

"Mark your answers only on the Test Answer Sheet. Do scratch work on the blank paper which has been provided. But make no marks in the test booklet, or on the answer sheet, other than your answers. You will have 2-1/2 hours to complete the test. It is not a speed test, and you should have plenty of time to finish all the items."

Applicants who finish the test before the time limit may turn their Answer Sheets and test booklets in to the test administrator when they are finished. Their Answer Sheets may be inspected for completeness at that time. The administrator should be sure that the applicant has filled out the Master Card and the reference cards before the applicant leaves, if the applicant had not already done so.

When the 2-1/2 hours are up, the following instructions should be given:

"Stop. The time is up for the test. I will now collect your Answer Sheets and test booklets. Those of you who have not yet filled out reference cards, Master Cards, and entered an Identification Number on your Answer Sheet will be asked to remain to complete these parts of the application process. Those who have completed all forms may leave when their test booklets and Answer Sheets have been collected."

As the Answer Sheets and test booklets are collected, making sure that every test is returned, the administrator should check to make sure that each applicant has filled out the Master Card and reference cards, and entered his Identification Number on the Answer Sheet, as described earlier in this letter. Those applicants who have not completed these materials should retain their Answer Sheets until the other applicants have had a chance to leave, at which time the administrator should distribute the 9-card packs, and give the instructions for filling out the code box on the Answer Sheet, and for filling out the cards, as described earlier in this letter.

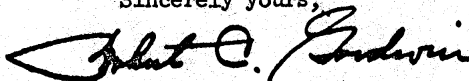
The collected test answer sheets should be mailed, air special, immediately upon conclusion of the testing session to:

Project CAUSE II
P.O. Box 196
Fairless Hills, Penna. 19030

State agencies will be notified of the date to return test booklets in a later letter. Test booklets must be kept secure at all times until returned.

Rescissions: None

Sincerely yours,



Robert C. Goodwin
Administrator

Attachments (2)

1. Check Sheet for Project CAUSE II Application Taking.
2. Youth Opportunity Program - Trainee Test Control Form.