

# On the Day of the Test

If you have any questions or need information on the day of the test (Saturday), you may call the CHSPE Office toll-free at 866-342-4773 from 7:00 a.m. to 1:30 p.m. If you test on a Sunday, the CHSPE Office will be available by phone from 7:00 a.m. to 12:00 p.m.

## Test Day Schedule

Report to your assigned test site before 8:00 a.m., regardless of which part(s) of the test you plan to take. If you arrive after 8:00 a.m. and the test administration staff have begun reading the test directions to examinees, you will not be admitted to the test session. Depending on the length of time required for check-in, the test administration is expected to end between noon and 1:30 p.m. The actual testing time is 3 ½ hours. During that testing time, you may take the Mathematics section, the English-language Arts Language subtest, or the English-language Arts Reading subtest, or any combination of the three.

## What to Bring

Bring the following with you to the test site:

- Identification, in the name in which you registered, bearing your photograph, as described on page 17. **You will not be admitted to the test without proper identification.**
- Your Admission Ticket (with any corrections you want to make to the information on the ticket). Your Admission Ticket confirms that you are registered to take the test on a specified date and at a specified test site. If you do not have your Admission Ticket, but you are on the roster and have proper identification, you will be admitted to the test site.
- Several sharpened No. 2 pencils with erasers. Pencils must be used for the entire test, including the writing task. Pencils will not be supplied at the test site.
- Calculator (optional). All problems on the Mathematics section can be solved without the use of a calculator. If you wish, however, you may bring a **battery- or solar-powered, basic non-statistical, non-scientific, non-programmable calculator** for use on the Mathematics section.

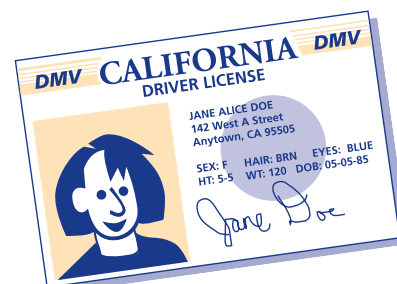
A basic calculator has 25 or fewer buttons and can perform no more than the four standard mathematical functions of addition (+), subtraction (-), multiplication (x), and division (÷) and, possibly, percentage (%), square root ( $\sqrt{\quad}$ ), and sign change (+/-). The calculator may have a simple memory (M+, M-, MC, MR).

Unacceptable calculators include:

- Statistical calculators. Statistical calculators typically have buttons with “ $\Sigma$ ” on them or buttons for statistical computation menus usually labeled “STAT” or “STO.” Statistical calculators also commonly have statistical buttons such as “ $S_x$ ,” “ $S_y$ ,” or “ $S_x^2$ .”
- Scientific calculators. These are easily identified because of their “sin,” “cos,” and “tan” buttons. Other buttons unique to scientific calculators are “log” and “ $\pi$ .”



Arrive  
before  
8:00 a.m.

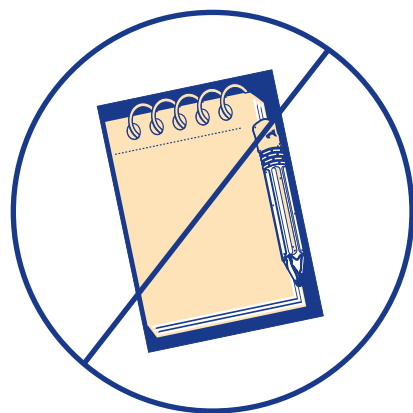


**PHOTO ID**  
is required for admission.  
See page 17 for acceptable  
forms of ID.



**CALCULATOR**  
You may bring a battery- or  
solar-powered, basic non-statistical,  
non-scientific, and  
non-programmable calculator.

CELL PHONES  
must be off  
and  
put away  
during testing.



- Programmable calculators. These have menus and blank buttons that can be used for varying functions. They often also have an alphabetic (QWERTY) keypad. Any calculator that has the capability of entering letters along with numbers is unacceptable.
- Calculators that are able to print.
- Calculators that make noise that cannot be silenced.
- Calculators that must be plugged into an outlet.
- Calculators that are part of other devices (e.g., watches, PDAs, cellular phones).
- Calculators that have raised screens that may be seen by other examinees.

Pictures of acceptable and unacceptable calculators can be found on the CHSPE Web site at <http://www.chspe.net/testday/calculator>.

Test administration staff will **not** provide calculators or batteries and will make sure that your calculator is acceptable before admitting you to the testing room. You may bring a backup calculator. You may only use one calculator at a time. If you bring a backup calculator or extra batteries, they must be put away. If you need to use any of your backup equipment, raise your hand. The calculator must not be in a case or sleeve of any kind, and you may not bring a calculator manual. You may not share your calculator with any other examinee. You may not use your calculator to share information during the test or to remove test questions or answers from the test room. If you leave the test room before you have completed testing (e.g., to use the restroom), your calculator(s) must remain on your desk in plain sight.

### What NOT to Bring

The following items are prohibited at the test site:

- personal digital assistants or any other types of electronic information devices
- unacceptable calculators
- calculator watches
- electronic pagers
- photographic or recording devices
- music devices
- spell checkers, dictionaries, slide rules
- backpacks, tote bags, purses, briefcases, packages, or other items that will not fit easily under your chair
- notebooks, textbooks, scratch paper, highlighters, or any other unauthorized aids or materials (Notes can be made in the test booklet.)

If you bring or use any prohibited materials, you will be dismissed and your test results will be voided. While you are taking the test, only pencils, erasers, your approved calculator, and the test materials provided to you will be allowed on your desk or table. Eating, drinking, smoking, and using smokeless tobacco are not permitted at the test site, with the following exception: bottled water with a cap and no label is allowed.

You are discouraged from bringing a cell phone or other electronic communication device. If you must bring one, however, it must be turned off and placed under your chair during the test administration. If you have a such a device and it is found to be on at any time during the test administration (including restroom breaks), you will be dismissed and your test results will be voided.

## Acceptable Forms of Photo Identification

Acceptable identification must be presented at the time of check-in or you will **not** be admitted to the test. **Plan ahead** to be certain that you will have acceptable identification with you at check-in on the test date. The name on your identification must match the name on your Admission Ticket and on the roster at the test site. The photograph must be clearly recognizable as you. The identification must be an original document, not a copy. You must present one of the following exactly as described:

■ **Official Photo Identification:** Must be issued by your school, employer, or city/state/federal government. Both your name and current, recognizable photograph must appear. Acceptable examples include:

- driver license
- passport
- photo identification card issued by the Department of Motor Vehicles
- computer generated driver permit with photo, issued by the Department of Motor Vehicles
- U.S. military photo ID card
- high school photo ID card
- post-secondary school photo ID card
- bus pass or employer ID card with photo
- U.S. or a foreign government photo ID card

■ **School Letter of Identification with Photo:** An official letter of identification that meets **all** the following criteria:

- Is on school letterhead or an official school computer-generated printout that shows the school's name, address, and phone number.
- Is signed by one of the following officials at your school: the principal, director, vice principal, counselor, registrar, or site administrator identified on your school's Private School Affidavit (R-4) or statement in lieu of the Affidavit filed with the California Department of Education. The school official may not be a relative unless your school has a current R-4 or statement in lieu of the Affidavit.
- Shows your printed name and birth date.
- Has attached a recent, recognizable, individual photograph of you with the school seal or the school official's signature **across a portion of the photograph**.
- Has been signed by you in ink in the presence of the school official.
- Has been signed by the school official in ink. **Printed, stamped, or photocopied signatures are not acceptable.**

You will be required to sign the letter again on the test day in the presence of the testing staff. A template for a school identification letter may be found on the CHSPE Web site at <http://www.chspe.net>.

***If you do not have one of the acceptable forms of identification described above with you when you arrive at the test site, you will not be admitted to the testing session. You will be counted as an absentee, and you will not receive a refund or credit of any kind.***

## Unacceptable Forms of Identification

Only the forms of identification described previously are acceptable. Examples of **unacceptable forms** of identification include the following, whether or not they include your photo:

- amusement park pass
- ski pass
- membership card (e.g., health club, club store)
- birth certificate
- Social Security card
- credit card
- traffic ticket
- police report documenting a stolen wallet
- yearbook
- notarized statement
- photocopied identification

Your parents, guardians, siblings, or friends may not present identification on your behalf.