Postsecondary Education Readiness Test (PERT) 2011-12 Guidelines for Special Categories

The Postsecondary Education Readiness Test (PERT) is Florida's new common placement test that has been developed to align with the Postsecondary Readiness Competencies that Florida's faculty have identified as necessary for success in entry level college credit coursework. **These guidelines will only address the PERT administration as it pertains to the special categories of students who may test at Miami Dade College (MDC)**. Guidelines pertaining to the high school PERT administration of eligible 11th grade students will be forthcoming as information is made available.

Administration of the PERT to Public High School Students

In accordance with legislation, revisions were made to Section 1008.30, Florida Statutes, as a result of House Bill 1255. Miami-Dade County Public Schools (M-DCPS) and MDC have an agreement for the administration of the PERT to public high school students who are in the following categories: (1) Students for dual enrollment, (2) students who have formally applied for admission to the School for Advanced Studies, (3) high school students already enrolled in the New World School of the Arts, and (4) high school participants in jointly sponsored or approved projects. Students in these categories will be tested on designated MDC campuses during a targeted testing window. At this time, PERT scores may not be used to establish eligibility for the Florida Gold Seal Vocational Scholars Award or the Bright Futures Scholarship Program. MDC will administer and score the PERT at no cost to the student. M-DCPS schools' role is to notify students of the opportunity to take the PERT and coordinate registration procedures with MDC.

Miami Dade College and Miami-Dade County Public Schools. (2011, October). District Interinstitutional Articulation Agreement, Postsecondary Readiness Assessment Agreement for Eligible High School Students, (Appendix C). Miami, FL.

Highlights of the PERT

	PERT in Brief
Content:	The PERT measures skills in reading, writing, and mathematics.
Format:	The PERT is a multiple-choice, computer-adaptive test. A paper-pencil version will soon be available upon request.
Type:	The PERT is an un-timed test. It is estimated that students will take approximately 45 minutes to complete each subtests.
Purpose:	The PERT results provide students with information regarding basic skills levels.
Grades:	Eligible students in select categories are invited to take the PERT at MDC.
Dates and Times:	The target testing is from the first Monday in November through the last Friday in March. However, the PERT is available for eligible high school students throughout the academic year. Testing is available on a walk-in basis.
Registration:	Interested students, who are not testing on a walk-in basis, must register at their high school for group administrations. All group testing arrangements must be made, by appointment, at least 10 business days before their projected test date.
Fee:	No cost to high school students. However, high school graduates must pay a \$10.00 re-testing fee.
Test Site:	Students may take the PERT at any MDC campus testing center.
Transportation:	Transportation to the testing center is not provided by the College.
Score Reports:	Students will receive one copy of their score report. An additional copy is provided to the high school. An electronic file will also be provided to the school district by MDC.

School PERT Coordinator's Responsibilities

Senior high schools should appoint a PERT coordinator who will be responsible for managing school-level PERT testing activities. The name of each school's PERT coordinator should be submitted to the appropriate MDC Testing Director.

The school's PERT coordinator's primary responsibilities in managing the PERT administration to the select students in the special categories are listed below.

- Call their MDC campus representative to coordinate scheduling of appointments for group test administrations at least 10 business days before their projected test date;
- Provide information about the test to teachers, counselors, students and parents;
- Inform students about proper identification requirements;
- Ensure students have an MDC ID number prior to taking the test.
- Prepare admission tickets for students planning to test on a walk-in basis;
- Ensure that the test sub-section(s) of the PERT that the student needs to take are on each admission ticket;
- Register interested students, and forward registration information to MDC;
- Maintain a roster of students who have registered to take the PERT;

- Schedule/confirm group appointments for test administrations; and
- Assist students, parents, and teachers with the interpretation of results.
- Ensure students have an MDC ID number prior to taking the test.

Test Administration Schedule

The target testing period for the PERT is from the first Monday in November through the last Friday in March. However, the PERT is available for eligible high school students throughout the academic year. School PERT coordinators should make arrangements to schedule appointments for group testing. The school PERT coordinator can facilitate the process by identifying possible test dates and verifying available test slots for those dates.

Group test administrations will be scheduled by appointment only. Transportation to the testing center is not provided by the College.

Announcing the Test Dates and Providing Information About the Test to Parents and Students

Each school is responsible for ensuring that students are informed about the PERT. For this purpose, the following documents are attached in the 2011-12 guidelines document that is sent to high school principals at the beginning of each academic year and may be duplicated as needed:

The Postsecondary Education Readiness Test Information Miami-Dade County Public Schools (Attachment C)

Information about the use of the PERT for postsecondary readiness must be available to students and their parents prior to the target testing period.

PERT Student Registration and Test Admission Procedures

Students must register at their high school at least 10 business days before their group testing appointment date. Procedures for student registration, maintaining student rosters, and providing admission tickets for students to the MDC test site are the responsibilities of the school PERT coordinator. The following attachment is included in the 2011-12 guidelines that are sent to high school principals at the beginning of each academic year: Student rosters, admission tickets, and registration forms (provided in Attachments D). This attachment is for use by the PERT coordinator. The policies and procedures of MDC and the test publisher will be fully enforced.

PERT Opportunities While in High School

High School students have a maximum of two (2) attempts on the PERT administration while in high school.

MDC Campuses and Testing Contacts

The participating MDC campus locations are: Hialeah, Homestead, InterAmerican, Kendall, Medical Center, North, West, and Wolfson. Senior high schools and selected alternative education centers have been paired with their closest MDC campus for testing. (Attachment A, Miami Dade College Assigned Testing Centers, which is included in the 2011-12 guidelines document that is sent to high school principals at the beginning of each academic year). Students may test at the campus of their choice.

Miami Dade College Information Available Online

Information about MDC can be accessed online at http://www.mdc.edu, the MDC Home Page. Testing and Test Preparation information can be accessed via http://www.mdc.edu/testing_information/.

Reporting Results

MDC will provide students with individual test score reports after each testing administration. Students will receive one copy of their score report. An additional copy is provided to the high school. The school PERT coordinator will distribute the score reports to counselors and will assist counselors, students, and parents with its interpretation.

Use of FCAT as PERT Exemption- (FCAT/PERT Pilot Project)

MDC will continue to participate in the Florida Comprehensive Assessment Test (FCAT)/PERT Pilot Project which has been extended through the 2011-12 academic year. The project allows eligible first-time-in-college regular admitted or dual/early college enrollment MDC students – to be exempt from taking the PERT if they earn an FCAT Grade 10 scale score within the ranges listed below:

- Reading 355-500 (equivalent of Level 4 or 5) for exemption from College Preparatory Reading and placement in ENC 1101
- Math 375-500 (equivalent of Level 5) for placement in MAC 1105, MGF 1106, MGF 1107, or STA2023

For additional FCAT information, visit:

http://www.mdc.edu/testing_information/other_testing_info.asp then click on the link named FCAT Pilot Project Information.

Practice tests in all three subtests may be found by accessing the link below: https://college.measuredsuccess.com/mscollege/practiceTest2/index.html

Attachment A

Miami Dade College Assigned Testing Centers

Miami Dade College Campus and Contact Information	Senior High Schools Assigned To This Testing Center
Hialeah Campus 1780 West 49 th Street	7011 - American Senior
Hialeah, FL 33012 Testing Coordinator:	7262 - City of Hialeah Educational Academy
Ms. Dora Mejia-Montoya E-mail: dora.mejia-montoya@mdc.edu	7054 - Excelsior Charter High School
Recruitment Coordinator: Ms. Kim Tupy E-mail: ktupy@mdc.edu 305-237-8871	7191 - Hialeah Gardens Senior High School
To schedule an appointment for a group test administration contact:	7160 - Mater Academy Charter High School
Testing Office Phone: 305-237-8791	7014 - Mater Performing Arts and Entertainment Academy
Fax: 305-237-8846 Test Center: Room 1224	7251 - Miami Central Senior High School
Note: Students testing on a walk-in basis must	7049 - Westland Hialeah Senior High School
identify themselves as Postsecondary Readiness Assessment Agreement participants.	

The Hialeah Campus is located in the City of Hialeah and can be easily reached from the North or South by way of the Palmetto Expressway exit on NW 103rd street (West 55th street). The Center can also be reached via I-95 by taking the 103rd street exit (49th street) and going West to 17th avenue. The Hialeah Campus is easily located across Westland Mall on the South side of 49th street. http://www.mdc.edu/north/hialeah/.

Hialeah Campus

1780 W. 49th Street Hialeah, FL. 33012

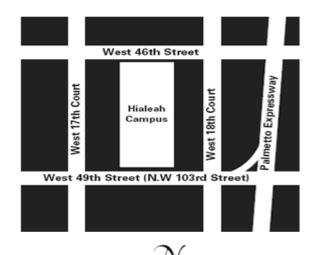
Testing Coordinator: Ms. Dora Mejia-Montoya

Email: dora.mejia-montoya@mdc.edu

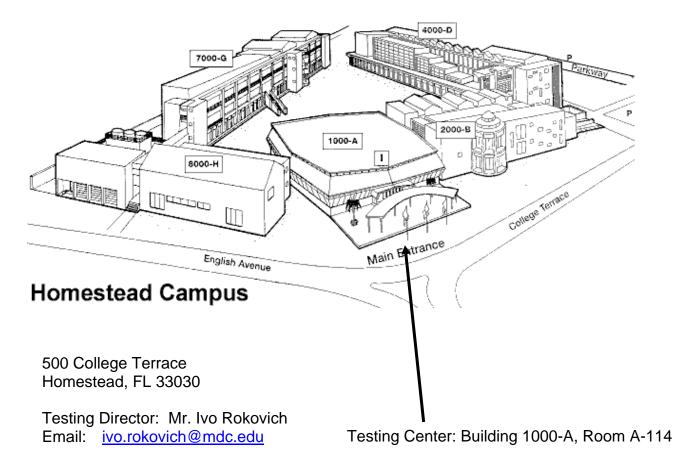
To schedule an appointment for a group test administration contact:

Testing Department Phone: 305-237-8791 Fax: 305-237-8846

Test Center: Room 1224



Miami Dade College Campus and Contact Information	Senior High Schools Assigned To This Testing Center
Homestead Campus	8201 - Corporate Academy South
500 College Terrace Homestead, FL 33030	8131 - Dorothy M. Wallace COPE Center South
Testing Director:	7151 - Homestead Senior
Mr. Ivo Rokovich E-mail: <u>ivo.rokovich@mdc.edu</u>	7050 - Keys Gate Charter High School
Recruitment Director:	7036 - Lawrence Academy Senior High Charter School
Ms. Najmad Ahmad E-mail: <u>najmad.ahmad@mdc.edu</u>	7065 - Mavericks High of South Miami Dade
305-237-5197	7171- Medical Academy for Science and Technology
To schedule an appointment for a group test administration contact:	7058 - Miami Community Charter High School
Testing Office	7731 - Miami Southridge
Phone: 305-237-5105 Fax: 305-237-5213	7371 - Robert Morgan Education Center
Test Center: Room A-114	7551 - School for Advanced Studies - Homestead
	7030 - School for Integrated Academics and Technologies South
Note: Students testing on a walk-in basis must identify themselves as Postsecondary Readiness Assessment Agreement participants.	7042 - Somerset Academy Charter High School
*New Charter 2011	7038 - Somerset Academy High School (South Campus)
	7701 - South Dade Senior
	* 7034 - Somerset Academy Charter High School (South Homestead) Grades 9-10 for 2011

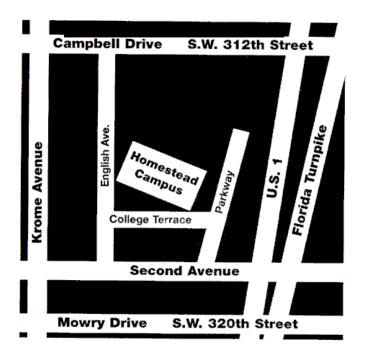


To schedule an appointment for a group test administration contact:

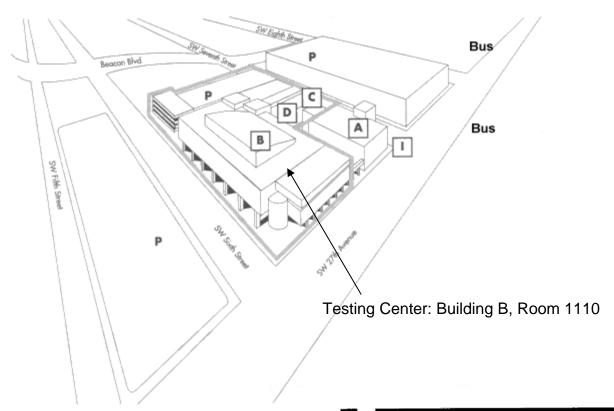
Testing Office

Phone: 305-237-5105 Fax: 305-237-5213

Testing Center: Room A-114



Miami Dade College Campus and Contact Information	Senior High Schools Assigned To This Testing Center
InterAmerican Campus	7022 - Academy of Arts & Minds
627 S.W. 27 Avenue Miami, FL 33135	7791 - Booker T. Washington Senior
Testing Director: Mr. Julio Fernandez de Cueto	7020 - Doral Academy High School
E-mail: <u>iferna13@mdc.edu</u>	7009 - Doral Performing Arts and Entertainment Academy
Recruitment Director: Mr. Carlos Rossie	7007 - International Studies Charter High School
E-mail: carlos.rossie@mdc.edu 305-237-6366	7571 – International Studies Preparatory Academy
To schedule an appointment for a group test administration contact:	7015 - Life Skills Center Miami-Dade County
Testing Office Phone: 305-237-6041	7037 - Mater Academy East Charter High School
Fax: 305-237-6207	7024 - Mater Academy High School of International Studies
Testing Center: Room 1110	7271 - Miami Coral Park Senior
Note: Students testing on a walk-in basis must identify themselves as Postsecondary Readiness	7461 - Miami Senior
Assessment Agreement participants.	7053 - Pinecrest Preparatory Academy Charter High School*
*New Charter 2011	7055 - Young Women's Preparatory Academy
	*7067- Green Springs High School
	*7025 - Mater Brickell Preparatory Academy High School



InterAmerican Campus

627 S.W. 27 Avenue Miami, FL 33135

Testing Director: Mr. Julio Fernandez de Cueto

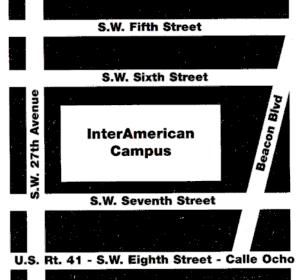
E-mail: jferna13@mdc.edu

To schedule an appointment for a group test administration contact:

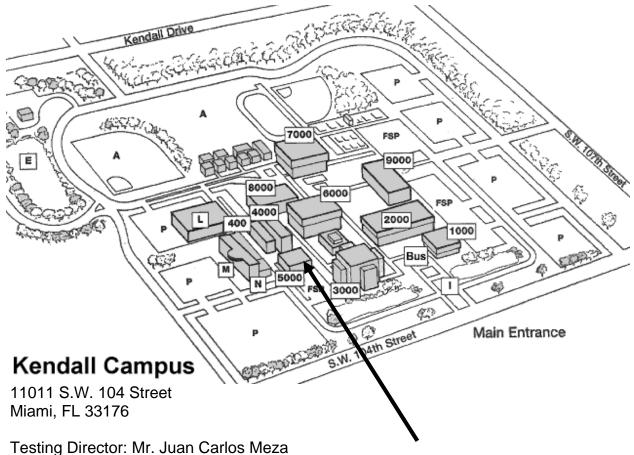
Testing Office

Phone: 305-237-6041 Fax: 305-237-6207

Testing Center: Room 1110



Senior High Schools Assigned To This Testing Center
7265 - Archimedean Upper Conservatory
7101 - Coral Reef Senior
7781 - Felix Varela Senior
7051 - G. Holmes Braddock Senior
7121 - John A. Ferguson Senior
2861 – JRE Lee Opportunity School
7361 - Miami Killian Senior
7631 - Miami MacArthur South
7431 - Miami Palmetto Senior
7531 - Miami Sunset Senior
7091 - School for Advanced Studies - South
7721 - South Miami Senior
7741 - Southwest Miami Senior
7029 - Terra Environmental Research Institute



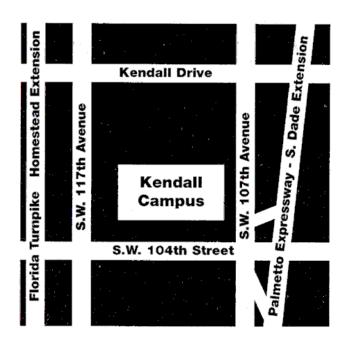
Email: juan.meza@mdc.edu

To schedule an appointment for a group test administration contact:

Testing Office

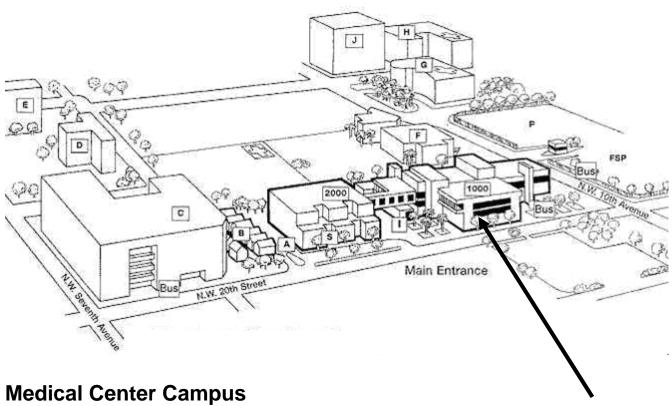
Phone: 305-237-2748 305-237-0679 Fax:

Testing Center: Room 5213



Testing Center: Room 5213

Miami Dade College Campus and Contact Information	Senior High Schools Assigned To This Testing Center
Medical Center Campus 950 NW 20 Street Miami, FL 33127	At this time, no specific high school is assigned to this test center. It should be noted that students who wish to test at this site may do so.
Testing Director: Mr. Alejandro Alvarez E-mail: alvare1@mdc.edu	The Medical Center Campus serves students who enroll in Healthcare Programs.
Recruitment Director: Ms. Erica Redman E-mail: erica.redman@mdc.edu 305-237-4179	
To schedule an appointment for a group test administration contact:	
Testing Office Phone: 305-237-4275 Fax: 305-237-4347	
Test Center: 1303	
Note: Students testing on a walk-in basis must identify themselves as Postsecondary Readiness Assessment Agreement participants.	



Testing Center: Building 1000, Room 1303

950 NW 20 Street Miami, Fl. 33127-4622

Testing Director: Mr. Alejandro Alvarez Email: alvare1@mdc.edu

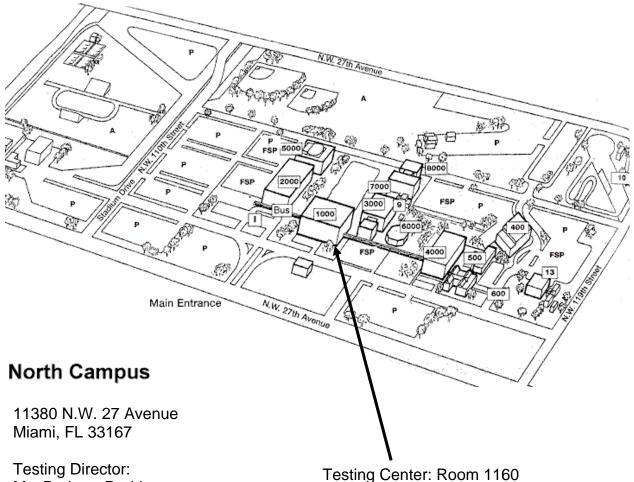
To schedule an appointment for a group test administration contact:

Testing Office

Phone: 305-237-4275 Fax: 305-237-4347

Testing Center: Building 1000, Room 1303

Senior High Schools Assigned To This Testing Center
- Alonso and Tracy Mourning Senior High Biscayne Bay
- Alternative Outreach Program
- Barbara Goleman Senior
- COPE Center North
- Doctors Charter School of Miami Shores
- Dr. Michael M. Krop Senior
- Hialeah Senior
- Hialeah-Miami Lakes Senior
- Jan Mann Opportunity School
- Juvenile Justice Center
- Life Skills Center, Opa-Locka
- Mater Academy Lakes High School
- Mavericks High of North Miami Dade
- Miami Carol City Senior
- Miami Lakes Educational Center
- Miami MacArthur North
- Miami Norland Senior
- North Miami Beach Senior
- North Miami Senior
- School for Advanced Studies - North
- School for Integrated Academics and Technologies North
- William H. Turner Technical Arts High
3- North Gardens High School
9- North Park High School



Testing Director:

Ms. Barbara Rodriguez

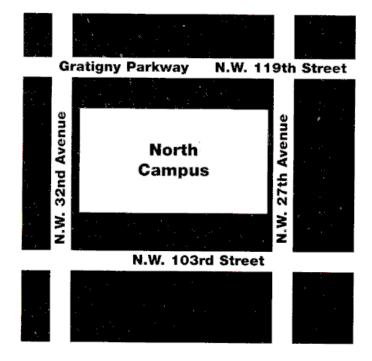
Email: barbara.rodriguez@mdc.edu

To schedule an appointment for a group test administration contact:

Testing Office

Phone: 305-237-1015 Fax: 305-237-1889

Testing Center: Room 1160



Miami Dade College Campus and Contact Information	Senior High Schools Assigned To This Testing Center
West Campus 3800 NW 115 th Ave. Doral, Fl. 33178	The Test Centers below are shared with other MDC campuses. It should be noted that students attending high schools in the Doral area may test at this site.
Testing Director: West Campus Contact Dr. John Vassiliou E-mail: ivassili@mdc.edu	The West Campus serves the Doral area.
305-237-8536 Recruitment Coordinator: Ms. Sahyli Galera E-mail: sgalera@mdc.edu 305-237-8912	7053 - Pinecrest Preparatory Academy Charter High School*
To schedule an appointment for a group test administration contact:	7241 - Ronald W. Reagan/Doral Senior High School
Testing Office: West Campus Phone: 305-237-8912 Fax: 305-237-8917	
Testing Center: 1260-1	
Note: There is no walk-in basis at West Campus. Students need to schedule an appointment and must identify themselves as Postsecondary Readiness Assessment Agreement participants.	

The West Campus is located in the City of Doral and can be easily reached from the Florida Turnpike and NW 41st Street. http://www.mdc.edu/west

West Campus 3800 NW 115th Ave Doral, Fl. 33178

Testing Director: Dr. John Vassiliou

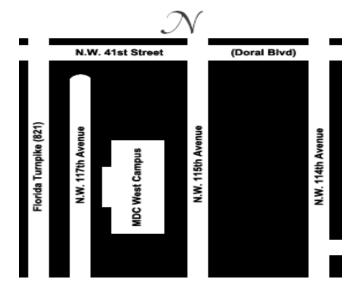
Email: jvassili@mdc.edu

To schedule an appointment for a group test administration contact:

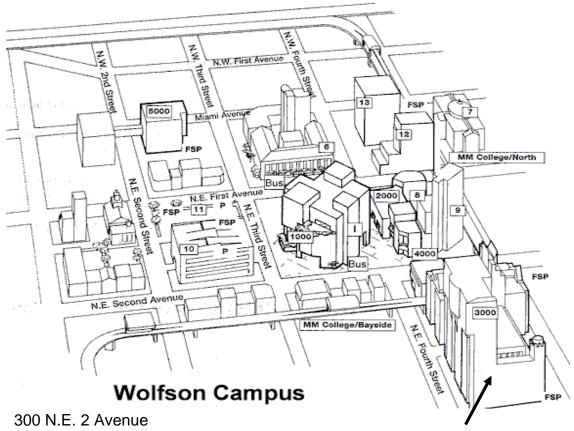
Testing Office

Phone: 305-237-8912 Fax: 305-237-8917

Testing Center: 1260-1



Miami Dade College Campus and Contact Information	Senior High Schools Assigned To This Testing Center
Wolfson Campus	8019 - Academy for Community Education (ACE)
300 N.E. 2 Avenue Miami, FL 33132	7071 - Coral Gables Senior
Testing Director:	8161 - Corporate Academy North
Mr. Adam Porro E-mail: <u>adam.porro@mdc.edu</u>	7081 - Design and Architect Senior (DASH)
Recruitment Director: Ms. Esperanza Vera	7033 - Law Enforcement Officers Memorial High School
E-mail: esperanza.vera@mdc.edu 305-237-3487	7161 - Maritime and Science Technology High School (MAST)
To schedule an appointment contact:	7059 - Miami Arts Charter
Testing Office Phone: 305-237-3011	7201 - Miami Beach Senior
Fax: 305-237-7622	7001 - Miami-Dade Online Academy
Test Center: Room 3104	7301 - Miami Edison Senior
Note: Students testing on a walk-in basis must	7341 - Miami Jackson Senior
identify themselves as Postsecondary Readiness Assessment Agreement participants.	7411 - Miami Northwestern Senior
	7511 - Miami Springs Senior
	7901 - New World School of the Arts (NWSA)
	7581- iPreparatory Academy High School
	7041- School for Advanced Studies - Wolfson
	8171 - School for Applied Technology
	7056 - Young Men's Preparatory Academy (Buena Vista Campus)



Miami, FL 33132

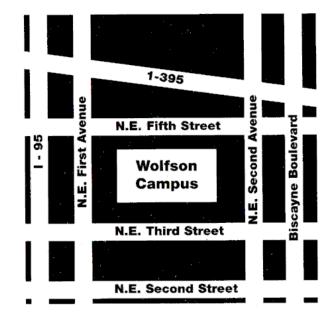
Testing Director: Mr. Adam Porro Email: adam.porro@mdc.edu

To schedule an appointment for a group test administration contact:

Testing Office

Phone: 305-237-3011 Fax: 305-237-7622

Testing Center: Room 3104



Testing Center: room 3104

Attachment B

Miami Dade College and Miami-Dade County Public Schools

Postsecondary Education Readiness Test (PERT) Information for High School Students

What would you like to do when you graduate from high school? Are you planning to attend college? If you are, it is important for you to start thinking about it <u>now</u> so that you can be ready for that important step.

All of the State Colleges in Florida are required to give a test to students who are entering college for the first time to find out if they are ready to take college-level classes. To prepare for college, it is very important that you take the right courses in high school. Miami Dade College gives a test named Postsecondary Education Readiness Test (PERT) which will assist you in your plans for college preparation.

What is the PERT?

This is a test that measures your skills in three areas: reading, writing, and mathematics. You must go to one of Miami Dade College's testing centers to take the PERT.

Test instructions and practice questions appear on the computer screen. You will use the keyboard or a mouse to select your answers. You must answer every question in the order in which it appears because you cannot skip a question or return later to change an answer. So, if you are not sure of an answer, you must take your best guess. You are not permitted to use dictionaries, books, notes, or electronic devices. Scratch paper will be provided by the test administrator for student use during the mathematics sections of the test.

This test is treated just like any other important test — you must do your own work. Any improper behavior in the room will be cause for dismissal.

Do I have to pay a fee for this test?

No cost to high school students. However, high school graduates must pay a \$10.00 re-testing fee.

What kinds of questions are included in the test?

All questions are multiple choice. The reading section measures how well you understand what you read. The writing section measures your understanding of how sentences are put together and what makes a sentence complete. The mathematics measures your knowledge of arithmetic, algebra including operations with real numbers, algebraic expressions, and the solution of equations.

Why do I need to take this test? Do I need it to graduate?

This test is <u>not</u> needed to graduate. It is given to you <u>now</u> in order to help you discover the areas that you need to study while in high school in order to give you the opportunity to choose the courses that will prepare you to do well in college. If you take the appropriate courses, by the time you graduate from high school you should be ready to take college-level courses and should not have to spend time in remedial courses.

How long is the test?

The PERT is not a timed test. Students usually take approximately 2 hours to complete it.

Do I have to prepare for the test?

Since the purpose of the test is to measure your current skill level, there is no need to study. However, you may wish to review the skills that you have learned. Some students like to "brush up" on mathematics skills or rules of grammar. Sample questions similar to the ones found in the PERT are provided at the end of this information packet.

Remember, the PERT is only useful if you take it seriously and do your best work. Some of the things that will help you do your best are: get a good night's sleep; eat breakfast or lunch before the test; relax; and do not allow people to distract you. Talk to your guidance counselor for other test-taking tips.

What will I need to do to take the test?

You will need to:

- Submit a registration form to the PERT coordinator in your school.
- Select a testing date and time from the list provided by your school's PERT coordinator.
- Get an admission ticket from the PERT coordinator.
- Obtain an MDC ID #. You will need to know your social security number for this purpose.
- Go to the assigned Miami Dade College testing location on the day of your test. You will have to provide your own transportation. Be on time.
- Present your admission ticket at the Miami Dade College testing center on the day of the
 test, together with valid photo identification such as a Florida driver's license, State of
 Florida Identification card, unexpired passport, recent alien residency card, military ID, tribal
 ID, or identification letter on school letterhead with a recent photo).

NOTE: School-issued student identification cards are acceptable for admission to the test. If you do <u>not</u> have an acceptable form of photo identification, see your guidance counselor to obtain an identification letter on your school's letterhead.

For additional ID information, visit www.mdc.edu/testing_information/ and click on Other Testing Information; then Testing Requirements and Acceptable Identifications.

How will I know about my results?

MDC will provide you with a test score report at the end of the testing session. Copies of the score report will be mailed to your guidance counselor. The results will help you and your counselor plan your high school schedule so you can take the courses that will prepare you for college. These test results will not affect the grades in any of your high school courses.

Can I take this test again?

This test is not a pass or fail test. It is used to let you and your school know in what areas you need to work on in high school – reading, writing, or math. High school students have three opportunities to take the CPT while in the ninth (9th) and tenth (10th) grades. They also have three opportunities while in the eleventh (11th) and twelfth (12th) grades.

Why is this test important?

Miami Dade College offers scholarships to high school students who have outstanding academic performance. One of the requirements to qualify (in addition to being in the top 20% of the graduating class) is to pass two of the three sections of the PERT, or present appropriate scores on the SAT or ACT.

The PERT is an important test because it helps to determine if you can get a scholarship at Miami Dade College. Scores from the PERT will soon also be used to determine eligibility to earn the Gold Seal Scholars Award through the Bright Futures Scholarship Program.

What else do I need to know about the test?

Taking it now offers you the opportunity to experience the type of questions that you will be asked when you take the PERT at a postsecondary institution.

Where can I get more information?

For additional testing information, please visit http://www.mdc.edu/testing information/. For test preparation and practice information, please click the appropriate link and the PERT Study Guide with Sample Questions link.

Attachment C

Postsecondary Education Readiness Test (PERT) Information for Miami-Dade County Public Schools

Test Information

Miami Dade College will only administer the Postsecondary Education Readiness Test (PERT) to the following categories of students: (1) students for dual enrollment, (2) students who have formally applied for admission to the School for Advanced Studies, (3) high school students already enrolled in the New World School of the Arts, and (4) high school participants inn jointly sponsored or approved projects. The PERT is untimed, but takes approximately 45 minutes to complete each subtest. The student must bring an admission ticket, together with valid photo identification such as a Florida driver's license, State of Florida Identification card, unexpired passport, recent alien residency card, military ID, tribal ID, or identification letter on school letterhead with a recent photo).

NOTE: School-issued student identification cards are acceptable for admission to the test. If you do <u>not</u> have an acceptable form of photo identification, see your guidance counselor to obtain an identification letter on your school's letterhead.

For additional ID information, visit www.mdc.edu/testing_information/ and click on Other Testing Information; then Testing Requirements and Acceptable Identifications.

Test Administration

All students must take the reading, writing and mathematics sections. The PERT is computer-adaptive which means the questions are chosen based on the student's answers to previous questions. Therefore, students will not be permitted to change their answer choices once they have moved on to the next question or if a question has been left unanswered. The results of the PERT will be used to determine placement into appropriate courses at the college level.

Additional Testing Information

Information about each subtest of the PERT is provided in the <u>PERT Study Guide with Sample</u> Questions document which is available via http://www.mdc.edu/testing_information/.

Student Registration

The school PERT coordinator will be responsible for registering eligible high school students who may want to take the PERT. The school PERT coordinator should contact the Miami Dade College (MDC) Testing Director to determine the testing dates and times available for the students before beginning the registration process. **The student registration deadline is 10 business days before their scheduled appointment for testing.** The registration procedures are as follows:

- Complete the master copy of the High School Registration Form (attached) by filling in:
 - Your school's name and location code number;

- o The name of your assigned MDC campus.
- Duplicate the master registration form, as needed, and provide it to students along with a list of available testing dates and times.
- Register eligible students and verify that students have selected a time and a date to take the test and written their choice on the registration form.
- Keep a record of students who registered to take the PERT, specifying their selected testing dates and times. For this purpose, use the enclosed PERT Student Roster" or a similar form.
- Submit the registration forms and a copy of the PERT Student Roster to the MDC representative at least 10 business days before the first scheduled appointment.
- Notify participating students to identify themselves as testing agreement participants at the testing site.

Special Instructions for Magnet Schools and Alternative Education Centers

Although students who attend magnet schools and alternative education centers have been assigned to an MDC campus for their testing site, provisions have been made to accommodate commuting students who request a campus closer to their home. The school PERT coordinator must contact the MDC Testing Director to discuss testing arrangements for these students.

Testing Modifications

Students with disabilities may be eligible for testing modifications during the administration of the PERT. If you have a student who has a physical or learning disability and an active Individual Education Plan (IEP), or a student with a temporary disability (e.g., broken arm):

- Contact the MDC Testing Director to arrange for those students who merit special testing modifications.
- In the comment section of the registration form, write the special modifications that will be offered to the student.

The PERT administration procedures do not provide nor permit special modifications for Limited English Proficient (LEP) students.

Student Admission Ticket

Attached are one-sided copies of the student admission ticket and the campus maps. Please duplicate these so that the student admission ticket is on one side and the school's designated MDC campus map is on the other side of the document.

- The school PERT coordinator should complete the student information section after verifying that the registration form has been correctly completed.
- Complete the admission ticket by filling in the name of the student and his/her testing session.
 The student number must be the student's MDC ID number, which must be obtained prior to taking the test.
- Be sure that each registered student receives an admission ticket. Students will not be permitted to take the test without a valid admission ticket.

Important Reminders

Please remind students that they must follow MDC's guidelines for taking the PERT, as well as any other campus rules and regulations specified by the college (e.g., parking). The following reminders must be announced to students who register to take the test:

- Students must report to their testing location no later than the time indicated on their admission ticket. Students will not be permitted to register late or to "walk in" on the testing date.
- Students must present the admission ticket to the MDC test administrator to be allowed to take
 the test. The name on the admission ticket must be the same as the student name on his/her
 ID card or identification letter.
- Students will be required to present valid photo identification (e.g., Florida driver's license, State
 of Florida Identification card, unexpired passport, recent alien residency card, military ID, or
 tribal ID, or identification letter on school letterhead with a recent photo). School ID cards will
 be accepted.
- Students will take the test on a computer. Students are not permitted to use dictionaries, books, notes, calculators, or electronic devices (including cellular phones). Scratch paper will be provided by the test administrator for student use during the mathematics sections of the test. A pop up calculator will appear on selected mathematics sections of the test.
- Students must provide their own transportation to and from the testing site.

Attachment D

Miami-Dade County Public Schools PERT Student Roster

Please:

- Call your Miami Dade College (MDC) Testing Director to get your school's test dates and how many students can be accommodated in each testing session.
- Keep a list of students who have registered to take the PERT.
- Forward a copy of this form to your MDC Testing Director at least 10 business days before the first test is scheduled.

Testing Session:	Testing Session:	Testing Session:
Date:	Date:	Date:
Time:	Time:	Time:
Student Name	Student Name	Student Name
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.
13.	13.	13.
14.	14.	14.
15.	15.	15.
16.	16.	16.
17.	17.	17.
18.	18.	18.
19.	19.	19.

20. 20.

Duplicate as needed.

MIAMI DADE COUNTY PUBLIC SCHOOLS

ADMISSION TICKET

for

Postsecondary Education Readiness Test (PERT)

At Miami Dade College

Student Name:	
High School ID Number:	Current Grade:
MDC ID Number:	
High School:	
Testing Date:	Testing Time:
Campus:	-

IMPORTANT

On the day of the test, you must:

- Bring this admission ticket to the test center.
- Be on time for your appointment.
- Have valid photo identification such as a Florida driver's license, State of Florida identification card, unexpired passport, recent alien residency card, military ID, tribal ID, or identification letter on school letterhead with a recent photo.
- Students are not permitted to use dictionaries, books, notes, calculators, or electronic devices (including cellular phones). Scratch paper will be provided by the test administrator for student use during the mathematics sections of the test.*

* Note: A pop up calculator will appear on selected items of the mathematics test.

Miami Dade County Public Schools Registration For For Postsecondary Education Readiness Test (PERT) At Miami Dade College

Student Name:			
High School ID Number:			
MDC ID Number:	 		
Permanent Address:			
Phone Number:		Birth Date:	
High School Name:			
High School Location Code:		Current Grade:	
Campus:			
	Date	 Testing Time	

IMPORTANT:

 You must have a valid photo identification such as a Florida driver's license, State of Florida identification card, unexpired passport, recent alien residency card, military ID, tribal ID, or a identification letter on school letterhead with a recent photo.

NOTE: School-issued student identification cards are acceptable for admission to the test. If you do <u>not</u> have an acceptable form of photo identification, see your guidance counselor to obtain an identification letter on your school's letterhead.

For additional ID information, visit www.mdc.edu/testing_information/ and click on Other Testing Information; then Testing Requirements and Acceptable Identifications.

You must have an admission ticket.

Comments (Counselor Only)