

Quick checklist

- Reserve room for testing
 - Distribute materials to students
 - Collect *Test Sign-Up Forms*
Please do not collect fees.
Remind students to bring \$20 the day of the test. The proctor will collect fees from students during the exam.
 - Confirm number of students testing and inform ATS (using collected sign-up forms):
4th & 5th graders _____
6th–9th graders _____
 - Complete *Testing Fee Waiver* forms as needed
 - Inform students and school officials about the test and proctor's arrival
 - Give completed materials to the proctor prior to the test
- FYI**
- Expect a summary of your students' scores 4–6 weeks after the test
 - The *2019 Summer Catalog* will be available in March

Academic Talent Search [testing timeline]

Now or As Soon As Possible

- Reserve a room for testing**
 - Reserve a quiet classroom, library, or multi-purpose room for 1 hour and 15 minutes.
 - Reserve an overhead (transparency) projector or document reader.

2 to 3 Weeks Before the Test

- Inform students, parents, and instructors about testing**
 - Distribute the *Information Sheet for Students and Parents* and *Test Sign-Up Forms* to students. All students currently enrolled in 4th through 9th grades are welcome to take the test. *For information about which students are highly recommended to take the exam, please visit the ATS Qualifying Exam page on our website.*
 - Share information about the test during morning announcements, in your school bulletin or newsletter, on your school website, or via social media. Sample announcement text is included in the confirmation packet to help with this process.
- Collect *Test Sign-Up Forms* without test fees**
 - The forms can serve as parent permission slips and track how many students will test.
 - Remind students to bring \$20 (cash, check, or money order) the day of the test. **The ATS proctor will collect test fees when administering the exam.**
 - Please **DO NOT** collect the test fees from students in advance.

1 Week Before the Test

- Expect a confirmation phone call from ATS**
 - The week before your scheduled test, we will contact you to confirm the test date, time, and location, as well as the number of students testing.
 - We will ask how many 4th & 5th graders are testing and how many 6th–9th graders are testing.
 - You can use the returned *Test Sign-Up Forms* to estimate your numbers.
- Complete a *Testing Fee Waiver* for each student who requests or needs one**
 - These must be signed in advance by a school official and given to the proctor the day of the test.

The Day of the Test

- Remind students, instructors, and the school office about the test time and location**
 - The proctor will check in 15 minutes before the scheduled test time at the school office.
 - Ask that students be released from class to go to the testing room at the appropriate time.
- Give the completed *Test Sign-Up Forms* and any *Testing Fee Waivers* to the proctor**
 - You are not required to be present during the exam.

After the Test

- You will receive a summary of your students' scores 4–6 weeks after the test**
 - Individual students' scores will also be mailed directly to their homes 4 weeks after testing.
- The *2019 Summer Catalog* will be available online in March**