

DSPF Theory Test Administration Guidelines

To ensure that all local chapters follow the same procedures for administering the theory tests, these guidelines have been developed.

Before DSPF Event

1. Using the practice tests found on the PMTA DSPF website is encouraged to help students prepare for the actual tests.
2. The actual tests MAY NOT be shared ahead of time with anyone.

At DSPF Event

1. Tests MAY NOT be administered prior to the day of the local event.
2. Tests MUST be administered at the local event, in the common testing space.
3. At least two teachers or adult proctors must be assigned to the theory room at all times. Audition chairs are required to contact the DSPF chair for permission to have only one supervising teacher.
4. Only the students taking the tests and the two teachers should be in the testing room.
5. At no time may anyone coach a student on how to answer the test questions.
6. Teachers proctoring the tests MAY NOT inform students of mistakes or encourage them to correct any mistakes.
7. Teachers may inform students of any skipped answers (it is possible for a student to miss a section). However, teachers may not inform a student when something is completed in error.
8. The testing room should be kept as quiet as possible at all times.
9. Tests should be graded in a different room, away from the testing room.
10. The teachers who are grading the tests MAY NOT grade their own students' tests. There should be at least two teachers in the grading room.
11. If a student requires special accommodations for any reason, the request should be communicated to the local chairperson before the event, and arrangements should be made in advance. Do not wait for the day of the event to make this type of request.