but you should encourage all applicants to provide the requested information because it is used to ensure that the test is fair to everyone.

Following the "ATB Test Administrator's Dialogue: Paper and Pencil Test Administration", you will instruct applicants to read and sign the statement printed in the "Applicant Agreement" block on the reverse side of the answer sheet. If an applicant objects to signing this statement, explain that the test cannot be scored or used to determine their eligibility for Federal student financial aid without written permission.

It is important that test takers fill in all required information on the test answer sheets. However, if an applicant does not know a particular piece of information you should proceed with testing, but you must make every attempt to obtain the required information before sending the answer sheet to Wonderlic. Please note: you must return completed answer sheets to Wonderlic within two days of the test administration.

As soon as all applicants have completed the demographic information on their answer sheet and are sitting quietly, distribute the test booklets for the first part of the test.

Please note: You may not alter any applicant's responses to test questions under any circumstances; however, one of your roles as a test administrator is to ensure that all demographic information is bubbled in as accurately and completely as possible. In order to avoid the test being marked Invalid, we recommend that you review each test answer sheet before leaving the testing area. Common mistakes that applicants make include:

- Filling in bubbles in one vertical line instead of horizontally beneath each letter of their written response
- Filling in their birth date instead of the test date
- Failing to sign the answer the sheet (applies equally to test administrators)
- Failing to record their Social Security Number

Missing information on the test answer sheet will either delay or prevent scoring, and can also make the test invalid.

Table 1: WBST ATB Answer Sheet Field Descriptions

FIELD NAME	TYPE	COMMENTS
Last Name First Name	MANDATORY	Required applicant identification to link test results to the correct individual.
MI	Requested	Improves applicant identification in linking test results to the correct individual.
Test Date	MANDATORY	Required for correct applicant record keeping. Test results are valid for ATB determinations indefinitely.
Years of Education Completed	Requested	Provides valuable normative information to evaluate the appropriateness of minimum test scores.
Do You Have a GED?	Requested	Provides valuable normative information to evaluate the appropriateness of minimum test scores. Note: students who have a GED may not need to take an ATB test.
Social Security Number	MANDATORY	Required applicant identification to link test results to the correct individual and to file for Federal financial assistance. Test administration may be conducted if this number is not available at the time of testing; however, it must be marked in before the answer sheet is submitted for scoring.
Street Address City, State. Zip Code	Requested	Required to mail test results to each applicant as prescribed by U.S. Department of Education regulations.
Which VS(QS) form of this test are you taking?	MANDATORY	Required for accurate test scoring. The appropriate test form code is located on the front cover of each test booklet.
Booklet Number VS(QS)	MANDATORY	Required to identify the test administrator associated with a particular test booklet, and to help the correct form number is assigned. The Booklet Number is located on the front cover of the test.
Program Code	Requested	A partial listing of program names and codes is presented in this manual. Additional codes can be obtained by contacting the Wonderlic Education Solutions Department.
PIN	MANDATORY	Required to identify the applicant when using the Test Roster function in Wonderlic Online. This information is found on the PIN Instructions sheet that is generated when this function is utilized.
Practice Items VS(QS)	Requested	Required to ensure that applicants understand how to properly mark their WBST test responses.
Age	Optional	Provides valuable information which is used to ensure that the test is fair to everyone. This information will not be used to evaluate applicants individually.
Ethnic Background		
Gender		
Applicant Agreement/Signature	MANDATORY	Required for official ATB test scoring and reporting and to establish the confidentiality of test results.
Test Items VS(QS)	MANDATORY	Required to record and score test responses from the timed testing period.
Reserved Area VS(QS)	MANDATORY (if applicable)	Required to record and score test responses from the untimed testing period. Test responses made during the untimed testing period may NOT be marked in the "Test Items" column.
School Number	MANDATORY	Required to identify the school to which the applicant is applying. Typically this number matches the "Customer Number" on the Wonderlic invoice. Call the Wonderlic Education Solutions Department for help.
School Name City, State, Telephone	Requested	Required to verify the school location where the test was administered.
ITA Number	MANDATORY	Required to identify the ITA responsible for the test administration. This number is located on the front side of the Independent Test Administrator's Certificate of Registration on the line marked "Registration Number."
ITA Name, City, State, Telephone	Requested	Required to identify the ITA responsible for the test administration. Verifies the ITA responsible for the test administration.
Problems/Limitations?	MANDATORY (if applicable)	Required when problems arise during testing. The oval labeled "Yes" must be marked when any information is written in this box. The word "INVALID" must be printed in this box when a test administration has been invalidated.
ITA Certification/Signature	MANDATORY	Required to verify that the ITA personally conducted the test administration in accordance with the requirements of the Wonderlic ATB Program and applicable state and federal regulations.

Test Instructions**Starting the Testing Session**

Detailed instructions which have been approved by the U.S. Department of Education for conducting ATB testing using the WBST are provided in the “ATB Test Administrator’s Guide” and “ATB Test Administrator’s Dialogue” sections of this manual. Please study them now.

Under no circumstances are you permitted to limit, expand, or contradict these procedures. Modifications to standard Wonderlic ATB testing procedures may only be made by Wonderlic with the approval of the U.S. Department of Education (See the “Testing Individuals with Special Needs” section for information about providing reasonable accommodations for certain applicants).

Test Order

For ATB determination, both the verbal and quantitative sections of the test must be administered in the same testing session. The verbal section should be administered before the quantitative section. Applicants use their verbal skills on a daily basis; therefore, the verbal test should ease general test anxiety.

When you distribute test booklets to conduct group paper-and-pencil testing, it is recommended that different forms of the same test section be alternated so that applicants sitting near each other are not working on the same form.

NOTE: DO NOT MIX ONLINE AND PAPER AND PENCIL TESTING IN ONE TESTING SESSION.

Special Instructions for Paper-and-Pencil Test Administrations:

Following the instructions for Paper and Pencil testing found in the “ATB Test Administrator’s Dialogue: Paper and Pencil Test Administration”, you will distribute a sealed test booklet to each applicant; it is recommended that you begin with the WBST verbal booklets (e.g., VS1 or VS2). Each applicant should also be provided a piece of scratch paper and two No.2 pencils.

When every applicant has a test booklet, No. 2 pencils, and a piece of scratch paper, you will instruct them to break the seal on their test booklet, read the test instructions and complete the practice questions. You will direct the applicants to mark their answers to the practice items in the “Practice Items” section of the answer sheet. Firmly remind them that they must not turn past the practice page until they are told to do so.

Special Instructions for Online Test Administrations:

Following the instructions for online testing provided in your Wonderlic Online training, you will help test takers to log in to their test session. Note: Before starting the testing session, asking test takers if they have taken the WBST recently in a Paper and Pencil format can help to avoid retest violations caused by mail delivery delays. In such a situation, contact Wonderlic if you need assistance determining the appropriate form to administer.

As noted in the “ATB Test Administrator’s Dialogue: Online Test Administration,” the first part of the online ATB testing session will require test takers to confirm their Personal Information (this is the same information that is recorded on a Paper and Pencil answer sheet). Different methods for adding test takers and assigning tests are addressed in the separate Wonderlic Online training that test administrators are required to complete before administering the WBST online for ATB determinations.

Instruct the applicants to go to the first Practice Item page. When all applicants are on this page, instruct them to answer the question and advance through the remaining Practice Items, indicating their answers by making the appropriate selection. Firmly remind them that they must not click past the WBST Practice Items Summary page until they are told to do so.

For all testing:

Most applicants will complete the practice items in three minutes or less.

When all applicants have completed the practice problems, you will ask if anyone has any questions. You may find it helpful to review the practice problems by reading each one aloud and then indicating the correct answer.

Some applicants may be hesitant to ask questions before the test starts. If you notice that a particular applicant is having extreme difficulty completing the practice items, make an effort to identify the reason for the difficulty and take whatever actions are necessary. For example, if the applicant is ill, testing should be postponed until the applicant can be accurately assessed. In the event that an applicant leaves early, be sure to collect all ATB-related materials before they leave. (Note: If an applicant leaves before completing a testing session, the test counts in the retest sequence and must be documented and scored by Wonderlic.)

Instructions in the “ATB Test Administrator’s Dialogue” section of this manual direct you to read aloud the instructions on the inside cover of the test booklet (or the first page of the online test) to the applicants.

Be sure to:

- Instruct applicants to work through the test items in order, without skipping about, and to pace themselves without spending too much time on any one question.
- Inform applicants that random guessing is not likely to increase their test scores, and that under no circumstances are they permitted to use a calculator, cell phone, computer, or other problem solving instrument.
- Inform the applicants that using a calculator, opening a web browser or other computer program, or talking to other test takers while taking the test is considered cheating; if caught, they will be reported and the test(s) will be marked “Invalid” (applies to both Paper and Pencil and Online test administrations).
- Stress that applicants may work out their answers on the scratch paper, but only answers marked on the answer sheet will count toward the applicant’s score. Remind applicants not to make any marks in the test booklets. (Paper and Pencil test administrations only).

- Direct applicants to mark their answers on the appropriate side of the answer sheet (Paper and Pencil test administrations only).
- Finally, instruct applicants to completely erase responses they wish to change (Paper and Pencil test administrations only).

The time limit for both the verbal and quantitative sections of the WBST is 20 minutes each. However, applicants with high or very low skill levels may finish the test well before the time limit. Following the instructions in the “ATB Test Administrator’s Dialogue: Paper and Pencil Test Administration”, you will instruct all applicants to remain quietly in their seats for the full 20 minute time period for each section of the test.

Starting and Monitoring the Test

After the applicants have completed the practice problems and you have reviewed the test instructions with them, you will begin the timed testing period.

For Paper-and-Pencil Test Administrations:

Following the instructions in the “ATB Test Administrator’s Dialogue: Paper and Pencil Test Administration”:

- You will set your timer for 20 minutes and press the “start” button as you say, “You may turn the page and begin now.”
- You may also use an accurate wall clock or wristwatch with a second hand to time the test. However, because it is critical to carefully monitor the time, you will find it much easier to use a timer that can be set to ring after exactly 20 minutes.

When all applicants have completed the Practice Items and you have answered any remaining questions they may have about the testing session, say “Turn the page to start the test now.”

For Online Test Administrations:

Follow the instructions in the “ATB Test Administrator’s Dialogue: Online Test Administration.”

Online test administration can only be conducted by test administrators who have completed Wonderlic Online training.

Online test administrations are timed automatically. When all applicants have completed the Practice Items and are on the WBST Practice Questions Summary page, and you have answered any remaining questions they may have about the testing session, say “Click BEGIN TEST to start the test now.”

For All Testing:

Once the timed testing period begins:

- There can be no conversation or communication of any kind. Any help given to applicants during this period will invalidate their test scores.
- If an applicant raises his or her hand or attempts to ask you a question, immediately respond by saying, “No questions can be asked at this time.”
- If one applicant attempts to communicate with another, firmly say, “Please stop

- talking (or gesturing) or I will have to ask you to leave.”
- The test administrator must remain in the testing room at all times during the testing session – even if there is only one applicant. Your presence will encourage applicants to concentrate on the test questions and do their best work.
- Assistants, including translators, are not allowed in the testing room during the timed portion of the testing session.
- It is your personal responsibility to monitor the timer or clock, the applicants, and the entrance to the testing room. Therefore it is important that you give your full attention to the testing session for the entire administration period.
- There should be no interruptions or movement in the testing room once the timed period has begun.
- While testing is in progress, you cannot allow anyone to enter the testing room, including late applicants.
- You must not walk about the room unnecessarily or give a warning of the time remaining in the test session. Such distractions will break the concentration of applicants and impact their performance on the test.
- Remember, you cannot answer any questions once the timed testing period has begun.
- All ATB testing must be conducted in English unless certain requirements are met. (See the “Administering ATB Tests to Test Takers Whose Native Language is not English” section.)

Ending the Test

Both the verbal and quantitative sections of the WBST have time limits of 20 minutes each and both sections must be completed in a single testing session. However, some applicants will finish one or both sections of the test well before the time limit. The applicants will not be permitted to leave the testing room until the end of either 20 minute time period.

Ending Paper and Pencil Test Administrations

Following the instructions for Paper and Pencil test administrations found in the “ATB Test Administrator’s Dialogue: Paper and Pencil Test Administration”, after exactly 20 minutes of testing you will say, “Stop answering questions! Lay down your pencils. Turn your answer sheet over and leave it in front of you.” If any applicant continues working, you will go to that applicant first to collect the testing materials. If necessary, inform them that if they do not stop working, you will report them and mark their test results from the session “Invalid.”

If you are administering the other section of the WBST at that time, you will immediately distribute the test booklet for that section.

After testing has been completed, you will collect all test materials and look over the answer sheets for any problems that need to be resolved before applicants leave the testing room. You will make certain you have accounted for all testing materials, including test booklets, answer sheets and scratch paper before you dismiss the applicants.

Finally, you will inspect each test booklet for marks or damage; return the unblemished booklets to secure storage, and contact Wonderlic to arrange for

replacement of marked or damaged booklets; do not discard the damaged or marked up booklets.

Ending Online Test Administrations

Online test administrations are timed automatically. However, for online testing, the verbal and quantitative sections are separated by a page that consists of a large STOP sign. Per the instructions in the “ATB Test Administrator’s Dialogue: Online Test Administration”, instruct students to stop and wait quietly for further instructions when they reach this page (this page will appear automatically after the 20 minutes are up, the applicant submits the assessment from the review page, or the applicant clicks the End Test button.)

If any test taker(s) who just completed the first test section attempts to advance to the next form, you will say “Please stop working on the test.” If necessary, inform them that if they do not stop working, you will report them and mark their test results from the session “Invalid.”

Testing Individuals with Special Needs (Reasonable Accommodation and the Wonderlic ATB Program)

Identifying the Need for Reasonable Accommodation

Providing reasonable accommodation has long been recognized as an essential component of the testing process for test takers with disabilities. Additionally, it is legally mandated under the Americans with Disabilities Act (ADA). While the ADA does not define reasonable accommodation, it provides a list of examples of what might constitute reasonable accommodation. With respect to testing, the ADA requires that tests be given to people with impaired sensory or manual skills in a format and manner that minimizes the impact of any impaired skill on test results, unless the test is designed to measure that particular skill.

Designed to level the playing field for test takers with disabilities, a reasonable accommodation should allow the test score to reflect the test taker’s skills rather than reflect the test taker’s impairment and should allow the test taker with a disability (or disabilities) to demonstrate his or her skills and abilities more accurately than if no accommodations were allowed. Additionally, a major focus of the ADA is that reasonable accommodation is not effectively addressed by a general policy; rather accommodations are best addressed only on a case-by-case basis.

For ATB purposes, the U.S. Department of Education defines an individual with a disability as a “person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.” Note: the test anxiety that is commonly reported by test takers typically does not rise to the level of a disability under the ADA.

Temporary Impairment vs. Disability

Under the ADA, an impairment is only a disability if it reaches the level of substantially limiting a major life activity. However, the Department recognizes there are other temporary impairments that may require some special testing accommodations.

Examples of common temporary impairments include:

- A test taker has broken her writing hand and is unable to mark her answers quickly or accurately with her other hand.
- Recent eye surgery has made it difficult for a test taker to read for extended periods or mark their answers fluidly.

Documentation of Reasonable Accommodation

Reasonable accommodations should only be provided for those individuals who are protected by the ADA or have a temporary impairment that would prevent them from fluidly responding to the questions on the WBST. Most individuals who have a disability or temporary impairment will request an accommodation before the test is scheduled. However, as a starting point, the test administrator should otherwise provide all test takers with a description of the WBST and how it will be administered. They should then note that individuals who will require special accommodations in order to complete the test must request special accommodations before the test begins. They should inform the test taker(s) that this may result in rescheduling their testing session.

If a test taker requests reasonable accommodation in the testing process based on the information provided, the test administrator will require that the test taker document the fact that she or he has a disability as defined by the ADA and therefore is entitled to reasonable accommodation. The documentation must contain current information concerning the functional limitations that are caused by the disability.

For example, if a prospective student states that she will have problems reading the WBST because of dyslexia, the test administrator may request documentation reflecting that the issue with respect to reading stems from such an impairment, rather than other factors (e.g., lack of education). The administrator may also require that the prospective student provide documentation concerning the functional limitations that are caused by the disability.

Per Federal regulations, documentation of an individual's disability may be satisfied by:

- “(i) A written determination, including a diagnosis and information about testing accommodations, if such accommodation information is available, by a licensed psychologist or physician; or
- (ii) A record of the disability from a local or State educational agency, or other government agency, such as the Social Security Administration or a vocational rehabilitation agency, that identifies the individual's disability. This record may, but is not required to, include a diagnosis and recommended testing accommodations.”

This documentation may also be presented in the form of an Individual Education Plan (IEP) that was prepared for the test taker in grade school or secondary school.

An institution must maintain a record for each individual who took an ATB test. The record must include –“if the individual who took the test is an individual with

a disability and was unable to be evaluated by the use of an approved ATB test or the individual requested or required testing accommodations, documentation of the individual's disability and of the testing arrangements provided in accordance with Sec. 668.153(b)". As noted above, ATB test administrators must ensure that documentation of the disability is present BEFORE granting any accommodation that alters the standard testing procedures, including extended testing time. This also applies to accommodations granted to address temporary impairments.

Additionally, any time an accommodation is granted, the test administrator must document the nature of the accommodation (e.g., "Provided additional testing time with scoring adjustment due to temporary impairment"), again taking precautions against disclosing protected personal information.

For Paper and Pencil administrations, test administrators must record this information in the "Problems and Limitations" box on the test answer sheet; for online test administrations, this information must be noted in the applicant's online test record. The test administrator may also have to meet certain school-specific requirements for documenting accommodations.

Determining an Appropriate Accommodation

Test administrator training and qualifications are highly varied, and ensuring the privacy of test takers' medical records is very important. Therefore, an ATB test administrator's responsibility is limited to ensuring that requests for testing accommodations are supported by documentation; reviewing the documentation and determining whether the requested accommodation is appropriate should be limited to trained school personnel and/or Wonderlic psychologists.

Once it has been determined that the test taker has either a disability or a temporary impairment, and has provided supporting documentation, the school and the test administrator should initiate discussions with the test taker and/or Wonderlic to help identify an appropriate reasonable accommodation. While it is important to recognize that this must be an interactive process, the administrator is not required to provide the prospective student the specific accommodation requested. Certainly the prospective student's request should be given primary consideration, but the administrator's duty is only to provide an effective accommodation. Wonderlic's psychologists are available to assist test administrators with the reasonable accommodation process.

Some specific examples of reasonable accommodations with respect to the administering the WBST for Ability-to-Benefit determinations are:

- Providing extra time to complete the test (with or without a scoring adjustment).
- Providing rest breaks for test takers between test sections.
- Making minor changes to the testing environment, e.g., assuring that the test site is accessible to a person with a mobility issue.
- Providing individual testing sessions.

These are appropriate for both disabilities and temporary impairments. Also, please note that in the case of an extended time test administration, a scoring adjustment

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would normally be applied; the school must determine whether such an adjustment is appropriate when such an accommodation is provided to a test taker with a disability. If it would not be appropriate, please contact Wonderlic for instructions on how to have the test scored without an adjustment.

IMPORTANT – DO NOT provide any accommodation not listed above or in the Wonderlic Accommodations Policy without prior written approval from Wonderlic. Additionally, **DO NOT** provide any testing accommodations without verifying the presence of supporting documentation.

Some examples of accommodations that are not allowed without Wonderlic's written approval include:

- Use of a calculator
- Use of a reader
- Creating a large print copy of a test booklet

Please refer to the Wonderlic Accommodations Policy for more detailed information about reasonable accommodations with respect to the WBST.

Note to Schools/Test Administrators

Test administrators should discuss accommodations for taking any test only after an applicant has requested an accommodation. It is not appropriate to assume that an applicant needs an accommodation, nor is it appropriate to suggest specific accommodations prior to a formal request or notification of the need for an accommodation from the applicant. Until an applicant informs you of his/her need for an accommodation he/she should be assumed to be capable of completing the test following standard procedures.

Note: Wonderlic does not currently offer an approved non-English-language version of the WBST. Wonderlic will submit Spanish-language versions to the U.S. Department of Education for approval in May, 2011.

Administering ATB tests to Test Takers Whose Native Language is not English

Applicants whose native language is not English and who are not fluent in English may take an approved, non-English form of the WBST for ATB, provided that:

- The individual is enrolled or plans to enroll in a program conducted entirely in his or her native language or Spanish; the test must be in the language in which the program is instructed.
- The individual enrolls or plans to enroll in a program that is taught in the applicant's native language and that either includes an English as a Second Language (ESL) component or a portion of the program will be taught in English. Note: the individual must take an English-language proficiency test approved under Sec.668.148(b), e.g., the English-language WBST, prior to beginning the portion of the program taught in English.

If the individual is enrolled or plans to enroll in a program that is taught in English without an ESL component, or if the program includes an ESL component and the

individual does not enroll in any ESL component offered, the individual must take the WBST in English.

For test administrations of a test in a language other than English, the test administrator must provide the instructions in the language of the test. If the test administrator does not speak the language, it is appropriate to have an assistant who can speak the language provide the instructions to the test takers, but the assistant cannot remain in the room after the testing session has begun. Please contact Wonderlic if you need a copy of the test administrator's dialogue in a language other than English.

Extended Time Test Administrations

Determining When to Administer the WBST with Extended Time

Please refer to the "Testing Individuals with Special Needs" section. As noted in this section, the WBST can be administered on an extended time basis when a documented physical or mental impairment prevents an applicant from fluidly responding to test questions (e.g., test takers with a disability or temporary impairment such as a broken writing hand). It is inappropriate to administer the WBST on an extended time basis merely because an applicant has failed to demonstrate the necessary skills during a previous test administration or because an applicant does not have strong English-language skills (e.g., an individual applying for admission to an ESL program).

In all cases, the decision to utilize an extended time administration must be made prior to initiating the test, and the administration must occur using a paper and pencil test. Additionally, all extended time testing sessions must be conducted on an individual basis -- there can be no more than one test taker present in a session. Please contact Wonderlic Education Solutions at (877) 605-9494 if you have any questions about when it is appropriate to administer the WBST with extended time.

Documenting an Extended Time Test Administration

The test administrator must confirm that appropriate documentation is present to support the decision to administer on an extended time basis. For ATB testing, applicants typically provide this documentation in the form of a formal Individual Education Plan (IEP) that indicates that the individual requires additional test taking time in order to be accurately assessed. The test administrator must also document the reason for the extended time administration in the "Problems/ Limitations" box on the reverse side of the applicant's WBST answer sheet or, for online test administrations, in their online test record.

Overview of a Standard Extended Time Test Administration

Detailed instructions for administering the WBST under standardized, timed conditions are provided in the "ATB Test Administrator's Dialogue: Paper and Pencil Test Administration". Please review these instructions now.

The approved extended time WBST procedure involves utilizing the standard, 20-minute timed period followed by a time extension that is granted on the same test form. Administering the WBST in this manner yields separate scores on both a timed and extended time basis. The extended time score contains a statistical score

adjustment, while the timed score does not. Therefore, it is possible that an applicant could achieve a passing score on one basis, but not on the other. Please note that under no circumstance should test administrators score the timed test responses before the entire testing session (including the extended time period) is complete.

Wonderlic research has shown that most extended time test takers will perform better if they are motivated to perform at a high level during the initial timed test procedures (i.e., the first 20 minutes). Therefore, when initiating a standard extended time WBST administration, inform the applicant that they will begin by working through the test as if they were taking it without extended time. Stress the importance of doing their best during this initial timed period, and that they will be given additional time on the test after this period has ended and after they have completed a short administrative task.

When conducting an extended time administration, after the initial, timed 20-minute period has ended instruct the applicant to stop and place his/her pencil on the desk. Prior to continuing, all timed responses must be designated as such. To provide this record, you will distribute a red pen or colored pencil to the prospective student. You will then instruct this candidate to carefully circle each test question oval which they have filled in during the timed testing period. After the test taker has circled all of his/her answers from the timed period, ask if there are any questions. When all questions have been answered, tell the candidate that they may resume the testing session as described below.

Extended Time Test Administration Scoring Adjustment

The WBST can be administered as an extended time test with or without a scoring adjustment. This scoring adjustment modifies scores so the results are more comparable to scores that have been obtained under standard, timed conditions.

- Administering the WBST as a standard extended time test with a scoring adjustment is probably most appropriate for individuals with a temporary impairment.
- Administering the WBST without a scoring adjustment often occurs for individuals with a disability who have requested a reasonable accommodation. Please refer to Wonderlic's Accommodations Policy for Ability-to-Benefit Testing for additional information about administering the WBST to an applicant with a disability.

In either case, it is important to stress to the applicant that it is important for them to do their best during the standard 20-minute time limit for the test.

Special Instructions for Incorporating a Scoring Adjustment

After the applicant has circled all of the responses from the timed testing period in red pen, instruct them to pick up their No. 2 black pencil. When the applicant is ready, inform them of the following:

- During the time extension, all additional test responses must be marked in the shaded column labeled "Reserved Area" on the answer sheet.
- During this period, applicants must not erase, change, or add any marks to the

"Test Items" column. If an applicant wishes to fill in a new response to a question already answered during the timed period, the new response must be marked in the "Reserved Area" column.

Special Instructions for Omitting the Scoring Adjustment

When omitting the scoring adjustment typically applied to an extended time test, all responses are recorded in the "Test Items" column. After the applicant has circled all of the responses from the timed testing period in red pen, instruct them to pick up their No. 2 black pencil. When the applicant is ready, inform them that:

- During the time extension, all additional test responses must be marked in the "Test Items" column on the answer sheet.
- During this period, if an applicant wishes to change their response to a question that was previously answered during the timed period, they must completely erase the mark they made to indicate their original answer, without erasing the corresponding red circle. Then they must fill in the corresponding bubble for the new answer in the "Test Items" column.

Length of Extended Time Test Administrations

The ADA views every disability as being unique in its manifestation, and thus the implications of disabilities for testing can vary substantially across individuals. Similarly, manifestations of temporary impairments and their implications for testing can also vary significantly. Given these differences and the difficulties associated with evaluating the implications, there is no scientific or legal justification for universally limiting the time extension for extended time administrations of the WBST. In Wonderlic's experience, it would likely be most prudent for a test administrator to provide unlimited time for a candidate to complete the assessment. With this approach, we seldom see test takers taking an inordinate amount of time to complete the WBST. Further, test administrators can facilitate completion of the test by intermittently checking with the prospective student regarding their progress.

When the applicant indicates that they are finished or if it becomes clear that they have finished the test, end the test administration, collect the test materials, and let the applicant know that the testing session has ended. Be sure to confirm that all required documentation is noted on the test answer sheet before submitting it to Wonderlic for official test scoring.

WBST Scoring

ATB Minimum Scores: Official Test Scoring for ATB Determination

The following ATB minimum scores have been prescribed by Wonderlic and approved by the U.S. Department of Education for the Paper and Pencil forms of the English-language WBST:

ATB Minimum Total WBST Scores	
Verbal Skills	Quantitative Skills
200	210

ATB Eligibility

U.S. Department of Education regulations require that both the verbal and the math sections of the test be administered in the same testing session. ATB applicants who take the WBST must achieve or exceed the listed language-specific verbal and quantitative scores in the same test administration to qualify for Title IV Federal student financial assistance.

If an applicant achieves the minimum ATB passing scores for both the verbal and quantitative sections of the WBST in the same test administration, the word "ELIGIBLE" will appear in the "Ability-To-Benefit Status" box on the WBST Individual ATB Score Report. If the applicant does not achieve the minimum ATB passing scores for both test sections, or if the applicant was not administered both sections, the words "NOT ELIGIBLE" will appear in this box.

Under no circumstances may an applicant qualify for Title IV Federal student financial assistance on the basis of verbal and quantitative scores from separate administrations of the WBST.

Only test scores appearing on the official WBST Individual ATB Score Report provided by Wonderlic Education Solutions may be used for ATB qualification. A sample report is provided in the Appendix.

Schools must store copies of the official score report in the applicant's permanent record folder.

Per U.S. Department of Education regulations (Sections 668.32 and 668.51 amended November 1, 2002), ATB passing test scores are acceptable indefinitely. Clarifications have also been added to the regulations making it explicit that an institution may use only the results of an approved test that are received directly from the test publisher or an assessment center. In addition, a student who transfers to a different institution may use the original test results for the purpose of determining Title IV eligibility only when that institution obtains the results directly from the test publisher; institutions may not use test results provided by the applicant.

WBST Official Test Scoring Process**Scoring Paper-and-Pencil Test Administrations:**

U.S. Department of Education regulations require the certified test administrator to personally submit all completed WBST answer sheets within two business days after test administration to Wonderlic for scoring. Wonderlic provides each test administrator with postage paid envelopes for this purpose. To expedite shipping, test administrators may utilize an overnight shipping company, but they must personally deliver the package to the shipper's processing center or the shipper's official, secure drop box. Wonderlic processes completed answer sheets within three business days after they are received by Wonderlic. In accordance with U.S. Department of Education procedures, original applicant answer sheets will be held by Wonderlic for a period of three years.

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Answer sheets will be processed within three business days after they are received by Wonderlic.

Note: original completed answer sheets must never be handled or returned to Wonderlic by anyone other than the ITA.

The Wonderlic Education Solutions Department will scan each answer sheet and run diagnostic analyses to identify any problems that may have occurred in the test administration.

In accordance with U.S. Department of Education procedures, original applicant answer sheets will be held by Wonderlic for a period of three years.

Scoring Online Test Administrations:

Online WBST scoring is completed by Wonderlic. Tests that are taken online are scored within minutes upon completion and reported in Wonderlic Online. This is one of the important benefits of online test administration.

Regardless of how test answers are submitted for scoring, Wonderlic will make a WBST Individual ATB Score Report available to both the school and the applicant. This report must be accessed by the school before Title IV funding paperwork can be processed and a copy must be filed in the applicant's permanent record folder. **Note: Only Wonderlic can provide official ATB test scoring of the WBST.**

Wonderlic will provide you with specific training on the use of the Wonderlic Online system, including user credentials that will allow you to access Wonderlic ATB testing information from any location with Internet access, upon your successful completion of the certification process. Please note that school officials and test administrators will have different levels of system access.

Logging in to your Wonderlic Online account allows access to ATB test results. You can search a listing of individuals tested and generate and print Individual Score Reports. Never share your user credentials. Additionally, test administrators must never log in with a school's or another test administrator's user credentials.

Unofficial Test Scoring

In addition to Official Scoring, the Wonderlic ATB Program provides access to an online scoring template that can be used to generate an unofficial score report. This report is especially helpful for Paper-and-Pencil test administrations, before Wonderlic has received the test answer sheet for scoring, and is provided to help schools make timely and informed decisions regarding the likelihood that an ATB applicant will qualify for Title IV Federal student financial assistance. It is also valuable for making important counseling and retesting decisions. In accordance with approved Wonderlic procedures, the scores presented on the unofficial score report will be based on the applicant's test responses as entered into the online WBST scoring template by a certified Wonderlic ITA, a Certified Test administrator, or, with certain restrictions, a school official.

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Access to the WBST online scoring template is provided free of charge to every Wonderlic ATB client and certified test administrator as part of their license agreement. The program allows one to generate unofficial score reports by entering applicant responses into a scoring template exactly as they appear on the test answer sheet.

If the school chooses to do their own unofficial scoring, then they must use copies of the answer sheets provided by the test administrator, because school employees are forbidden to handle the original completed ATB test answer sheets.

If you are requested to complete the unofficial scoring for the school, it is vital to the schools for which you are testing that an applicant's unofficial score report be completely accurate. Therefore, the WBST online scoring template has a "verify" option that allows you to enter applicant responses twice. The program will immediately identify any discrepancies and allow the necessary corrections. By always taking advantage of this option, you will significantly reduce the occurrence of data entry mistakes during unofficial scoring.

The verbal and quantitative sections of the WBST can be scored individually. However, these sections must be entered together in the same session to generate a report for any particular applicant showing both the verbal and quantitative scores.

Note: In the event of an extended time test administration, be sure to enter the applicant's untimed responses in the "Reserved" section of the unofficial scoring template, just as they appear in the "Reserved" sections of the actual test answer sheet (this may not apply if the test was administered with extended time as a reasonable accommodation without a scoring adjustment; in those cases, record all answers in the "Test Items" section.)

Always remember:

- School employees and applicants are forbidden to handle completed ATB test answer sheets, however, authorized school employees may enter responses into the online unofficial scoring template from temporary copies of the answer sheets.
- Under NO circumstances can the unofficial score report be used to qualify applicants for Title IV Federal student financial assistance.

Rules for Retesting

In some circumstances an applicant may need to be retested due to an inaccurate or incomplete test administration. For example, a school announcement over the PA system may have disturbed the testing session, or an applicant may have had to leave the testing session for medical reasons. If there is any reason to doubt the accuracy of a test administration, it is recommended that you retest the applicant. Note: it is NOT acceptable to automatically retest an applicant simply because they did not pass the initial test administration.

In addition, when an applicant's test score falls within the ranges shown below, the ATB minimum score is less than one standard error of measure from his or her score. In such instances, you may want to consider retesting the applicant.

Suggested Score Ranges for WBST Retesting	
Verbal Skills	Quantitative Skills
170-195	180-205

Retests should be conducted with an alternate test form as described in this section. For example, if an applicant was initially tested with WBST forms VS-1 and QS-1, the retest should be conducted with forms VS-2 and QS-2. To qualify for Title IV Federal student financial assistance, applicants who are retested with the WBST must achieve the minimum ATB passing scores for both the verbal and quantitative test sections in the same retest administration.

Retest administrations using an alternate WBST form which the applicant has not already taken may be conducted on the same day as the initial administration or any time thereafter. However, you may wish to give the applicant a half hour break before retesting. Additionally, be sure that local guidelines do not require a specific time period between tests.

Within a 12-month period, when an applicant has already taken both verbal and quantitative forms 1 & 2 of the WBST once, but you believe that they have not been accurately assessed, you may retest them again on either form in accordance with the following rules:

- The applicant must have already taken both forms of the WBST once.
- An applicant may be retested on the same form once, and only once in a 12-month period.
- An applicant may only be retested on the same form if at least 60 days have passed since he or she was initially tested on that form and the applicant has taken the alternate test form within the past 12 months.
- An applicant must NOT have been told in advance that there would be another opportunity to take the same test form again.
- Based on the Wonderlic retesting rules, ATB students can take the WBST up to four times in a 12-month period. (Whenever a student is scheduled for a fourth test, a Paper and Pencil administration is strongly recommended.)

You are responsible for conducting retests in accordance with these rules. Therefore, you should maintain a record of all test forms administered to an applicant and the specific dates on which they were administered. If you have any questions about how to schedule an applicant's retest, please contact Wonderlic at (877) 605-9494 for guidance before administering the retest.

To summarize: Applicants can take the WBST a maximum number of four times within

a 12-month period; they may take QS1/VS1 two times and QS2/VS2 two times and the tests must be administered in the proper sequence to be considered valid. As part of your Wonderlic Online Training, you will learn how to use Wonderlic Online to help ensure that you are administering the most appropriate form for retesting.

Important Note: All test administrations count against the retest sequence. This includes non-English versions of the WBST, as well as tests that are:

- Marked "Invalid" for any reason
- Started, but not completed
- Marked "Not Eligible"

Choosing the Correct Form for Retesting

As a certified Wonderlic test administrator, you are given access to Wonderlic Online where you can register an applicant for a testing session. The system will provide you with information regarding test forms available for retesting. You should register every applicant prior to testing. When applicants are tested out of sequence their Official Score Report will be marked Invalid, so it is important to strictly adhere to the retest sequence that was described earlier.

It may be helpful to review this sample WBST test sequence:

First Test (test #1)	QS1-VS1 on 01-05-07
First Retest (test #2)	QS2-VS2 on 01-15-07 (Requires only a 30-minute gap* and if necessary, correction of the test-affecting situation, and must be administered on an ALTERNATE FORM)
Second Retest (test #3)	QS1-VS1 on 03-07-07 (Requires at least 60 days from first test on this form* AND testing on an ALTERNATE FORM)
Third Retest (test #4)	QS2-VS2 on 03-16-07 (Requires at least 60 days from first test on this form* AND testing on an ALTERNATE FORM)
Fourth Retest (test #5 - Invalid)	QS1-VS1 on 11-10-07 This test will be marked INVALID because the student has tested >4 times in 12 months (the next available test date was 01-06-08). Please also note that INVALID tests count in the retest sequence.
Fifth Retest (test #6 - Valid)	QS2-VS2 on 01-16-08 This test will be considered VALID because it meets Sequence, Time Between Tests, and Max # of Tests in 1 Year criteria.
<i>*Please note, these are minimum requirements. Local requirements may require more time between tests.</i>	

Part IV:

ATB Test Score Interpretation

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Minimum ATB Passing Scores

The ATB minimum scores for the WBST shown below have been prescribed by the U.S. Department of Education. These minimum scores apply to all ATB educational training programs.

ATB Minimum Scores for the WBST	
Verbal Skills	Quantitative Skills
200	210

ATB applicants who take the WBST must achieve a verbal score of no less than 200 and a quantitative score of no less than 210 in the same test administration to qualify for Title IV Federal financial assistance. If an applicant achieves the minimum ATB passing scores for both the verbal and quantitative sections of the WBST in the same test administration, the word "ELIGIBLE" will appear in the "Ability-to-Benefit Status" box on the WBST Individual ATB Score Report. If the applicant does not achieve the minimum ATB passing scores for both test sections, or if the applicant was not administered both sections, the words "NOT ELIGIBLE" will appear in this box.

Under no circumstances may an applicant qualify for Title IV Federal financial assistance on the basis of verbal and quantitative scores from separate administrations of the WBST.

Only test scores appearing on the WBST Individual ATB Score report provided by Wonderlic Education Solutions may be used for ATB qualification. All score reports must be filed in the applicant's permanent record folder.

NOTE: Wonderlic does not provide ITAs with access to generate individual reports using the official ATB Reporting website.

Individual ATB Score Report Interpretation Guide

The WBST Individual ATB Score Report is divided into the four sections described below:

1. **Applicant Information Section** - This section of the report presents all relevant applicant information including the school and program to which the applicant is applying and the ITA who conducted the administration.
2. **Test Scores Graph** - This section reports an applicant's official WBST verbal and quantitative ATB scores on a scale of 0 to 500. These scores are presented at the base of each column in two different boxes labeled "Official Verbal Score" and "Official Quantitative Score." When either score is the result of a retest or untimed administration, the words "Retest" and/or "Untimed" will appear directly below the corresponding score. The bar graphs display the applicant's test scores in relation to the verbal and quantitative ATB minimum scores.
3. **Ability-to-Benefit Status Box** - This section of the report indicates whether an applicant has passed both the verbal and quantitative section of the WBST for ATB purposes. To pass the WBST for ATB purposes, an applicant must achieve a verbal score of no less than 200 and a quantitative score of no less than 210 in the same administration.

If an applicant achieves the minimum ATB passing scores for both the verbal and quantitative test sections, the word “ELIGIBLE” will appear in this box. If the applicant does not achieve the minimum ATB passing scores for both test sections, or if the applicant was not administered both sections, the words “NOT ELIGIBLE” will appear in this box. Under certain conditions (e.g., an applicant was caught cheating, a test was administered in conflict with retest rules) the test will be rendered unusable for ATB determinations and the word “INVALID” will appear in this box.

4. **Grade Level Score Chart** - This section of the report provides a grade level equivalency score derived from a comparison of median student test scores from each grade as discussed in the “Grade Level Equivalency” section of the WBST Technical Manual. A grade level score indicates the school year in which students typically achieve a given test score. For example, if a student achieves a grade level score of 9.5 on the WBST, he or she has demonstrated a level of basic skills proficiency which is typical of students who are tested in the middle of 9th grade. The grade level score provides a more familiar measure of an applicant’s overall level of basic skills, but may not be used for ATB purposes.

Additional Reporting

Your Wonderlic Online user training will provide you with detailed information about accessing details of ATB tests administered at your school, ATB reports and other information online. Registered users can access the online system to generate individual student reports.

Users can also generate summary and detailed group reports which provide a comprehensive record of all period and cumulative WBST testing activity at a particular school. These reports are designed to improve the effectiveness of the school’s recruiting and testing program, and they provide easy access to student ATB test records for auditing purposes. By examining these reports, schools can better understand the skills of their applicant pool and better manage their recruiting process, while test administrators can track their test administrations. Comprehensive information is provided in the detailed report, or “Report Bundle”. An overview of each section in this report is provided below.

Distribution of Test Scores

This section provides graphical representations of the verbal and quantitative test score distributions of applicants to the school, including related descriptive statistics. These distributions will not include scores resulting from retest or untimed administrations. Use this section to compare the skills of individuals to the skills of the cumulative applicant pool. Also, use this section to identify irregular test score distributions that may indicate problems or inconsistencies in the testing program.

Passing Rate Summary by Program Title

This section provides a graphical comparison of ATB minimum score passing rates by program title. Passing rates are based on the percentage of all applicants achieving the WBST minimum scores prescribed by the U.S. Department of Education for ATB determination. Use this section to evaluate the accuracy and acceptability of overall applicant passing rates at the school.

Education Summary

This section provides an applicant educational profile for the school. Use this section to evaluate the impact of recruiting on the education level of applicants by comparing quarterly and cumulative percentages.

Individual Summary

This section provides an alphabetical listing of applicants which presents an individual test information summary for each applicant tested during the quarter. Use this section to verify the completeness and accuracy of the school's ATB database. Note: this section is available as a stand-alone report when all that is desired is a listing of students who tested during a given date range, the forms they were administered, and the scores they achieved

Wonderlic.**ATB**

The Wonderlic ATB Program

Gonzales, David**SSN:** XXX-XX-1234**Test Date:** 05/12/2011**Forms:** VS-1, QS-1**Language:** English**Source:** Online**Scoring Status:** OFFICIAL**School:** Sample Career School**Location:** Vernon Hills**School Number:** XXXXX1234**Program:** Dental Assistant**Test Administrator:** Sam Sample**Test Administrator Number:** XXXX1234**Wonderlic Basic Skills Test Individual ATB Score Report**

SCORING STATUS

OFFICIAL

ABILITY TO BENEFIT STATUS

ELIGIBLE

VERBAL SCORE

350

Verbal: 200
 ATB Minimum Score
Quantitative: 210

QUANTITATIVE SCORE

355
 **ALERTS**

Notice: This official Individual Student Score Report is based on the information currently available about the student at the time the test was scored. This score report can be used for making Title IV Federal student financial assistance decisions only if the test was administered in compliance with Wonderlic's published ATB testing procedures, including those governing retests.

Part V:

ATB Test Administrator's Dialogues

Wonderlic.**Timed Test
Administration**

Before beginning an ATB testing session, you will need to make a note of the appropriate school number and program codes which Wonderlic has assigned for the school and for each training program offered by the school. These codes must be filled in on each ATB answer sheet to identify the school and program to which each applicant is applying. You should refer to page 67 of this User's Manual or call the Wonderlic Education Solutions Department at (877) 605-9494 for assistance in identifying these numbers.

Research shows that applicants achieve higher test scores when the ITA sets a serious tone during the testing session. Therefore, you must establish authority immediately by instructing applicants to be seated and remain quiet. However, you should also be courteous to help reduce their natural test anxiety. Before distributing any test materials you should first:

1. Confirm the identity of each test taker by asking them to show their photo ID - do not administer the test to anyone who cannot provide this proof.
2. Inform all applicants that the purpose of the testing session is to determine their qualifications for academic training and eligibility for Title IV Federal student financial aid. Anyone who is in the testing room by mistake should be asked to leave.
3. Instruct all applicants to sit at least three feet or one desk apart.
4. Ask all applicants to turn off any electronic devices, such as cell phones, laptop computers, etc; to place their books underneath their chairs; and to remain quiet.
5. Make sure applicants have at least two sharpened #2 pencils.

Next, you must conduct the timed test administration in exact accordance with the instructions provided below. You must read all of the following dialogue aloud to the applicants being tested.

ATB Test Administrator's Dialogue: Paper-and-Pencil Test Administration**Completing the Demographic Sections of the Answer Sheet****Standard Applicant
Information**

Step 1: Overview to Applicants	<p>When all applicants are ready, distribute one ATB answer sheet and at least two No. 2 pencils to each applicant while saying:</p> <p>"Before we begin the test, you will need to complete a few sections on the answer sheet which request information needed to identify you and process your test results. Please do not make any marks on your answer sheet until I tell you what to do."</p>
Step 2: Name	<p>When each applicant has an answer sheet, begin with the 'Standard Applicant Information' section on the front side of the answer sheet by saying:</p> <p>"When completing most sections of your answer sheet, you will be required to print information in the squares provided, and fill in the oval below each square that corresponds to the letter</p>

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Step 2: Name (continued)	<p>or number that you have printed. You must fill in each selected oval completely without going outside of it. I will lead you through each section, so do not race ahead.”</p> <p>“Locate the ‘Standard Applicant Information’ section on the front side of your answer sheet.”</p> <p>“Now, locate the boxes labeled ‘Last Name,’ ‘First Name,’ and ‘MI.’ Please print your last name, first name, and middle initial in the squares provided and fill in the corresponding oval under each letter that you print. If your name is longer than the number of spaces provided, fill in as many letters as will fit. If there are two parts to your last name or your first name, leave a blank space between the two parts and fill in the blank oval directly below the blank space. Be certain to distinguish between the ‘O’ and ‘Q’ ovals on the form.”</p>
Step 3: Test Date	<p>When all applicants have completed filling in their name, continue with:</p> <p>“Now, locate the box labeled ‘Test Date’ at the upper right hand corner of the answer sheet. Today’s date is [today’s date]. Please fill in today’s date.”</p>
Step 4: Years of Education Completed and GED	<p>When all applicants have completed filling in today’s date, continue with:</p> <p>“Now, locate the box at the right labeled ‘Years of Education Completed.’ Please fill in the number of years of education that you have completed. For example, if you successfully finished the 9th grade, but did not complete the 10th grade, fill in a ‘9’ to indicate that you have completed 9 full years of education.</p> <p>“Also, if you have a GED certificate, locate the box labeled ‘Do you have a GED?’ and fill in the oval next to the word ‘Yes.’”</p>
Step 5: Social Security Number	<p>When all applicants have completed filling in their years of education, continue with:</p> <p>“Now, locate the box labeled ‘Social Security Number.’ Please fill in your Social Security Number. If you do not have your Social Security Number available at this time, please raise your hand now so that we can be sure to locate this information after the testing session.”</p> <p>Write down the name of each applicant for whom you will need to obtain a Social Security Number before submitting answer sheets to Wonderlic for official scoring.</p>

Program Information	Step 6: Sending Address	<p>When all applicants have completed filling in their Social Security Number, continue with:</p> <p>"You will need to provide an address where your official test results can be sent to you."</p> <p>"Now, locate the boxes labeled 'Zip Code,' 'Street Address,' 'City' and 'State.' Please fill in the appropriate address information to indicate where your official test results should be sent. When filling in your street address, it is important that you leave a blank space between the street number, street name, and any apartment number that you indicate. Remember to fill in the blank ovals directly below each space that you leave blank. Also, be sure to fill in the correct two-letter abbreviation for the state indicated in your address. The two-letter abbreviation for [state name]* is [state abbreviation]*."</p>
	Step 7: Program Information	<p>When all applicants have completed filling in all information on the front side of the answer sheet, continue with:</p> <p>"Please turn over your answer sheet and locate the 'Program Information' section at the top of the page in the center column."</p> <p>"Now, locate the line labeled 'Program Code.' As I read the following list of program titles and codes, please fill in the code which corresponds to the program to which you are applying."</p> <p>At this point, you may read a list of all program names and corresponding codes that the school offers.*</p>
Fair Testing Information	Step 8: Statement of Purpose	<p>When all applicants have completed filling in their program code information, continue with:</p> <p>"Now, locate the 'Fair Testing Information' section toward the center of the page. Filling in any information in this section is voluntary - it will not be used in any way to evaluate applicants individually. However, you are encouraged to fill in the requested information because it is used to ensure that the test is fair to everyone."</p>
	Step 9: Age, Ethnic Background, Language and Gender	<p>"Locate the boxes labeled 'Age,' 'Ethnic background,' and 'Gender.' Please fill in any fair testing information that you would like to provide."</p>

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Applicant Agreement	Step 10: Applicant Agreement	<p>When all applicants have completed filling in the fair testing information, continue with:</p> <p>“Now, locate the ‘Applicant Agreement’ section in the center of the page. Please carefully read, sign and date the agreement.”</p> <p>If an applicant objects to signing the agreement, tell him or her that the test cannot be scored unless the applicant gives permission. Any applicant who continues to object must be excused from the testing session.</p>
School Information	Step 11: School Information	<p>In the ‘School Information’ section, the school number and location can be completed either by you or the applicant. Some ITAs prefer to write this information on a chalkboard and instruct applicants to copy it onto the answer sheet using the following dialogue:</p> <p>“Now, locate the ‘School Information’ section toward the bottom center of the page.”</p> <p>“Locate the box labeled ‘School Number’ and the corresponding lines under this box labeled ‘School Name,’ ‘City,’ ‘State,’ and ‘Telephone Number.’ Please fill in the school number, name, city, state, and telephone number as indicated on the board. All other information in this section should be left blank.”</p>
ITA Information	Step 12: ITA Information	<p>Note: You must personally fill in all information in the box labeled ‘ITA Number’ and the corresponding lines under this box labeled ‘ITA Name,’ ‘City,’ ‘State,’ and ‘Telephone Number.’</p> <p>Additionally, ITAs must sign and date completed answer sheets in the appropriate places on the day of the test administration.</p>
	Step 13: Distributing Test Booklets	<p>For ATB purposes, both sections of the test must be administered in one testing session. It is recommended that the verbal section be administered before the quantitative section.</p> <p>When all applicants have completed the demographic sections of the answer sheet, you may distribute the first test booklet, while saying:</p> <p>“When I give you your test booklet, please leave it on your desk and wait for further instructions. DO NOT OPEN THE TEST BOOKLET UNTIL I TELL YOU TO DO SO.”</p>

Wonderlic.**Booklet Information****Step 14:
Test Form
Number**

When each applicant has a test booklet, continue with:

"Please locate the answer section box marked with a large 'VS'('QS')¹ on the reverse side of the answer sheet. Be sure that you locate the box labeled 'Verbal (Quantitative) Skills Answer Section.' At the top of the answer section box you should find the following question: 'Which VS (QS) form of this test are you taking?' Now, locate the form number on the front cover of your test booklet and fill in the appropriate oval to indicate which form of the WBST you are taking. If you are having trouble finding this form number, please raise your hand."

**Step 15:
Test Booklet
Number**

When all applicants have indicated their VS(QS) form number, say

"Now, locate the VS(QS) BOOKLET NUMBER section at the top of the second page. Please fill in this section with the 7-digit number that is printed on the cover of your test booklet."

**Step 16:
PIN**

When your ATB applicants have been added to a testing roster and you have generated and printed out the PIN Instructions Sheets:

Hand each applicant their PIN Instructions Sheet, which contains their individual Personal Identification Number (PIN). Then say]

"Now, locate the PIN section at the top center of the second page. Please fill in this section with the 9 digit PIN shown on your PIN Instructions Sheet"

**Starting the Test
Session****Step 17:
Opening the
Test Booklet**

When all applicants have completed filling in their form number, continue with:

"In a moment, you will open your test booklet and turn to the first page where you will find practice test questions. DO NOT TURN PAST THE FIRST PAGE UNTIL I INSTRUCT YOU TO DO SO. To open the booklet, you may now open the closure and open the booklet to the first page, but do not go any further."

**Practice Questions
and Instructions****Step 18:
Practice
Questions**

When all applicants have opened their test booklets, continue with:

"Now, read the instructions on the left hand page and complete the practice questions on the right hand page. You will be given as much time as you need to complete the practice questions. Mark your answers to the practice questions in the box labeled 'Practice Items' on your answer sheet. When you are finished, please put your pencils down. Remember, DO NOT TURN THE PAGE UNTIL I TELL YOU TO DO SO."

**Step 19:
Review
Practice
Questions**

Most applicants will read the instructions and complete the practice problems in three or four minutes. When all applicants have finished the practice problems, or after approximately three minutes, continue with:

"Does everyone understand the instructions? Did you mark your answers for the practice problems in the appropriate section of the answer sheet? Does anyone want me to review the questions?"

It may be helpful to review the practice problems, reading each one aloud, then indicating the correct answer. Remember, you cannot answer questions once the timed testing period has begun.

**Step 20:
Test
Instructions**

After the practice questions have been reviewed, continue with:

"Please look at the left hand page in front of you and follow along as I read the instructions to you aloud. I will begin with the second paragraph."

Then read:

"This is a test of basic verbal (math) skills. Your score will indicate how well you are able to complete everyday reading and writing requirements (use basic math skills to solve everyday problems). Your score may be used to indicate the grade level of your skills and also what kinds of jobs you are ready to learn or perform."

"There are 50 (45) questions on this test. You will be given 20 minutes to work on them. It is unlikely that you will finish all 50 (45) questions, but you should try to answer as many of them as you can. You should not go so fast that you make mistakes, but also, do not spend too much time on any one question."

"The questions become more difficult as you progress through the test; therefore, you should not skip around. You will get the best score if you start with the first question and then continue with each question in order."

"There are four possible answers for each question, but only one is correct. You need to choose the answer that you think best answers (solves) the question. In a test of this type, it is unlikely that pure guessing will help you. However, if you think you know the answer, but are not certain, mark that answer and move on."

This section should only be read for the quantitative form.

"In solving certain problems, it may be helpful to work through the problems on paper. You must do all of this work by your self. Do not use a calculator or other problem-solving device."

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Starting the Test

Step 20:
Test
Instructions
(continued)

"If you use the scratch paper to work out the answers to the questions, remember that **ONLY THE ANSWERS MARKED ON THE ANSWER SHEET** will count in your score."

"Be sure to completely erase any responses that you wish to change."

"Does anyone have any questions?"

Step 21:
Answer
Section

After all questions from the applicants regarding test instructions have been answered, continue with:

"Please look again at the 'Answer Section' of your answer sheet. Notice that there are two columns of ovals, one labeled 'Test Items' and the other column which is shaded and labeled 'Reserved Area.' Be sure to mark your test answers in the 'Test Items' column. **DO NOT** make any marks in the shaded 'Reserved Area.'"

"Are there any more questions? Remember: I cannot answer any questions after we start the test. There is to be no talking or gesturing once the test has begun. You must remain in your seat for the full 20-minute testing period."

Step 22:
Starting the
Test

After you have answered all final questions from the applicants, set your timer for exactly 20 minutes, or if the test is being timed with a wristwatch or clock, confirm that it is operating properly. Press the "start" button on the timer or record the exact time as you say:

"You may turn the page and begin now."

Once the timed testing period begins, there can be no conversation or communication of any kind. Any help given to applicants during this period will invalidate their test scores. If an applicant raises his or her hand or attempts to ask you a question, immediately respond by saying:

"No questions can be asked at this time."

If one applicant attempts to communicate with another, firmly say:

"Please stop talking (or gesturing) or I will have to ask you to leave."

Stopping the Test

Step 23:
Stopping the
Test

At the end of exactly 20 minutes say:

"Stop. Lay down your pencils. Turn your answer sheet over and leave it in front of you."

Option 1 - Administer the next test section on a timed basis

If the other section of the WBST will be administered to the applicants now, repeat Steps 14-23 of this Test Administrator's Dialogue after saying:

"Please place your test booklets on the floor, underneath your chair while I pass out the next test booklet."

Option 2 - Continue testing on an extended time basis

If you have determined that a particular applicant should be permitted to continue the test on an extended basis as prescribed in the "Extended Time Test Administration" section of this manual, then, after all timed testing has been completed, follow the instructions in the "ATB Test Administrator's Dialogue: Extended Time Test Administration," starting on page 59.

Option 3 - Collect all test materials

If all testing is complete, say:

"Please remain seated until I have collected all testing materials."

If any applicant continues working, go to that applicant first to collect his or her testing materials. As you collect the testing materials, look for any incomplete demographic sections on the answer sheets or any other problems that you may need to resolve before the applicants leave the testing room. After all test booklets and answer sheets have been accounted for, you may dismiss the applicants.

Wonderlic.**Extended Time Test Administration**

In some situations, it may be appropriate to administer the WBST with extended time. The extended time test administration is designed to provide a more accurate skills assessment for applicants who may be inaccurately assessed on a timed basis. When used for ATB the WBST can only be administered on an extended time basis using a Paper and Pencil format.

The WBST can be administered on an extended time basis when a physical or mental condition prevents an applicant from fluidly responding to the test questions. For example, applicants with physical injuries may be candidates for an extended time test administration. Please refer to Wonderlic's Accommodations Policy for Ability to Benefit Testing as needed when administering the WBST to a student with a disability, and/or when a student presents an Individual Education Plan (IEP) that lists an accommodation other than additional time to complete the test. **DO NOT** provide any other accommodation not listed in the accommodations policy without prior written approval from Wonderlic. The decision to administer an ATB test with extended time must be made prior to administering the test.

The WBST measures whether an applicant currently has the basic language and math skills necessary to succeed in the classroom. Therefore, administering the WBST on an extended time basis merely because an applicant has failed to demonstrate the necessary skills is inappropriate. Please contact Wonderlic if you have questions about when it is appropriate to administer the WBST as an extended time test. If you determine that an extended time administration is necessary to accurately measure the skills of a particular applicant, you must document the reason for the extended time administration in the applicant's permanent record folder and in the Problems/Limitations box on the reverse side of the ATB answer sheet.

Please refer to Page 37 of the User's Manual for more information about extended time ATB testing.

The approved steps for conducting extended time ATB test administrations are detailed below.

ATB Test Administrator's Dialogue: Extended Time Test Administrations

The Timed Testing Period

Additional Instructions for the Extended Time Testing Period

Steps 1 to 24: Timed Testing	Conduct testing on a timed basis by following Steps 1 through 24 in the "Timed Test Administration" section of the ATB Test Administrator's Guide.
Step 25: Documentation of Timed Responses	<p>To document all responses made during the timed period, you will now distribute a red pen (or colored pencil) to each applicant whom you intend to test on an extended time basis, while saying:</p> <p>"Now, you will need to document your test responses for official scoring. After I give you a red pen (or colored pencil), please circle each oval which you have filled in during timed testing. Your test will not be scored without these red circles. After you have completed this task, please put your pen down. Are there any questions?"</p>

**Step 26a:
Option A
Extended
Time Test
Instructions
(With Scoring
Adjustment)**

After all questions from applicants have been answered and they have circled each timed test response, collect the red pens. After each red pen or pencil has been accounted for, continue with:

"You will now begin an extended time testing period during which you may answer as many additional questions as you would like from your test booklet(s). You are not required to answer all the test questions, but you should try to answer as many as you can."

"All test responses that you fill in during this extended time period MUST be marked on your answer sheet in the shaded 'Reserved Area' column located in the Answer Section which corresponds to the test booklet on which you are working. You must not erase change or add ANY marks to the 'Test Items' column. If you would like to fill in a new response to a question that you have already answered during the timed period, you must mark your new response in the 'Reserved Area' column."

"When you have answered as many questions as you would like, you must quietly bring all of your testing materials to me before you will be permitted to leave the room. Are there any questions?"

Note: If you intend to administer both the verbal and the quantitative sections on an extended time basis, then the applicants may work on both test booklets during the extended time testing period.

**Step 26b:
Option B
Extended
Time Test
Instructions
(Without
Scoring
Adjustment)**

After all questions from applicants have been answered and they have circled each timed test response, collect the red pens. After each red pen or pencil has been accounted for, continue with:

"You will now begin an extended time testing period during which you may answer as many additional questions as you would like from your test booklet(s). You are not required to answer all the test questions, but you should try to answer as many as you can."

"All test responses that you fill in during this extended time period MUST be marked on your answer sheet in the shaded 'Test Items' column located in the Answer Section which corresponds to the test booklet on which you are working. If you would like to fill in a new response to a question that you have already answered during the timed period, first erase the mark you made to indicate your original answer. Then, mark your new response in the corresponding bubble for the new answer in the 'Test Items' Column."

"When you have answered as many questions as you would like, you must quietly bring all of your testing materials to me before you will be permitted to leave the room. Are there any questions?"

Note: If you intend to administer both the verbal and the quantitative sections on an extended time basis, then the applicants may work on both test booklets during the extended time testing period.

Step 27: Starting the Extended Time Period	<p>After all questions from applicants have been answered, start the extended time testing period by saying:</p> <p>“You may continue working on your test booklet(s) now.”</p>
Step 28: Ending the Extended Time Period	<p>Most applicants will continue working during the extended time period for no more than 15-20 additional minutes per test section. If any applicant works beyond 20 additional minutes, you should remind him or her that it is not necessary to answer all questions on the test; he or she may stop working at any time.</p> <p>As each applicant is finished working and brings his or her testing materials to you, look for any incomplete demographic sections on the answer sheet or any other problems that you may need to resolve before the applicant leaves the testing room. After all test booklets and answer sheets have been accounted for, you may dismiss the applicants.</p>

Online Test Administration

Training Requirements for Online Administrations

Online administration of the WBST for ATB purposes is restricted to certified Test Administrators who have completed Wonderlic Online system training. This is in addition to the training you may have already received. You must contact Wonderlic to schedule and complete this training prior to administering the WBST Online for ATB purposes.

Overview

Online administration of the WBST for ATB testing introduces a number of new requirements to ATB testing programs. The following supplements existing requirements that remain in effect:

Online Test Administration Instructions

This section provides instructions and a script for conducting online administrations. Testing room conditions for both online and paper-and-pencil administrations are very similar. However, utilize the following instructions and Test Administrator's Dialogue when administering the WBST online. Additionally, taking the test online yourself will help you become comfortable with the process.

Adding Test Takers to Wonderlic Online

ITAs must complete separate Wonderlic Online training before administering the WBST online for ATB purposes. Appropriate methods for adding test takers to Wonderlic Online are described during this training.

Note: Before starting the testing session, asking test takers if they have taken the WBST previously can help to avoid retest violations. Review the testing history of individuals who have completed the WBST previously, and use this information to select the correct form to administer.

Administering the WBST Online

Before the testing begins, make certain that you have all necessary materials. Online test administrations require the following:

- Computer(s) with Internet access – Be sure that each computer meets all technical requirements and is online before the testing session begins.
- Pencils – At least two dark pencils for each test taker (No. 2 pencils are recommended.)
- Scratch Paper – One or two pieces of scratch paper for each test taker (be sure to have an accurate count of the number of pieces you distribute for any testing session).

Technical Issues

Online test administrations are timed automatically by Wonderlic Online servers. For a complete list of current software requirements for online testing or for assistance with any technical difficulties, please contact Wonderlic Client Services at the following number:

Wonderlic Client Services: (866) 726-7301

IMPORTANT NOTE: Test takers who are illiterate or have not used computers may need your help. You may instruct them in how to use the computer to provide responses. You can (and should) help these individuals so that they can access the testing site and so that their name and their requested personal information are entered into the computer. However, you should not help them respond to questions during timed portions of the test session.

Proctors' Tips**Do**

- Add test takers and initiate the testing session according to your Wonderlic Online training.
- Make sure test takers are ready before the start of the exam.
- Remind test takers to turn off and put away all electronic devices, including cell phones.
- Ask test takers to complete the requested information.
- Review instructions and ask participants to complete the practice questions.
- Collect all test-related materials and scratch paper before test takers leave.

Don't

- Make casual conversation or minimize the importance of the test.
- Forget to turn off your own cell phone, iPod or other electronic devices.
- Engage in conversation, talk on the telephone, or otherwise distract participants during testing.
- Make announcements regarding time remaining during the timed testing period.
- Discuss test questions with test takers after the testing session has ended.
- Administer both online and paper-and-pencil tests in the same testing session.

Each of these tips is important and can have an impact on the accuracy of test scores obtained during a given session. Administrative errors, whether due to unfamiliarity with proper procedure or carelessness, will reduce test score accuracy.

ATB Test Administrator's Dialogue

Conducting Online Test Administrations

For ATB purposes, both sections of the test must be administered in a single testing session. It is recommended that the Verbal section be administered before the Quantitative section. When working with more than one test taker, do not simultaneously administer an online test and a paper-and-pencil test within the same testing session.

Getting Started

Step 1: Getting Started

The first part of the ATB testing session requires test takers to either enter or confirm their Personal Information. Different methods for adding test takers and completing this part are addressed in the Wonderlic Online training that Test Administrators are required to complete before administering the WBST online for ATB determinations. Before starting this part, make sure that all test takers are settled in front of their computers and then say:

"Please turn off and put away all pagers, cell phones, digital watches or other personal electronic devices as well as any other personal items. The test must be completed without using online resources, calculators, dictionaries, or outside help of any kind."

Step 2: Confirm Personal Information

When everything has been put away, distribute two dark pencils and some scratch paper to each test taker, and direct them to enter or confirm their Personal Information. When the test takers have completed entering or confirming their Personal Information, they should all be on the Instructions screen of the assessment.

NOTE: In the sections that follow, the instructions are written for the administration of the Verbal form of the WBST. Instructions for administering the Quantitative form of the WBST are virtually identical, with the relevant changes appearing in parentheses within each section. When administering the Quantitative form of the WBST, make sure to read the information appearing in parentheses as appropriate.

Overview and Practice Questions

Step 3: Overview to Applicants

When all test takers are on the Instructions screen of the assessment say:

Test Instructions and Practice Questions

"This test session consists of two tests. You are about to start the first (second) one. It is a test of basic verbal (math) skills. Your score will indicate how well you are able to complete everyday reading and writing requirements (use basic math skills to solve everyday problems). Your score may be used to indicate the grade level of your skills and also what kinds of jobs you are ready to learn or perform."

Step 3:
Overview to
Applicants

Test
Instructions
and Practice
Questions

(continued)

"There are 50 (45) questions on this test. You will be given 20 minutes to work on them. The computer will automatically time the test for you, as indicated by the timer that will appear on the right hand side of your computer screen. It is unlikely that you will finish all 50 (45) questions, but you should try to answer as many of them as you can. You should not go so fast that you make mistakes, but also, do not spend too much time on any one question."

"The questions become more difficult as you progress through the test; therefore, you should not skip around. You will get the best score if you start with the first question and then continue with each question in order."

"There are four possible answers for each question, but only one is correct. You need to choose the answer that you think best answers (solves) the question. In a test of this type, it is unlikely that pure guessing will help you. However, if you think you know the answer, but are not certain, mark that answer and move on."

This section should only be read for the verbal form.

"When the first test is complete, you will be asked to continue on to the second section. Please stop and wait for my instructions before moving on to the second test."

This section should only be read for the quantitative form.

"In solving certain problems, it may be helpful to work through the problems on paper. Do all your figure work on the scratch paper provided. You must do all of this work by yourself. Do not use a calculator or other problem-solving device."

"Now please read the Instructions for Navigating the Test. Then click the "Next" button to answer the three practice questions. The computer will display the correct answer for each question after you have made your selection. When you finish the practice questions, please wait at the Practice Question Summary screen for further instructions before starting the test."

Step 4:
Review
Practice
Questions

When everyone has completed the practice questions say:

"Are there any questions? After the test begins, I will not be able to answer any questions."

Most applicants will read the instructions and complete the practice problems in three or four minutes. Be sure to take time to answer any questions they may have before asking them to begin the timed test. This is important because you cannot answer questions once the test begins.

Wonderlic.**Starting the Test****Step 5:
Starting the
Test**

When all questions have been answered say:

"Click <Begin Test> to start the test now."

Once the timed testing period begins, there can be no conversation or communication of any kind. Any help given to test takers during this period will invalidate their test scores. If a test taker raises his or her hand or attempts to ask you a question, immediately respond by saying:

"No questions can be asked at this time."

If a test taker attempts to communicate with another test taker, firmly say:

"Please stop talking (or gesturing) or I will have to ask you to leave."

Stopping the Test**Step 6:
Stopping the
Test**

Testing time is controlled by the computer, so each test taker will have exactly 20 minutes after clicking on the "Begin Test" button to complete the test. When all test takers have completed the first test, repeat steps 3 through 6 to complete the second test. After both tests have been administered, the testing session is complete. For security reasons, it is important to collect all scratch paper and any other ATB materials before test takers are allowed to leave the testing area.

Appendix

Wonderlic.**Table 2: Wonderlic ATB Program Codes and Program Titles**

Program Code	Title	DOT Code	Program Code	Title	DOT Code
90965	Accountant	160.162-010	90964	Computer Accounting Clerk	209.562-010
90834	Accounting Clerk	216.482-010	90847	Computer-Aided Design	003.362-010
90938	Accounting Clerk, Data Processing	216.382-010	90930	Computer Graphic Artist	003.362-010
91021	Actor	150.047-010	90853	Computer Operator	213.362-010
90916	Administrative Assistant	209.562-010	90839	Computer Programmer	030.162-010
90942	Administrative Clerk	219.362-010	90997	Computer Repair Technician	723.381-010
90882	Agribusiness (Agronomist)	040.061-010	90836	Computer Technician	003.161-014
90941	Air Conditioner Installer	637.261-010	90801	Cosmetology	332.271-010
90819	Air Conditioning (HVAC)	620.281-010	90816	Court Reporting	202.362-010
90933	Aircraft Mechanic	621.281-014	91010	Credit Clerk	205.367-022
91011	Animal Trainer	159.224-010	90867	Crim. Justice/Law Enforcement	375.263-014
90884	Applicant Repair	723.584-010	90881	Culinary Arts/Cook	313.361-014
90929	Architectural Drafting	001.261-010	90923	Customer Service	239.362-014
91020	Artist	970.381-022	90920	Data Entry	203.582-054
90994	Asbestos Removal Worker	869.684-082	90873	Data Entry-Word Processing	203.362-010
90937	Audit Clerk	210.382-010	90835	Data Processing	203.582-054
90825	Auto Body Repair	807.381-010	90805	Dental Assistant	079.371-010
90821	Auto Mechanic	620.261-010	90872	Dental Lab Technician	712.381-018
90945	Automated Credit Management	216.362-014	90886	Dialysis Technician	078.362-014
90841	Bank Teller	211.362-018	90815	Diesel Technician	620.684-014
90883	Barber	330.371-010	91018	Diver	899.261-010
90870	Bartending	312.474-010	90887	Dog Grooming	418.674-010
90939	Billing Typist	214.382-014	90818	Drafting	005.281-014
91012	Boat Mechanic	623.281-038	90950	Draper	781.684-026
90946	Bodyguard	372.667-014	90842	Electrical	824.261-010
90855	Bookkeeper	210.382-014	90988	Electrician (Gen. Wiring)	824.261-010
90989	Bricklayer	861.381-018	90951	Electrician Helper	829.684-022
90826	Broadcasting	159.147-010	90888	Electrocardiograph Technician	078.362-018
90885	Building Maintenance/Repair	899.381-010	90889	Electroencephalographic Tech.	078.362-014
90932	Building Remodeling	860.381-022	90862	Electrolysis	339.371-010
90810	Business School	169.167-034	90817	Electronics	003.161-014
91004	Cable Installer	821.667-010	90863	Emerg. Medical Tech.	079.374-010
90823	Cabinet/Furniture Making	660.280-010	91014	Emissions Technician	620.281-014
91016	Cameraman	143.062-022	90866	English as a Second Language	No DOT Code
90991	Cardiac Monitor Technician	078.367-010	90967	Fashion Art	141.061-014
90928	Cardiovascular Technician	078.362-030	90958	Fashion Design	142.061-018
91066	Carpenter (Construction)	860.381-022	90850	Fashion Merchandise	185.157-010
90940	Cashier	211.362-010	90890	Film Video Production	187.167-174
90948	Checker II (Clerical)	209.687-010	91003	Finance-Collections	241.367-010
90868	Chemical Dependence Attendant	355.377-014	90968	Fine Arts (Visual)	144.061-010
90857	Child Care	359.677-010	91013	Fisheries Technology	446.161-010
91009	Child Development	195.227-018	90992	Floral Design & Marketing	142.081-010
90949	Chiropractor Assistant	079.364-010	90861	Food Service	319.484-010
90982	Cleaner, Housekeeper	381.687-014	91013	Funeral Attendant	359.677-014
90908	Clergy	120.107-010	90891	Gambling Dealer	343.464-010
90838	Clerical	209.562-010	90879	Graphic Arts	141.061-018
90947	Clerk, Administrative	219.362-010	90924	Groom	410.674-022
90983	Coin-Machine Service Repairer	639.281-014	90934	Gunsmith	632.281-010
90824	Commercial Foods	319.484-010	90892	Heavy Equipment Operator	850.683-010
90915	Computer Accounting	216.482-010	90814	Home Health Aide	354.377-014

Wonderlic.

Program Code	Title	DOT Code	Program Code	Title	DOT Code
91000	Hospitality Management	352.167-010	90902	Pest Control	389.684-010
90975	Hotel/Lodging Management	320.137-014	90903	Pharmacy Assistant	074.381-010
90848	Hotel/Restaurant	355.677-010	90864	Phlebotomy	079.364-022
90819	Heating (HVAC)	620.281-010	90969	Photography	143.062-030
90878	Hypnotist	079.157-010	90865	Physical Therapy Asst.	076.224-010
90970	Illustration	141.061-022	90957	Plumber	862.381-034
90952	Import/Export Clerk	214.467-010	90904	Printer	979.684-026
90894	Insurance Clerk	214.362-022	90999	Private Investigator	376.267-018
90849	Interior Design	142.051-014	90906	Psychiatric Assistant	355.377-014
90895	Jeweler Apprentice	700.381-026	90907	Quality Control Insp (Computerized)	725.687-026
90896	Landscaper (Ornam. Horticulture)	408.161-010	90909	Radiology Technician	078.362-026
90917	Legal Administrative Assistant	209.562-010	90936	Real Estate Sales	250.357-018
90875	Legal Assistant	209.362-010	90830	Receptionist	237.367-038
90846	Legal Secretary	201.362-010	91027	Recording Engineer	194.362-010
90919	Legal Transcription	203.362-010	90926	Rehabilitation Assistant	205.367-046
91024	Liberal Arts	No DOT Code	90922	Respiratory Technician	076.361-014
90843	Library Aide	249.367-046	90974	Restaurant Management	187.167-106
91015	Locksmith	709.281-010	90956	Sales Clerk	290.477-014
90820	Machine Shop	601.280-050	90910	Seamstress	785.361-010
90987	Machinist	600.280-022	90808	Secretarial Skills	201.362-030
90806	Maintenance-Repairer Helper	899.684-022	90807	Security Officer	372.667-034
90897	Manicurist	331.674-010	90893	Sewing, Industrial	782.684-058
90880	Marketing/Merchandising PRep.	205.367-054	90953	Sign Painter	970.381-026
90877	Massage Therapist	334.374-010	91008	Social Worker	195.107-018
90927	Medical Administrative Assistant	209.562-010	91005	Sports Medical Assistant	076.224-010
90803	Medical Assistant	079.367-010	90986	Surgical Technician	079.374-022
90802	Medical Office	245.362-010	90844	Surveying	018.167-018
90935	Medical Receptionist	237.367-010	90837	Systems Analyst	030.167-014
90898	Medical Record Administrator	079.167-014	90954	Tailor (Apprentice)	785.261-018
90899	Medical Records Clerk	245.362-010	90960	Taxidermy	199.261-010
90900	Medical Records Technician	079.362-014	90859	Technician, Automated Equipment	638.261-010
90858	Medical Secretary	201.362-014	91017	Telecomm. Install and Repair	822.261-022
90845	Medical Technician	078.381-014	91007	Telecommunications Office Tech.	822.281-014
90813	Medical Transcription	201.362-014	90990	Telecommunicator	379.362-018
90962	Medical Word Processor	203.382-030	90955	Transcribing Machine Operator	203.582-058
90901	Motorcycle Repair	620.281-054	90971	Travel Agent	252.152-010
90831	Nursing	075.374-010	90972	Travel-Reservation Clerk	238.362-014
90804	Nursing Assistant	355.674-014	90809	Truck Driver Training	905.663-014
90943	Office Helper	239.567-010	90998	TV & VCR Repair	723.381-010
91019	Office Machine Repair	706.381-030	90911	Ultrasound Technician	078.364-010
91030	Ophthalmic Technician	078.361-038	90912	Upholstery	780.687-054
90961	Optician	716.280-010	90921	Veterinary Assistant	079.361-014
90985	Optician Apprentice, Dispensing	716.280-010	90963	Ward Clerk (Hospital)	245.362-014
90980	Optometric Assistant	079.364-014	90978	Welder, Fitter	819.361-010
90833	Orderly	355.674-018	90822	Welder Helper	819.687-014
90851	Paralegal	119.267-026	90854	Word Processing	203.382-030
90811	Para Medical	079.374-010	90914	Word Processing Transcription	203.382-030
91002	Parts Clerk	249.367-058	90913	X-Ray Technician	078.362-026
90959	Pattern Maker	781.361-014			
90852	PC Operator/Microcomputer	213.362-010			