



Paper Based Testing for Previously Administered Forms

Version: 1.0
Effective from: November 2022
Classification: Public

In some circumstances, a Test Taker may be assigned a form which was previously taken with ETS. To avoid Test Taker Displacement, you may immediately administer a Paper Based Test form following the instructions below.

COMPUTER BASED TESTS

- Select a test form that has not previously been administered and allow the Test Taker to immediately begin testing.
- Contact the PSI Help Desk at 1-844-562-0512 to request an Excused Absence prior to rescheduling the Test Taker.
- Document the form provided on an Irregularity Report (IR) to be submitted with the Paper Based answer sheet.

You must now schedule the Paper Based Test to ensure there is an associated Result ID and Stream Name provided.

Form and Schedule details are required to ensure accurate scoring and timely reporting.

PAPER BASED TESTS

- Select a test form that has not previously been administered and allow the Test Taker to immediately begin testing.
- Document the form provided on an Irregularity Report (IR) to be submitted with the Paper Based answer sheet.

New forms will be provided in January 2023 to eliminate the possibility of a previously assigned form being presented to a Test Taker.

Paper Based Testing Reminders

- The Stream Name is provided upon check-in. This is the Test Code found on the back of the test form booklet that must be bubbled in box 7 on the answer sheet to allow for scoring.
- The Result ID; which is the Appointment Number that must be bubbled in box 4 on the answer sheet, is also provided upon check-in.
- Scores will be significantly delayed if the Stream Name and Result ID are not provided on the Test Takers' answer sheets.