

State agencies will be notified of missing booklets, and requested to take appropriate action to insure that all tests are returned to CAUSE II.

TEST ADMINISTRATION

Numbered CAUSE II test booklets are being distributed to State agencies for redistribution to local offices. All test booklets received must be kept under security.

National testing is scheduled for about June 12, 1965. The State agency may set the hour and place for testing. The test for administration time is 2-1/2 hours, exclusive of time used in filling out the reference cards and checking over the application forms. It is not a speed test; many applicants will complete the 110 items in less than the allotted time. But the full 2-1/2 hours should be allowed for slower applicants. The applicant will answer the test on the Test Answer Sheet side of the Application Answer Sheet. No more than one answer is permitted for each question, and there should be at least one answer for each question. The applicant should use a soft pencil, preferably a No. 2.

When applicants assemble to take the test at the date and hour fixed by the State agency, they should be seated so that they have room enough to work without being able to see each other's answer sheets. If there are more than 20 applicants, there should be one or more proctors to help the test administrator, with one proctor for every additional 20 applicants. Thus, for 21 to 40 applicants, the administrator of the test should have one proctor to help him; for 41 to 60 applicants, he should have two proctors.

The test booklets should be distributed, one to each applicant, after all the applicants have been seated and are ready. In addition to the test booklet, each applicant should be supplied with a piece of scratch paper, and make sure that he has a soft pencil for marking his answers.

After the test booklets have been distributed, the following instructions should be read, loudly, clearly, and slowly, so that each applicant can hear the directions.

INSTRUCTIONS TO TEST APPLICANTS

"Applicants for both Counselor Trainee and Master Degree Counselor will take the same examination. You should keep this in mind since, for this reason, some of the questions may seem to you to be unusually difficult or unrelated to your knowledge and experience. All questions must be read and considered carefully, and you are to give the best answer you can to every item. This examination alone will not determine whether you are accepted for CAUSE II. Examination results are one factor in the selection process. Other factors that will be considered are your background of training and experience, as contained in your answers to the Application Questionnaire, and references provided by the people whose names you have supplied."

"Now open your test booklet and read the directions." (Allow sufficient time for the applicants to read the directions.)

"Do you have any questions?" (Answer any questions about procedures.)