

Quick checklist

- Reserve room for testing
- Distribute materials to students
- Collect *Test Sign-Up Forms*
- Confirm number of students testing and inform ATS (using collected sign-up forms):
4th & 5th graders _____
6th–9th graders _____
- Receive testing materials from the ATS office
- Remind students and school officials about the test
- Administer the test to students
Be sure to administer the correct test level
- Review test materials and check that all test fees and *Testing Fee Waivers* are accounted for
- Mail materials to ATS
- 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 one hour for the date you plan to administer the test.

2 TO 3 WEEKS BEFORE THE MAILING DATE

- Inform students, parents, and instructors about testing**
 - Distribute the *Information for Students and Parents* sheet 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 this packet to help with this process.
- Collect *Test Sign-Up Forms***
 - The forms can serve as parent permission slips and track how many students will test.

1 WEEK BEFORE THE MAILING DATE

- Expect a confirmation phone call from ATS**
 - One week before the scheduled mail date, ATS will call for an estimate of students who may test.
 - ATS will ask for a separate estimate of 4th & 5th graders and 6th–9th graders. Once numbers are confirmed, we will mail the appropriate materials to your school.
 - You can use the returned *Test Sign-Up Forms* to estimate your numbers.

1 TO 2 WEEKS AFTER THE MAILING DATE

- Receive the test materials**
 - The test should be administered within one to two weeks of receiving the materials.

THE DAY OF THE TEST

- Remind students, instructors, and the school office about the test time and location**
- Administer the exam to students**
 - **IMPORTANT-** Be sure to administer the correct test level: 4th & 5th graders take the “intermediate” level; 6th–9th graders take the “advanced” level. Instructions will be provided.

AFTER THE TEST

- Review completed test materials**
 - Make sure that all forms are complete. An accurate address on the data sheet is required to mail students their scores. Include all fees and waivers for tested students. If students require a *Testing Fee Waiver*, a form must be completed and signed (by any school official) for each student.
- Return all test materials to ATS**
 - After the test, please return materials immediately in the pre-addressed envelope provided.
- You will receive a summary of your students' scores 4–6 weeks after the test**
 - Individual students' scores will also be mailed to their homes 4 weeks after materials have been received.
- The *2019 Summer Catalog* will be available online in March**