AMERICAN
mensa
LTD.

Test Procedures Manual

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The High IQ Society

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1.0 Introduction

By Dr. G. Frank Lawlis, Supervisory Psychologist

One of the most important elements of American Mensa is the proctor system, which consists of a network of several hundred proctors who administer the supervised tests to qualify prospects for Mensa membership. Each month, many prospective Mensans are given proctored tests by one of these approved administrators who, quite often, are the first Mensa contact these prospects may make.

The purpose of this manual is to provide answers to questions and concerns expressed by both proctors and prospects. All local groups have either a testing or proctor coordinator in addition to proctors. The testing or proctor coordinator handles the testing-related details for the group, including finding suitable testing sites and making testing arrangements with prospects. The coordinator also serves as a liaison between the proctor and the local group as well as between the proctor and the prospects. We have tried to cover the important information for all of these positions.

Our proctors perform a valuable service on behalf of Mensa. If you have any questions or simply need to order testing supplies, please contact the testing and admissions coordinator, who is available to assist you. The testing and admissions coordinator may be reached at the American Mensa National Office by email at Admissions@americanmensa.org or at the following address:

American Mensa, Ltd.
1229 Corporate Drive West
Arlington, TX 76006-6103
Phone 817/607-0060 X129
Fax 817/649-5232

2.0 The Proctor Network

2.1 The Proctor's Role

The proctor is often the first Mensa representative that potential members meet. The work performed by the proctor is of incredible value to Mensa, contributing in large part to the healthy growth of the society. The proctor's perspective and opinion of Mensa often determines whether or not successful candidates accept membership.

Although not an elected officer of the local group, the proctor has an important responsibility to the local group. In addition to hosting test sessions, the proctor is expected to work closely with the group's LocSec and should keep the group informed as to when test sessions are scheduled. After a test session, a knowledgeable group member might speak to the prospects about Mensa membership and local group activities.

2.2 A Proctor's Term

The appointment for a proctor runs from the date of appointment to March 31 of the next membership year. Proctors are automatically renewed for another year during the first calendar quarter of any year, unless membership has lapsed or the group informs the National Office that a change might be necessary. Of course, a proctor may be replaced for just cause at any time during the year. (See the "Removing a Proctor" section.) At appropriate intervals we will request re-certification to ensure all proctors meet any subsequent requirements set forth by the testing companies.

2.3 Testing Coordinator

The testing coordinator may handle the administrative details of a local group's testing program and may act as the liaison between the proctors and the local group as well as between the prospects and the proctors.

The names of prospects eligible for supervised testing are sent to the testing coordinator when designated by the LocSec (please see the "Monthly Distribution" section). The coordinator's name also appears as the main contact on all notification letters to the prospects. The coordinator may assign prospects to the most convenient proctor for testing, work with the proctors to locate testing sites, make sure proctors have ample testing supplies on hand, ensure candidates are aware of the score reporting policy and be the one responsible for ensuring that the testing fees are sent to the National Office.

Testing coordinators will receive application status information on proctors-in-training in their group as these potential proctors complete their requirements. They can also request from the National Office the following:

- *Proctor Prospect Search Listing.* The list includes members of their group who have at least a four-year degree (one of the proctor requirements) and have an interest/occupation in psychology or education.
- *Group Proctor Listing.* This is a list of current, past and in-training proctors.

The testing coordinator, along with all other testing officers, will receive *InterLoc*, the officers' information publication, which is sent 10 times a year. The *Proctor Update*, with relevant testing information and policy changes, is sent quarterly.

Since the testing coordinator does not administer tests and is appointed by the LocSec, it is not necessary to submit a proctor application to the National Office for approval. If the LocSec has not assigned a volunteer coordinator, the LocSec will assume the position of testing coordinator until the National Office is notified that one has been assigned. When a testing coordinator is appointed or when there is a change, the LocSec should provide written notification to the National Office and confirm the distribution of testing mailings. Appendix D has an Officer/Distribution Change Form to be completed by your LocSec to report any necessary changes. This form is also available on the American Mensa Web site (www.us.mensa.org/officerresources)

2.4 Proctor Coordinator

The proctor coordinator, in addition to the responsibilities of the testing coordinator, also administers supervised tests to prospects.

A proctor coordinator's qualifications must meet the criteria established by the AML supervisory psychologist. Individuals interested in this volunteer position should send an application endorsed by the LocSec to the National Office.

2.5 Proctor

The proctor administers the tests to prospects wishing to qualify for Mensa membership. The proctor coordinator for each group makes arrangements with the proctors for administering the supervised tests.

The proctor must meet the criteria established by the AML supervisory psychologist. Applications are available from the National Office (or your LocSec). An application must be endorsed by the LocSec, RVC or two members of the local groups ExComm before it is sent to the National Office for approval and appointment. Please see Appendix E for a copy of the Proctor Application and instructions.

2.6 Proctor-in-Training

A proctor-in-training is a member who has submitted an application for becoming a proctor and has been given permission to begin training (see "Proctor Requirements" on the proctor application in Appendix C). They also receive *InterLoc* and the Proctor Update.

2.7 Removing a Proctor

A request to remove a proctor must be made in writing to the National Office, with documentation demonstrating cause for the removal (e.g., failure to show up at a test session, failure to observe testing standards, etc.). The Supervisory Psychologist may remove a proctor if they have received sufficient complaints or if the proctor has not complied with all rules and procedures. The supervisory psychologist will consult with the executive director of American Mensa before making a final decision on removal.

2.8 Monthly Distribution

By the 9th of each month, the National Office mails each group several types of information. A complete list of monthly distribution materials is available via the American Mensa Web site (www.us.mensa.org/officerresources). The following might be helpful for proctor/testing coordinators to receive:

Prospect listing and labels – monthly
Distribution: One label run/listing to any local group designee, both together or to separate individuals
Authorization: LocSec

These reports and labels reflect prospect requests received during the reporting month. A prospect request is defined as a request for a membership brochure, local testing information, or the Mensa Home Test. The prospect listing may reflect multiple requests per individual during the reporting month, and individual may be listed on concurrent monthly listings if requests are made. It is suggested that these prospects be contacted immediately with scheduled test dates. Delays reduce effectiveness of this test candidate source.

Recommended uses: encourage testing at the local level, target specific request types (e.g., Mensa Home Test sales), extend invitations to local group events and send sample issues of the local group newsletter.

Appendix B has an Officer/Distribution Change Form for your LocSec to make any necessary changes. This form is also available in the above-mentioned section of the American Mensa Web site (www.us.mensa.org/officerresources).

2.9 Proctors and Mensa Insurance

All testing sessions are covered by Mensa's liability insurance. Contact the National Office if your testing venue needs a certificate of insurance.

In the event of any accident or occurrence that might involve this policy, notify the National Office and your LocSec immediately. Failure to file a report could result in denial of coverage or denial of the claim, so a report should be made regardless of the amount involved. In addition, all lawsuits and summonses should be reported to the National Office so that a response can be prepared and filed within the time allowed.

Testing in a private residence is discouraged for several reasons, among them, AML insurance may not cover issues. Your private insurance coverage is primary, Mensa liability insurance coverage is secondary.

These summaries are for information purposes only. The actual policy provisions control the extent of the insurer's liability and the handling of any claim. Mensa reserves the right to change the coverage provided at any time and without prior notice.

Some facilities require a Certificate of Insurability. Please see Appendix B for information on requesting and attaining a certificate.

3.0 At the Test Session

3.1 General Testing Information

The tests are scored at the National Office and letters are sent to the prospects with an invitation to join Mensa if the test scores have met our requirements. The Wonderlic and the Mensa Admission Test are the two tests that Mensa usually administers. A culture-free battery is also available.

Prospects may not take the Mensa admission tests more than once unless approved by the supervisory psychologist because of extraordinary circumstances.

The non-language battery of tests are recommended when prospects have a physical challenge or are language-challenged. Prospects can take the non-language battery of tests as an alternative means to join Mensa if they fail to score at the appropriate level on the Wonderlic and the Mensa Admission Test and schedule for another session (charged as if no test was administered). The applicants who take the non-language tests and did not reach acceptable scores for admission may also take the Wonderlic and Mensa Admission Test as alternative avenues for admission.

3.2 Test administration

Two tests are given at each regular test session — the Wonderlic Personnel Test and the Mensa Admissions Test. A prospect must take both but needs to score at or above the 98th percentile on only one of the tests. These tests must only be given to those ages 14 or older, since our tests are not normed for people under 14 years of age. (Younger prospects may apply for admission to Mensa by submitting alternate evidence of qualification or "prior evidence.") Since the testing is conducted in groups, there is no available individual tests offered for those individuals in need of specialized needs, such as visionally challenged or learning disabled.

It is not mandatory that one test be administered before the other. Some feel if the Wonderlic is given first, it may create excessive candidate test anxiety because it is a timed (short) test, (12 minutes of actual testing); however, for others it may also relieve some anxiety because of its brevity. There may be an advantage to the possible issue of some applicants showing up late who could take the shorter test last when others have gone. A break of at least 15 minutes should follow the first test, and then the second test is administered. A test session that starts at 1 p.m. should usually be completed at 3 p.m.

The non-language battery of tests consists of the Cattell B Culture Fair and the SRA Pictorial. A prospect takes both tests but needs to score at or above the 98th percentile on only one of the tests. The Cattell B Culture Fair is a timed test and the SRA is untimed. Applicants should be encouraged to finish within two hours. After an hour, if candidates have made no marks on the answer sheet for the SRA, you might assume that the candidate is finished and offer to take the test away.

3.3 Cheating

As a general rule, keep your eyes on the test session and walk around the room frequently. If you see cheating, walk over quietly and inform the applicant that his/her test will be invalidated for not following procedures. Remove the test. If it is the first test, tell the prospect he or she will be allowed to take the second. If it is the second, tell the prospect that only the first test will be scored. The Proctor should not include the test in the materials to be scored but should include a report on the occurrence.

Cellular phones must be turned off and be off of the table. Do not allow phones until all test materials are collected due to phone photo capability and test security.

If other prospects see that cheating is allowed to continue, the reputation of the Mensa testing program may suffer.

3.4 Unexpected occurrences

If there is an unexpected occurrence (e.g., a fire alarm goes off) during a test session, please document the event thoroughly and include it in the packet of testing materials that you return to the National Office.

3.5 Parental Consent

Proof of age must be provided since it affects scoring. Make sure each applicant is over the age of 14. If the applicant is age 14-15 and does not have a picture ID from their school or other source, a birth certificate can be used.

To encourage parental involvement and ensure the safety and security of our potential members, we require parental consent for testing of children under the age of 18. These forms must be signed by the parent and returned with the completed test. Parental consent forms can be obtained by contacting the National Office or by visiting (www.us.mensa.org/officerresources).

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4.1 Summary of Instructions for use at Supervised Test Sessions

Although it is important for you to read the Proctor Handbook prior to conducting your first test session, we are providing you this summary of the Handbook to take along to the test sessions, together with the INSTRUCTIONS FOR ADMINISTRATION of the Wonderlic and the Mensa Admissions Test. Good luck!

1. The Mensa Admissions Test battery is given to determine admission into Mensa ONLY. Prospects will be notified whether or not they met the qualifications to join Mensa, not of their individual score.

2. Do not test in your home, as phone calls, unexpected visitors, children and other distractions can affect one's test performance. There is also a significant liability issue because any accident or unfortunate event might become a legal suit against you and Mensa. Although there is a small likelihood, there is some risk to you if an applicant knows your address.

3. Include a map and parking instructions in the notification letter for those not familiar with the testing location. Put a sign on the building door and testing room for candidates.

4. To avoid any problems at the test session, be sure that the invitation to prospects mentions the availability of the non-language battery of tests for dyslexic prospects, those who have indicated English is not their main language and those whose physical condition prevent them from taking our tests.

5. Take the list of prospects who signed up for this session.

6. Arrive at the test site early and ensure that the room temperature is comfortable, lighting is adequate and that there is no piped in music or other distractions inside or outside of the room and/or building that might disturb the prospects.

7. Be certain that a sufficient supply of tests and answer sheets is taken to each test session. Order additional supplies from the National Office at least three to four weeks before the test session. Bring extra, sharpened pencils.

8. Provide adequate desk or table space for each candidate. Do NOT have the candidates share desks.

9. Please ask all candidates to clearly print their name, complete current address, date of birth and all required data on the Candidate Information Forms. Please instruct all candidates to use the same name, and in the same form, as on any prior correspondence with the National Office. Also, instruct that if their name and/or addresses have changed since initial contact was made, the old and new information should be included on the Candidate Information Form indicating which is which. Age corrections are made so complete birth date is important.

10. Smoking should NOT BE PERMITTED during the testing session or in the testing room.

11. Check I.D. against the candidate information form. All candidates must be 14 years of age or older since our tests are not normed for under the age of 14. Proof of age must be provided since it affects scoring. Make sure each applicant is over the age of 14. If the applicant is age 14-15 and does not have a picture ID from their school or other source, a birth certificate can be used.

    To encourage parental involvement and ensure the safety and security of our potential members, we require parental consent for testing of children under the age of 18. These forms must be signed by the parent and returned with the completed test. Parental consent forms can be obtained by contacting the National Office or by visiting (www.us.mensa.org/officerresources).

12. Ask the prospects if they have ever taken either of the tests before. If anyone indicates that they have previously taken both the tests, politely ask him/her to leave the room, since it is a general rule that our tests may not be taken a second time. If you have the prospect's check, return it to him/her. If the candidate prepaid for the test, inform him/her that the money will be refunded at a later date if you do not have the check with you. If they have only taken one of the tests, the one that has not been administered may be taken. However, the prospect must take it at the same time as the other prospects are taking it. If they have not taken the Wonderlic, they may leave right after the Wonderlic is given. If they have not taken the Mensa Admission Test, the updated

    California Test of Mental Maturity, they should wait outside the testing session until the break and then rejoin the other prospects for the testing session. If a candidate has taken both the Mensa Admission Test and the Wonderlic, they may take the Cultural Fair Battery for an additional $30 fee.

Start the test session promptly at the scheduled time. Do not wait for late arrivals.

14. The story read as part of the Mensa Admission Test must be read clearly. It is recommended that your order a free tape from the National Office if you do not wish to read the story yourself.

15. Make certain that all prospects can hear you when speaking.

16. Make certain that prospects do not mark answers until told to begin.

17. Be certain that test sections are timed precisely.

18. Talking, note taking, cell phones and calculators are NOT allowed during the testing session. No mechanical aids of any kind are permitted.

19. If a test prospect finishes a test before the allotted time is called, he/she should lay down his/her pencil so that you know that he/she is finished. This will allow you and the prospect to go on if everyone completes one section ahead of time.

20. A clock, stop watch or timer with a sweep hand visible to the candidates is recommended. Candidates should be given a one minute warning between sections by announcing (or writing on the blackboard) that time will be up.

21. Please make every attempt to quiet pencil drummers, those who mutter to themselves aloud and others who make distracting sounds.

22. Please do not talk to another proctor or "watcher" or chat with a prospect who may be finished earlier than the others during a testing session.

23. Complete answer sheets should be mailed to the National Office or returned to the proctor or testing coordinator for mailing to the National Office within 3 days.

24. Scantron® answer sheets are used for the Mensa Admission Test. Remind prospects to bubble in answers or erase completely and that they are not to make any marks in the test booklets.

4.2 Instructions for Administering the Mensa Admissions Test

(Distribute answer sheets, pencils and scratch paper)

SAY: Does everyone have an answer sheet and pencils? Now, take the Mensa Admission Test Scantron® answer sheet, and print your name, address and date of birth. *(Give candidates time to fill in the information.)*

SAY: My name is _____. Put my name below your information.

SAY: These tests are scored on the number right. There is no penalty for guessing. If you cannot do a question, skip it and go on. Answer as many questions as you can. If you have time, IN THE TIME LIMITS PROVIDED FOR EACH TEST, go back and do any additional questions.

SAY: Has everyone completed that information?

You will mark all of your answers to the test on your answer sheet. Do not crease or fold the answer sheet. To do so may lower your score.

The directions for marking your answers on the answer sheet are to make a heavy, black mark in the answer space under the number or letter of the answer you think is correct. *(Demonstrate, if necessary.)*

SAY: If you make a mistake or wish to erase an answer, do it this way. Erase the old answer completely, then make a heavy, black mark for the answer you think is correct. Be sure the old answer is completely erased.

You will now be given a copy of the test booklet. DO NOT WRITE OR MARK IT IN ANY WAY. Remember, you are to mark all of your answers on the answer sheet. DO NOT OPEN THE TEST BOOKLET UNTIL TOLD TO DO SO. *(Distribute a test booklet, face up, to each candidate.)*

SAY: The test you are going to take is called the "Mensa Admission Test". Before we start, make sure the cover of your booklet is facing up and the booklet is closed.

SAY: Before beginning the first test, I am going to read you a short story. Note taking is not allowed during the story. Please put your pencils down on the table. Relax and be comfortable, but listen carefully so that you will remember what you hear. You will be asked some questions about the story later. The name of the story is, *(Examiner pause and emphasize),* "An Early Drama".

(Read the following story in the clear, steady tone of voice used for story telling or reading. Repeat the title before starting the story. Standing is preferable.)

AN EARLY DRAMA

Before dawn, in a field near a small Greek village, forty men robed in animal skins assemble on a flat, circular area, which usually serves as a threshing floor. In the middle of the floor an altar has been erected. The men are called the *chorus* and, collectively they are considered one actor in the drama that is about to unfold. They stand quietly in the semi-darkness, in a circle about the altar. Gradually, more people arrive, but instead of joining the chorus in the circle, these late arrivals gather about the edge of the acting area. They speak to each other only in whispers, as if eagerly awaiting some exciting event. Finally the eastern sky becomes suffused with color, heralding the coming of the sun. An expectant hush falls over all of the people in the field. Then, as the first rays of the morning sun shoot brightly across the sky, the action begins.

An unseen drum, hidden somewhere behind the spectators, begins to throb, slowly and insistently. The chorus begins to circle the altar, each member's bare feet pounding in unison on the hard-packed earth. Slowly, the thin, clear note of a reed flute rises above the other sounds, in a wailing oriental rhythm, and the drum adjusts its steady marching beat to the music of the flute.

Suddenly, the flute and the drum both stop, and there is complete silence. The chorus faces the altar. The men raise their arms in unison and cry, "Io, (Eye'oh), Dionysos (Dy'o-ny'sus). Smile upon our crops."

Now, the flute and the drum resume, and the chorus again begins moving in a circle about the altar, chanting a hymn to the god, Dionysos. The music becomes wilder, and the feet of the dancers move more swiftly, following the rapid beat of the drum. Then the flute strikes a high, piercing note and everything stops.

Onto the performance area steps a new figure, clad in the flowing robe, which designates him as the high priest of Dionysos. He is the leader of the chorus and is called the *choragus* (ko-ra'gus). He becomes the second actor in the drama.

The drum and the flute again play, slowly at first and then gradually become faster and wilder. Following the lead of the choragus, the chorus chants the story of their god—of his birth from the thigh of Zeus (Zoos), of his early life among the nymphs of Asia Minor, and of his mission in Greece.

The action nears its climax. The chorus is dancing wildly about the altar, chanting the ending of the Dionysos story. Suddenly, the flute reaches another high note that trills out above all other sounds. The men of the chorus drop to their knees, facing the altar. Everything stops as the note of the flute screams out. Then the flute stops, too; the action is over, and the spectators go quietly home. They have witnessed both a drama and a serious religious rite.

This play, probably never performed exactly as it is here described, took place in ancient Greece, before the practice of keeping historical records. Only from small fragments of such plays, observations about them in other writings of the period and pictures of them on ancient pottery, can we gather any information about them. However, from these simple dramas, called *dithyrambs*, came the plays of the great Greek Golden Age, and the plays of the Golden Age are probably the most important ancestors of our own drama today.

(Pause after finishing the story.)

SAY: That is the end of the story. Remember, you will be given some questions about it later. Now, open your booklet to the first page and fold it back so that Test 1 shows. *(Demonstrate---See that all candidates have found Test 1.)*

SAY: You will see the word "Stop" printed in the box at the bottom of this page. *(Demonstrate)*

SAY: This means that you are not to turn the page until told to. If the word "Go" is in the box, you are to go on to the next page and keep working until you see the word "Stop". If your pencil breaks or will not write, hold it up and you will be given another one.

Test 1 (Items 1-15)
TIME LIMIT: 4 MINUTES

SAY: Look at the directions at the top of Test 1. The directions state: "In each row there is one picture that shows something which is the OPPOSITE of the first picture. Find it and mark its number on the answer sheet."

Look at the pictures of hats in the first row by the letter A. *(Demonstrate)*

SAY: The first picture shows a real hat. Look at the other pictures of hats in the same row. Find the picture that is the opposite of the first picture—the one with a difference. *(Pause to allow all candidates sufficient time to answer.)*

SAY: The toy hat is the correct answer because it is the opposite of the real hat. The toy hat has a number 3 under it. Now, find the answer space for Sample A on your Scantron® form.

(Indicate the answer space of Sample A on the answer sheet. Be sure that the candidates have found it.)

SAY: Mark the number that is the correct answer for Sample A . *(Pause)*

You should have marked number 3. *(See that the candidates have marked the sample correctly.)*

SAY: In each row, you are to find something that is the opposite of the first picture. Mark your answers in the same way that you did Sample A. If you have any questions about what to do or how to mark your answers, raise your hand and you will be helped at your seat. You have 4 MINUTES in which to complete as much of Test 1 as you can, beginning with number 1. *(Pause)*

SAY: Begin working now.

SAY: *(After exactly 4 MINUTES)* Stop. Now, turn your booklet over so that only Test 2 shows.

Test 2 (Items 16-30)
TIME LIMIT: 4 MINUTES

SAY: Look at the directions at the top of Test 2. The directions state: "The first three pictures in each row are of things which are ALIKE in some way. Decide how they are alike, then find the picture to the right of the dotted line that is most like them and mark its number on the answer sheet".

Look at the pictures in the first row, by the Letter B. *(Demonstrate)*

The three pictures to the left of the dotted line are alike because they show something to wear. Look at the other pictures in the same row. Find the one that is similar to the first three pictures. *(Pause to allow all candidates sufficient time to find the answer.)*

SAY: The shirt is the correct answer because it is also something to wear. The shirt has a number 2 under it.

Now find the answer space for Sample B on your answer sheet. *(Indicate the answer space for Sample B on the answer sheet. Be sure that the candidates have found it.)*

SAY: Mark the number that is the correct answer for Sample B on your Scantron® form. *(Pause)*

SAY: You should have marked number 2 on your answer sheet. *(See that the candidates have marked the sample correctly.)*

SAY: In each row, you are to find the picture that is most like the first three pictures. Mark your answers in the same way that you did in Sample B. If you have any questions about what to do or how to mark your answers, raise your hand and you will be helped at your seat. You have 4 MINUTES in which to complete as much of Test 2 as you can, beginning with number 16. *(Pause)*

SAY: Begin working now.

SAY: *(After exactly 4 MINUTES)* Stop. Now, turn the page and fold it back so that only Test 3 shows.

Test 3 (Items 31-45)
TIME LIMIT: 4 MINUTES

SAY: Look at the directions at the top of Test 3. The directions state: "In each row, the first picture is related to the second. The third picture goes with one of the four pictures to the right of the second dotted line in the same way. Find the related picture and mark its number on the answer sheet".

Look at the pictures in the first row, by the letter C. *(Demonstrate)*

You see a hat, a head and a boot; and then gloves, a stethoscope, a fork and a foot. The first two pictures go together because a hat is worn on the head. Now, look at the picture of the boot, and then at the other pictures in the same row. Find something that goes with the boot in the same way that the hat goes with the head. *(Pause to allow all candidates sufficient time to find the answer.)*

The foot is the correct answer. A boot is worn on the foot just as a hat is worn on the head. The foot has number 4 under it.

Now, find the answer space for Sample C on your answer sheet. *(Indicate the answer space for Sample C on the answer sheet. Be sure that the candidates have found it.)*

SAY: Mark the number that is the correct answer for Sample C on your Scantron® form. *(Pause)*

SAY: You should have marked number 4. *(See that the candidates have marked the sample correctly.)*

SAY: In each row, you are to find something that goes with the third picture as the first picture goes with the second. Mark your answers in the same way as you did Sample C. If you have any questions about what to do or how to mark your answers, raise your hand and you will be helped at your seat. You have 4 MINUTES in which to do as much of Test 3 as you can, beginning with number 31. *(Pause)*

SAY: Begin working now.

SAY: *(After exactly 4 MINUTES)* Stop. Now turn your booklet over so that only Test 4 shows.

Test 4 (Items 46-60)
TIME LIMIT: 5 MINUTES

(THESE DIRECTIONS ARE DIFFICULT. PLEASE ENSURE THAT YOU READ THEM VERY CAREFULLY)

SAY: Look at the directions at the top of Test 4. They state, "Each problem tells you that a certain number of coins will add up to a certain amount of money. You are to find the correct number of coins of each kind — cents, nickels, dimes, quarters and half-dollars. Four possible answers are found beneath each problem. These refer to the combinations of coins in the right-hand column from which to select the correct answer. Work the problem mentally (no scratch paper). Find the letter of the answer you get among those in the right-hand column, and mark the answer sheet accordingly".

Now, look at Sample D. *(Demonstrate)*

It shows that six coins will make ten cents. Under those words you will see the letters a, b, c, d. *(Demonstrate)*

Find the letter that is the correct answer for Sample D on the answer sheet. *(Pause to allow all candidates sufficient time to find the answer.)*

SAY: The correct answer is d, because five cents and one nickel will make ten cents.

Now, find the answer space for Sample D on your answer sheet. *(Indicate the answer space for Sample D on the answer sheet. Be sure that the candidates have found it.)*

SAY: Mark the letter that is the correct answer for Sample D on your Scantron® form. *(Pause)*

SAY: You should have marked the letter "d". *(See that the candidates have marked the sample correctly.)*

In each row, you are to decide what combination of coins will make the number and amount asked for. Use the small letters under each problem to help you find the correct answer among the choices in the answer box at the right of the page. Mark your answers in the same way that you did Sample D. If you have any questions about what to do or how to mark your answers, raise your hand and you will be helped at your seat. You have 5 MINUTES in which to do as much of Test 4 as you can, beginning with number 46. *(Pause)*

SAY: Begin working now.

SAY: *(After exactly 5 MINUTES)* Stop. Now turn the page and fold it back so only Test 5 shows.

Test 5 (Items 61-70)
TIME LIMIT: 7 MINUTES
(Scratch paper needed)

SAY: Look at the directions at the top of Test 5. The directions state "Work these problems. Use scratch paper if necessary. Mark the letter of each correct answer on the answer sheet".

Now, look at Sample E. *(Demonstrate)*

SAY: It says: If a man earned $25.00 and spent $10.00 how much money would he have left?" *(Pause to allow candidate sufficient time to find the answer.)*

SAY: The correct answer is $15.00. It has a small c in front of it.

Now, find the answer space for Sample E. *(Indicate the answer spaces for Sample E on the answer sheet. Be sure the candidates have found it.)*

SAY: Mark the correct letter that is the correct answer for Sample E on your Scantron® form. *(Pause)*

SAY: You should have marked the letter C on your answer sheet. *(See that the candidates have marked the sample correctly.)*

SAY: You have 7 MINUTES in which to do as much of Test 5 as you can, beginning with number 61. Mark your answers in the same way you did Sample E. If you have any questions about what to do or how to mark your answers, raise your hand and you will be helped at your seat. *(Pause)*

SAY: Begin working now.

SAY: *(After exactly 7 MINUTES)* Stop. Now, turn your booklet over so that only Test 6 shows.

Test 6 (Items 71-95)
TIME LIMIT: 5 MINUTES

SAY: Look at the directions at the top of Test 6. They state: "Choose the word that means the same or about the same as the first word, and mark the appropriate space on the answer sheet".

Now, look at Sample F. *(Demonstrate)*

SAY: The first word is "blossom". Find the word that means the same or about the same as "blossom". *(Pause to allow all candidates sufficient time to find the answer.)*

SAY: The correct answer is number 3, "flower".

Now find the answer space for Sample F on your answer sheet. *(Indicate the answer space for Sample F on the answer sheet. Be sure that the candidates have found it.)*

SAY: Mark the number that is the correct answer for Sample F on your Scantron® form. *(Pause)*

SAY: You should have marked number 3. *(See that the candidates have worked the sample correctly.)*

SAY: You will have 5 MINUTES to do as much of Test 6 as you can, beginning with number 71. Mark your answers in the same way that you did Sample F. If you have any questions about what to do or how to mark your answer, raise your hand and you will be helped at your seat. *(Pause)*

SAY: Begin working now.

SAY: *(After exactly 5 MINUTES)* Stop. Now, turn the page and find Test 7.

Test 7 (Items 96-120)
TIME LIMIT: 6 MINUTES

SAY: Test 7 has some questions about the story that was read to you a while ago. Look at the directions at the top of Test 7. They state: "Read the following items. Choose the number of each correct answer as told in the story, and mark the answer sheets accordingly."

Now, look at Sample G. *(Demonstrate)*

SAY: It says "The story read to you a while ago concerned a (1) novel, (2) play, (3) poem, (4) short story". Find the answer you think is correct. *(Pause to allow all candidates sufficient time to find the answer.)*

SAY: The correct answer is number 2, "play".

Now, find the answer space for Sample G. *(Indicate the answer space for Sample G on the answer sheet. Be sure that the candidates have found it.)*

SAY: Mark the number that is the correct answer for Sample G on your Scantron® form. *(Pause)*

SAY: You should have marked number 2. *(See that the candidates have marked the sample correctly.)*

SAY: You will have 6 MINUTES to do as much of Test 7, as you can, beginning with number 96. Be sure to notice the directions at the bottom of the page. Mark your answers in the same way that you did Sample G. If you have any questions about what to do or how to mark your answers, raise your hand and you will be helped at your seat. *(Pause)*

SAY: Begin working now.

SAY: *(After exactly 6 MINUTES)* Stop. This is the end of the test. *(Collect all scratch paper. It is important that candidates do not carry away items or information, which might invalidate the test for future use.)*

SAY: Close your booklets. Now, inspect your answer sheet. Are all of your marks heavy and black? If not, go over the light ones and darken them. Carefully erase any extra dots or marks on your answer sheets. If you changed any answers, make sure that the old answers are completely erased. See that your answer sheet is neat and clean. *(Allow candidates sufficient time to check their answer sheets and make any necessary corrections. Collect the test materials. Count the booklets and answer sheets to make sure all have been returned.)*

Revised 10/01. Please discard instructions printed before this date.

4.3 Instructions for Administering the Wonderlic

Say: Put all materials except the test and a pencil on the floor. Nothing else should be on your desk.

Say: Please print your name and today's date on the front cover in the space provided. Do not open the test booklet until I tell you to do so.

Say: Now we will review the instructions together. Read the first page carefully and work the sample problems. Do not turn the page until you are told to do so.

When all applicants have completed the sample problems:

Say: Are there any questions? It is very important that all answers are written in the brackets to receive credit.

Wait for any questions.

Say: This test consists of 50 questions. It is unlikely that you will finish all of them, but do your best. After I tell you to begin, you will be given exactly 12 minutes to work as many as you can. Do not go so fast that you make mistakes, since you must try to get as many right as possible. The questions become increasingly difficult, so do not skip about. Do not spend too much time on any one problem. I will not answer any questions once the test has begun. Are there any questions?

Have your stop watch ready.

Say: Please turn the page and BEGIN.

As you say BEGIN, start your watch. Allow exactly 12 minutes. At the end of that time:

Say: STOP! Lay down your pencils.

Make sure that no one continues writing.

Say: Close the booklets, please. Thank you.

Collect all test booklets, making sure you have one from each applicant.

Revised 9/01. Please discard instructions printed before this date.

4.4 Instructions for Administering the Cattell B Culture Fair

FORM B

TEST 1

Say: In this booklet are four tests, which are like four different games or puzzles. There are no words in them-only drawings. Each test has some examples for you to practice on so that you can see how to do it. Please do not turn any pages until I tell you. You are to mark your answers on the answer sheet you've been given and not in the test booklet. Please take the answer sheet to the Culture Fair Scale 3 Form B, and print your name, address and date of birth on it. Do not crease or fold the answer sheet.

Say: You will be given a copy of the test booklet. Do not write or mark it in any way. Do not open the test booklet until told to do so.

Say: Open your test booklets to Test 1. In the first example, look at the three boxes on the left at the top. (Point) Notice how the circle gets smaller and smaller as you go from the first to the third box. Choose the correct box from over here on the right to go in the empty box. (Point and pause) The right answer has been given to you in this first example. It's the third box, marked c, because it has a smaller circle just right to fill the fourth square here. (Point) Notice on your answer sheet under 'Test 1' that this answer, c, has been marked for you in this first example.

Now look at the second example. First, there is one line, then two, then three short lines. Which box will come next? (Permit an answer) Yes, it will be the box with four short lines in it. Fill in the box for e on your answer sheet. (Check that the answer has been marked correctly.)

Now look at the third example. The figure in the boxes is turning around to the right. The figure, which should be in the dotted square, should turn still more to the right. You choose the correct answer. (Pause) Which one is it? (Permit an answer) Yes, it's e again.

You can see that none of the other choices is quite right. When I tell you to start, go on and do the rest yourself. Begin with the first row just below the examples (Point) and work through this page to the bottom of the next. In each row, choose *just one* of the boxes on the right, which would correctly go in the empty box and mark it as your answer. You will probably not have time to finish them all, but work as quickly and carefully as you can. In all the tests you'll be taking, you may change your answer if you change your mind, but not after I say, 'Stop.' (Pause) Ready? Go!

After exactly 3 *minutes* say
Stop! Pencils down.

TEST 2

Say: Turn to Test 2. Look at the examples at the top of the page. Three of the boxes in each example have shapes that are alike in some way, but the other two are different from these three. In each row you are to find the *two* boxes that are different from the others. When you have found them, fill in, on your answer sheet, the *two* boxes that have the same letters under them as the answers you have chosen. In the *first* example, the two plain circles are different from the other three figures, and therefore they are picked out. They are answers b, and d and are marked for you as correct, because they are different from the other figures in that row.

Look at the *second* example. Find the *two* that are different. (Permit an answer) Yes, the filled-in dotted squares are different from the others, and so c and e are the answers to mark on your answer sheet.

You have the idea. Now, when I say, 'Go!' choose *two* figures in each row that are *different* from the others. Then quickly mark the two boxes that have the same letters as the ones you choose. Work as carefully and quickly as you can to finish as many as you can on these two pages.

After exactly 4 *minutes* say
Stop! Pencils down.

TEST 3

Say: Turn to Test 3. Look at the examples. In the large square there are four little boxes. Three of the boxes have drawings in them, but the drawing for the other square is missing. One of the boxes in the row at the right fits in the empty box. You are to choose the right one and mark the answer on your answer sheet.

In the first example, the second answer has been chosen because it fits best in the empty box. Answer b is therefore right and has been marked for you. Now look at the second example. Which is the answer? (Permit an answer) Yes, c, the dotted hand pointing to the right, fits the empty box best. Mark it on your answer sheet.In the third example, should we look for one bar or two? (Permit an answer) Yes, two; and should it be black or white? (Permit an answer) Yes, it should be white. So f is the correct answer. Mark it. When I say, 'Go!' start with the first row, just below the last example (Point) and find the little square that would look right in the empty box. Do both pages. See how many you can do. Ready? Go!

After exactly 3 *minutes* say
Stop! Pencils down.

TEST 4

Say: Turn over to Test 4. In the separate box of the first example (Point), there is a dot, which is *in* the four-sided figure but *not* in the circle. Now look at the row of five possible answers and see if you can find a drawing where you could put in one dot that will be in the four-sided figure but outside the circle. (Pause) None of the answers will work except the third one, c . This example shows that the dot can be inside the four-sided figure and outside the circle. The c is marked for you on your answer sheet.

Look at the second example. In the separate box the dot is inside *both* three-sided figures. In the answer boxes there is just one figure where you could put a dot in *both* three-sided figures. You can see that the correct answer is d . Mark it on your answer sheet.

In the third example, you notice that the dot is *in* the four-sided figure and *above* the curved line. The only figure in the row of choices where we can do this same thing is the second one, b. Mark the b on your answer sheet.

When I say, 'Go!' start with the first row under the heavy line. (Point) Look carefully where the dot is. Then find a box where you could do just the same, and mark the right letter on your answer sheet to show that figure as your answer. *Do not make any marks on the test booklet.* Is that clear? See how many you can do. Ready? Go!

After exactly 2 ½ *minutes* say
Stop! Pencils down.

Turn your booklet over. Look at your answer sheet and make sure your name and the other lines are all filled in.

Collect papers quickly to prevent changes.

4.5 Instructions for Administering the SRA Pictorial Reasoning

The SRA® Pictorial Reasoning Test is self-administering. Each person who takes the test should be given ample time to read the general directions and sample problems and to work the practice problems before the testing session begins. The examiner is to read them silently. The directions have been written at the sixth-grade reading level to facilitate understanding.

Each examinee should have a test booklet and two lead pencils. Before the directions are read with the examinee, he or she should print his/her name on the front cover of the test booklet. The examiner is to read the indented sections aloud.

> *Today we are going to take the SRA Pictorial Reasoning Test.*
>
> *Turn to the cover of your test booklet and print your last name followed by your first name on the name line.*

The examiner should check to see that all examinees are printing their names in the correct place.

> *Open your test booklet to the first page. I will read the instructions aloud while you follow silently.*
>
> *This is a test to see how carefully and quickly you can observe and reason. In the rows of pictures that follow, you will find that four pictures in each row are related in some way. Think of the way in which the four are alike. Notice that the one that is marked is different from the others in the row. In each of the four rows below, look at the pictures that are not marked and try to find a way that they are alike.*

Pause for a moment so that the examinees can look at the samples and see which ones are marked.

> *In the first row, four of the pictures are of musical instruments. The record player is different because it does not produce music directly in the way a musical instrument does. An "X" has been marked in box B beneath the record player. Notice that it would have been wrong to mark picture C because it is the only instrument that you beat, or to mark picture E because it is the only one with strings. All four pictures except the one of the record player are alike because they are musical instruments, and ONLY the record player repeats the sounds made by other instruments In the second row, the D square with the figure 4 in the center has been marked. Look carefully at the other four squares. In each, the number is placed in a corner of the square. The fourth square is different because it is the only one with a number centered within it. In the third row, the box D beneath the fourth man has been marked because each of the other four men is using his hands and making a motion that can be seen by others. Picture D shows the only man using his voice. Sample row 4 has five six-pointed stars. Two of the points in each figure have been darkened. In four of the figures the two black points are directly opposite each other. In figure C the black points are not directly opposite, so C is marked as the right answer.*
>
> *Look at the six rows of pictures below. You are to work these problems to help you understand how to do the test. First find the four pictures that are alike in some way, and then mark the one that is not like the others. Place an "X" in the lettered box of the picture you choose.*

Allow enough time for the examinees to mark the next six rows of pictures. When everyone has completed the practice problems, continue reading.

> *You should have marked box E in the first row because the two small figures are separated by the large figures in the other pictures, but here the small 0 and 1 are together. Box E in row 2 should be marked because the rest of the boats are moved by something other than motor power. Box A in row 3 should be marked because the other four have two black sections and this figure only has one. Box C should be marked in row 4 because all the other pictures contain one child and one adult. The pair in picture C are both children. In row 5, E should be marked because the other objects are used in indoor games and the bat and ball are used outside. Box E in row 6 should be marked because the other items can be made smaller or larger in some way, while this one cannot.*
>
> *When you are told to begin, you will mark one picture in each row on the next four pages. Try to find the way*

in which four of the pictures in each row are alike, and choose the one that is different. Carefully mark each choice with an "X" by marking heavily. Do NOT mark anything other than your answers and do NOT erase. If you want to change an answer, draw a circle around the box (like this: X). *Then mark your new answer. Be sure you understand how to work these problems.*

Are there any questions?

Directions for Untimed Administration

Work quickly, but try not to make mistakes. Select only ONE picture in a row. DO NOT ERASE, and remember to make all your marks heavy and black.

This is an untimed test. When you have finished, close your test booklet and put down your pencil.

Turn to the first page of test questions and crease along the binding so that the test booklet lies flat. Crease every page as you go along or your marks will not show up. Ready, BEGIN.

Check to see that the examinees are marking only one picture in a row and that their marks are heavy and black. If the marking is too light or each page is not creased, the mark may not register on the scoring grid. The checking procedure is particularly important if some of the examinees have had little or no experience in taking tests.

5.0 Appendix B

Samples of Frequently Used Forms
Please visit the American Mensa Web site (www.us.mensa.org/officerresources) or contact the Testing and Admissions Coordinator for the latest versions of the following forms.

Testing Materials Request Form *(for testing supplies)* B1
Materials Request Form *(for other materials)* B3
Testing Consent Form B5
Test Session Recap B7
Candidate Information Form B9
Officer/Distribution Change Form B11

AMERICAN mensa LTD.

Testing Materials Request Form

Member: _____ **Region:** _____ **Group:** _____

Member #: _____ **Daytime Phone:** ( ) _____

Send to: _____
mailing address city state zip code

❑ **Testing Coordinator** ❑ **Proctor Coordinator** ❑ **Proctor** **Test Date:** _____

Testing	**Quantity**
Mensa Admissions Test	
Mensa Admission Answer Sheet	
Mensa Admission Test Manual	
Wonderlic Test and Answer Sheet	
Wonderlic Instructions	
Cattell Test	
Cattell Answer Sheet	
Cattell Instructions	
SRA Pictorial	
SRA Pictorial Instructions	
Mensa Admission Candidate Information Form	
Mensa Admission Story Audiocassette	
Proctor Review Slip	
Supervised Testing Instructions	
Test Session Recap *(was Proctor Bill)*	
Testing Consent Form	
Testing Return Envelopes	

Other	**Quantity**

Marketing/Recruiting	**Quantity**
Bookmarks	
Brochures	
Event Poster (18" x 24")	
Pencils	
Posters (24" x 36")	
Recruiting Cards (2" x 3 1/2")	
Table Top Displays (11" x 17", includes easel)	
Testing Flyer (8 1/2" x 11")	

Administrative	**Quantity**
Envelopes (No. 10) – limit to 100	
Letterhead Stationery – limit to 100	
Materials Request Form	
Proctor Handbook	
Special Interest Group List	
Testing Materials Request Form	

Other	**Quantity**

The National Office monitors all requests and may ask that a Local Secretary and/or RVC give authorization for large-quantity requests of non-testing materials.

Send request via fax to (817) 649-5232, email to Admissions@AmericanMensa.org or mail to American Mensa, Ltd., 1229 Corporate Drive West, Arlington, Texas 76006-6103. Please allow ten to twelve business days for fulfillment. The National Office will provide notification if unable to fulfill request. For more information, call (817) 607-0060 ext. 129.

Testing Officer Signature *(as necessary)* _____ **Date**

For Office Use Only

Date rec'd _____ Rec'd by _____ (circle one) mail fax email phone

Date sent _____ Sent by _____

Authorization (please circle) LocSec: yes no not needed RVC: yes no not needed

AMERICAN mensa LTD.

Materials Request Form

Member: _____ **Region:** _____ **Group:** _____

Member #: _____ **Daytime Phone:** ( )

Send to: _____

mailing address city state zip code

Administrative	Quantity
Annual Financial Report for _____ *(specify year)*	
Annual Gathering Bid Packet	
Envelopes (No. 10) – limit to 100	
Letterhead Stationery – limit to 100	
Materials Request Form	
Mensa Constitution & Bylaws	
Minimum Standard Bylaws	
Special Interest Group List	
Testing Materials Request Form*	

Handbooks & Leadership Materials	Quantity
Editor Handbook	
Gifted Children Handbook**	
LDW Guidelines	
Leadership Retreat Guide	
Local Membership Officer Workbook	
Local Secretary Handbook	
Mediator Handbook	
Proctor Handbook*	
SIG Handbook	
SIGHT Handbook	
Treasurer Handbook	

*Testing materials available to Proctors, Proctor Coordinators and Testing Coordinators

**Currently out of print, under revision

Marketing/Recruiting	Quantity
Bookmarks	
Brochures, General Information	
Brochures, Gifted Children	
Event Poster (18" x 24")	
Pencils	
Posters (24" x 36")	
Press Kit (external - media)	
Publicity Guide (internal - members)	
Recruiting Cards (2" x 3 1/2")	
Table Top Displays (11" x 17", includes easel)	
Testing Flyer (8 1/2" x 11")	

Other	Quantity

The National Office monitors all requests and may ask that a Local Secretary and/or RVC give authorization for large-quantity requests.

Send request via fax to (817) 649-5232, email to LocalGroups@AmericanMensa.org or mail to American Mensa, Ltd., 1229 Corporate Drive West, Arlington, Texas 76006-6103. Please allow ten to twelve business days for fulfillment. The National Office will provide notification if unable to fulfill request. For more information, call (817) 607-0060 ext. 128.

For Office Use Only

Date rec'd _____ Rec'd by _____ (circle one) mail fax email phone

Date sent _____ Sent by _____

Authorization (please circle) LocSec: yes no not needed RVC: yes no not needed

AMERICAN mensa LTD.

Testing Consent Form

To encourage parental involvement and ensure the safety and security of our potential members, we require parental consent for testing of children under the age of 18. Please complete the following information.

Name (Last, First, Middle)		Age
Parent/Guardian (Last, First, Middle)		Relation
Address (Street, Apt #)		Telephone # ( ) -
City, State, Zip Code	Email Address	

I hereby give American Mensa permission to administer the Mensa Admission Test to my child to determine eligibility for Mensa membership. I understand that a letter indicating membership qualification will be sent to the address listed above, and that upon qualification, this contact information will be provided to the local chapter. Additional verification may be confirmed prior to results being released.

Signature of Parent/Guardian listed above _____ Date _____

Proctor, please return this page with testing materials.

TEST-TCF-2004-04

1229 Corporate Drive West, Arlington, Texas 76006-6103
phone (817) 607-0060 • fax (817) 649-5232 • AmericanMensa@mensa.org • us.mensa.org

AMERICAN mensa LTD.

Test Session Recap

Group Name _____ **Region/Group #** _____

Proctor _____ **Proctor Member #** _____

Proctor Email _____ **Proctor Phone** ( ) -

Test Location _____ **Date of Test** / /

Testing Participant Name *(Please print first and last names)*		Amount
1	Check/Money Order only	30.00
2	Check/Money Order only	30.00
3	Check/Money Order only	30.00
4	Check/Money Order only	30.00
5	Check/Money Order only	30.00
6	Check/Money Order only	30.00
7	Check/Money Order only	30.00
8	Check/Money Order only	30.00
9	Check/Money Order only	30.00
10	Check/Money Order only	30.00
11	Check/Money Order only	30.00
12	Check/Money Order only	30.00
13	Check/Money Order only	30.00
14	Check/Money Order only	30.00
15	Check/Money Order only	30.00
16	Check/Money Order only	30.00
17	Check/Money Order only	30.00
18	Check/Money Order only	30.00
19	Check/Money Order only	30.00
20	Check/Money Order only	30.00

Total Checks: _____ Total: $ _____

Testing Participant Name *(Please print first and last names)*	CC Payments	Amount
1	Visa, MC, Amex or Discover	30.00
2	Visa, MC, Amex or Discover	30.00
3	Visa, MC, Amex or Discover	30.00
4	Visa, MC, Amex or Discover	30.00
5	Visa, MC, Amex or Discover	30.00
6	Visa, MC, Amex or Discover	30.00

Total Credit Cards: _____ Total: $ _____

Grand Total Participants: _____ **Total Rec'd:** $ _____

Please return tests and payments within 5 business days of test administration.

(Keep gold copy for your local group records. Return white, yellow, and pink copies to the American Mensa National Office.)

1229 Corporate Drive West, Arlington, Texas 76006-6103 ● phone (817) 607-0060 ● fax (817) 649-5232
Admissions@americanmensa.org ● www.us.mensa.org

AMERICAN mensa LTD.

Mensa Admissions Test
Candidate Information

TEST SITE INFORMATION

_____/_____/_____
DATE

TEST LOCATION

LOCAL GROUP NAME/NUMBER

PROCTOR PROCTOR MEMBER #

CANDIDATE INFORMATION *(please print clearly)*

LAST NAME FIRST NAME MI

ADDRESS APT

CITY STATE ZIP

(_____) _____-_____ _____/_____/_____ (Male / Female)
PHONE BIRTH DATE GENDER

EMAIL

IF UNDER 18, SIGNATURE OF PARENT OR GUARDIAN

❑ CASH ❑ CHECK _____ **AMOUNT DUE: $30.00**
CHECK NUMBER

❑ VISA ❑ MC ❑ AMEX ❑ DISCOVER Exp. Date __|__|/__|__

__|__|__|__|/__|__|__|__|/__|__|__|__|/__|__|__|__|

NAME AS APPEARS ON CREDIT CARD

I have read the information listed on the reverse and agree to abide by the policies and regulations listed there.

SIGNATURE *(also authorizes credit transaction)* DATE

American Mensa, Ltd., 1229 Corporate Drive West, Arlington, Texas 76006-6103
(817) 607-0060 • fax (817) 649-5232 • AmericanMensa@mensa.org • www.us.mensa.org

White - American Mensa copy TEST-CTF-2005-01 Yellow - Candidate copy

AMERICAN mensa LTD.

Mensa Admissions Test
Candidate Information

12/2004

TEST SITE INFORMATION

_____/_____/_____
DATE

TEST LOCATION

LOCAL GROUP NAME/NUMBER

PROCTOR PROCTOR MEMBER #

CANDIDATE INFORMATION *(please print clearly)*

LAST NAME FIRST NAME MI

ADDRESS APT

CITY STATE ZIP

(_____) _____-_____ _____/_____/_____ (Male / Female)
PHONE BIRTH DATE GENDER

EMAIL

IF UNDER 18, SIGNATURE OF PARENT OR GUARDIAN

❑ CASH ❑ CHECK _____ **AMOUNT DUE: $30.00**
CHECK NUMBER

❑ VISA ❑ MC ❑ AMEX ❑ DISCOVER Exp. Date __|__|/__|__

__|__|__|__|/__|__|__|__|/__|__|__|__|/__|__|__|__|

NAME AS APPEARS ON CREDIT CARD

I have read the information listed on the reverse and agree to abide by the policies and regulations listed there.

SIGNATURE *(also authorizes credit transaction)* DATE

American Mensa, Ltd., 1229 Corporate Drive West, Arlington, Texas 76006-6103
(817) 607-0060 • fax (817) 649-5232 • AmericanMensa@mensa.org • www.us.mensa.org

White - American Mensa copy TEST-CTF-2005-01 Yellow - Candidate copy

TEST COPYRIGHT

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Any reproduction, distribution, or display of these materials, in whole or in part, is strictly forbidden without express written permission from American Mensa, Ltd.

TEST PURPOSE, SCORING AND RELEASE OF TEST SCORES

The American Mensa Admissions Tests are given for the purpose of admission into Mensa and not to quantify intelligence. A score at the 98th percentile on either of two tests qualifies an applicant for Mensa membership. A qualifying score indicates that the applicant tested at, or better than, 98 percent of the general population. American Mensa will release determination of membership only. No further information on test scores will be released.

RESPONSE TIME

You will receive a response from the National Office within two to three weeks of receipt of your testing information.

RE-TESTING

You are allowed to take the Mensa Admission Tests only once. If you are not sure of your ability to take the Mensa Admission Tests, we also offer a battery of culture fair tests to people who are eligible. To find out if you are eligible to take a culture fair test, please contact the Testing and Admissions Department at American Mensa's National Office.

ALTERNATIVE QUALIFICATIONS FOR MENSA MEMBERSHIP

American Mensa accepts the scores of approximately 200 tests for those individuals who do not qualify for Mensa membership via the Mensa Admissions Tests. These alternative tests include the SAT, ACT, GRE, LSAT, Stanford Binet, and various Weschler scales.

For more information about accepted tests and how to submit these scores, please visit our Web site (www.us.mensa.org) and select the *Join Mensa* option. Information on acceptable tests and guidelines for submitting them as prior evidence can be found there.

MENSA DUES

Upon acceptance, you will be billed for membership. Current dues for American Mensa are $52 per year. Life, multi-year, and family plans are available. A pro-rated credit will be applied to your second membership year upon receipt of your first year's membership dues.

TEST COPYRIGHT

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TEST PURPOSE, SCORING AND RELEASE OF TEST SCORES

The American Mensa Admissions Tests are given for the purpose of admission into Mensa and not to quantify intelligence. A score at the 98th percentile on either of two tests qualifies an applicant for Mensa membership. A qualifying score indicates that the applicant tested at, or better than, 98 percent of the general population. American Mensa will release determination of membership only. No further information on test scores will be released.

RESPONSE TIME

You will receive a response from the National Office within two to three weeks of receipt of your testing information.

RE-TESTING

You are allowed to take the Mensa Admission Tests only once. If you are not sure of your ability to take the Mensa Admission Tests, we also offer a battery of culture fair tests to people who are eligible. To find out if you are eligible to take a culture fair test, please contact the Testing and Admissions Department at American Mensa's National Office.

ALTERNATIVE QUALIFICATIONS FOR MENSA MEMBERSHIP

American Mensa accepts the scores of approximately 200 tests for those individuals who do not qualify for Mensa membership via the Mensa Admissions Tests. These alternative tests include the SAT, ACT, GRE, LSAT, Stanford Binet, and various Weschler scales.

For more information about accepted tests and how to submit these scores, please visit our Web site (www.us.mensa.org) and select the *Join Mensa* option. Information on acceptable tests and guidelines for submitting them as prior evidence can be found there.

MENSA DUES

Upon acceptance, you will be billed for membership. Current dues for American Mensa are $52 per year. Life, multi-year, and family plans are available. A pro-rated credit will be applied to your second membership year upon receipt of your first year's membership dues.

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Officer/Distribution Change Form

Region/Group: _____ Date: _____

This form should be completed and returned to the attention of the National Group Coordinator at the National Office when officer changes or distribution changes are made. This form must be complete with the signature of the outgoing or incumbent Local Secretary or the current RVC for changes to be made effective. Attach and initial additional sheets as necessary. **Please print CLEARLY.**

The National Office tracks the following offices for your group:

Local Secretary	**Local Membership Officer**	**Proctor ***	**Web Contact**
Assistant Local Secretary	**Local Ombudsman**	**Testing Coordinator**	**Member-at-Large**
Local Treasurer	**Local Mediator**	**Proctor Coordinator ***	
Local Newsletter Editor	**Local Arbitrator**	**S.I.G.H.T. Coordinator**	
Circulation Officer	**Public Relations Coordinator**	**Gifted Children Coordinator****	
Scribe/Secretary	**Programs Coordinator**		

** New Proctors and Proctor Coordinators' must attach a Proctor Certification Form for approval by the Testing & Admissions Coordinator.*
*** The National Gifted Children Coordinator must approve new Gifted Children Coordinators before they are added to the local officer roster.*

Office	**Outgoing Officer** (Member Number/Name)	**Incoming Officer** (Member Number/Name)

DISTRIBUTION – The National Office will automatically switch distribution from outgoing officers to incoming officers unless otherwise notified. Please make any changes to your monthly distribution below. A new Monthly Roster Diskette Form must be completed and sent to the National Office when the diskette recipient changes.

Local groups up to 500 members may request up to four alpha and zip rosters in any combination. Local groups with 501 members or more may request one extra roster for each additional 500 members.

Report	**Recipient** (Member Number or Full Name)	**Report**	**Recipient** (Member Number or Full Name)
Alpha / Zip (circle one)		Prospect Labels	
Alpha / Zip (circle one)		Prospect Report	
Alpha / Zip (circle one)		Offer of Membership Labels	
Alpha / Zip (circle one)		Offer of Membership Report	
Group/Corporate Labels		Circulation Statistics	Provided to Local Secretary and circulation representative
Members New to your Group Labels		Young Mensan Report	Provided to Local Secretary and Gifted Children Coordinator
Members New To your Group Report		Monthly Roster Diskette	

Required Signature: _____ **Date:** _____

LG-ODCF-2002-12

1229 Corporate Drive West, Arlington, Texas 76006-6103
phone (817) 607-0060 ● fax (817) 649-5232 ● localgroups@americanmensa.org ● www.us.mensa.org

6.0 Appendix C

Proctor Requirements.....C1
Proctor Application.....C3
Proctor Training Certification Form.....C5

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Proctor Requirements

Thank you for your interest in becoming an American Mensa proctor. The role of proctor is very important in the admissions process. Proctors are often the first members with whom candidates have contact, and therefore, may influence candidates' perceptions of Mensa. Additionally, proctors are charged with ensuring that Mensa's supervised tests are administered fairly and accurately, thus maintaining the integrity of the membership selection process. Due to state requirements regarding the practice of psychology, all Mensa proctors are working under the license of Mensa's supervisory psychologist (unless they themselves are licensed psychologists.) There fore, it is very important that the following requirements are accurately documented and that proctors always administer Mensa tests according to the standards established by the companies from whom tests are purchased and the Mensa proctor manual.

REQUIREMENTS FOR BEING APPROVED AS A PROCTOR

1. At least a four-year (bachelor's) degree from a college or university.
2. Written endorsement from your group's Local Secretary. (In the absence of the Local Secretary's endorsement, you may obtain endorsements from two Executive Board members of your local group or your Regional Vice Chairman. Local Secretaries may not endorse themselves.)
3. Prior experience with administering standardized, timed tests. This requirement may be met in one of two ways (either a or b, described below):

a) Through your profession or academic coursework, you already have experience giving standardized, timed tests (e.g., Wechsler intelligence tests, SAT, California or Iowa batteries, GRE, etc.) Psychologists, psychometricians, personnel specialists, teachers, guidance counselors, and school administrators are likely to have this experience.

or

b) Training by currently certified Mensa proctor(s). (See below for training requirements.)

4. Being observed administering Mensa standardized tests by a currently certified proctor. (This requirement varies depending on your previous experience. See below.)
5. Approval by the National Office and supervisory psychologist.

If you have the qualifications described in (3.a.) above, then you should:

1. Be approved for an observation by the National Office. This requires that you complete the proctor application, making sure that you describe the nature of your experience (i.e., what tests you've given, in what context you've given them, and when.) Have your application endorsed by the appropriate people (see above), and submit your application to the National Office for review. If approved, the National Office will send you a proctor manual and a Certificate of Observation form.
2. Be observed giving **one** full Mensa supervised testing session by a currently certified Mensa proctor. The proctor who observes you must provide written documentation that you administered the tests appropriately and recommend your certification as a proctor (by completing the Certification of Observation form.)

If you do not have the qualifications described in (3.a.), you must complete proctor training. To satisfy the training requirements, you must (in the following order):

1. Be approved for training by the National Office. This requires that you submit your completed proctor application, including the appropriate endorsements (as described above.)
2. Read the proctor manual thoroughly. (The National Office will send this to you.)
3. Observe **two** full Mensa supervised testing sessions. These testing sessions must be conducted by currently certified Mensa proctor(s), and the proctor(s) must provide written documentation that you met this requirement (see Certification of Proctor Training form.)
4. Be observed giving **two** full Mensa supervised testing session by a currently certified Mensa proctor(s). The proctor(s) who observe you must provide written documentation that you administered the tests appropriately and recommend your certification as a proctor (see Certification of Proctor Training form.)
5. Submit documentation of your training (i.e., the Certification of Proctor Training form) to the National Office for review. A letter from the National Office will notify you once you have been approved as a proctor.

If you have been a proctor before but are currently not certified/inactive, you must reapply. Follow the two steps above for applicants who have the qualifications described in (3.a.)

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Proctor Application

Complete all of the fields below in ink; please do not use pencil. See the cover page for an explanation of requirements for becoming a proctor. Keep the cover page for your future reference. Send this page to American Mensa, Ltd., 1229 Corporate Drive West, Arlington, TX 76006-6103.

❑ **Initial Certification** ❑ **Recertification**

Name (Last, First, Middle)	Member #
Region/Group #	Social Security # - -
Address (Street, Apt #)	Telephone # ( ) -
City, State, Zip Code	**Email Address**

EDUCATION

Degree	Major Field of Study	Date Granted	College/University	City/State

Current Occupation

STANDARDIZED, TIMED TESTING EXPERIENCE

Check the appropriate box below:

❑ I have experience administering standardized, timed tests. (Please describe your experience, including what tests you have given, to whom, in what context, and when.

❑ I do not have previous experience administering standardized, timed tests and would like to go through training.

❑ I have prior Mensa proctor experience. (Please list the dates of the last active period as a proctor.)

In some states, proctors are considered practicing psychologists when under the supervision of a supervisory psychologist. They must be qualified in every way but degree. Is there any reason, other than lack of a degree, that you may not be qualified to practice psychology in your area? ❑ Yes ❑ No

Have you ever been convicted of a felony? ❑ Yes ❑ No If yes, state the offense, when, where, and the final disposition.

RELEVANT PROFESSIONAL REFERENCES

Please provide the following information for two people who we may contact as references. These people should be able to give us information about your previous experience giving standardized tests, or in the absence of previous standardized testing experience, you may use general professionalism.

Name	Address	Telephone #	Capacity in which they know you

ENDORSEMENTS

The information that I have provided on this application is true and complete to the best of my knowledge. Any misinformation could result in my removal as a proctor of American Mensa, Ltd.

Applicant Signature	Date

I endorse this member's application to become a Mensa proctor. (Each endorsement must have the endorsement of the Local Secretary, or two of the local group's Executive Committee members, or their Regional Vice-Chairman.)

Signature	Member #	Date
Printed Name	**Position**	**Date**

Signature	Member #	Date
Name	**Position**	**Date**

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Proctor Training Certification Form

To be completed by currently certified Mensa Proctor(s), providing training to the proctor applicant.

Proctor Applicant: _____ Applicant Member Number: _____

Region/Local Group: _____ Recertification: ❑ Yes ❑ No

REQUIREMENT 1: Trainee must observe at least two full testing sessions conducted by a currently certified Mensa Proctor. *This requirement may be waived by the National Office with satisfactory timed supervised testing experience.*

Date	Tests Observed	Location	Certified Proctor Signature

REQUIREMENT 2: Currently certified Mensa Proctor must observe Trainee conducting two test sessions. *One observation is required for those with satisfactory timed supervised testing experience.*

Date	Tests Observed	Location	Certified Proctor Signature

Information below to be completed by certified Mensa Proctor after reviewing Proctor Trainee.

The reviewing proctor must complete the following for the final observation:

❑ Yes ❑ No Trainee read test instructions exactly as they appear in the manual or test.
❑ Yes ❑ No Trainee's speech was understandable (e.g., appropriate speed, loud enough to be heard by all test takers.)
❑ Yes ❑ No Trainee ensured that all test takers had completed the samples before going on.
❑ Yes ❑ No Trainee timed the tests precisely.
❑ Yes ❑ No Trainee ensured that the testing conditions were appropriate (e.g., comfortable room temperature, quiet room, adequate lighting.)
❑ Yes ❑ No Trainee dealt with distractions/anything unexpected appropriately. *Please explain what happened and how the trainee responded.*

_____

_____

_____

If you checked "no" for any of the above, please provide additional explanation:

_____

_____

_____

I, _____, ❑ DO ❑ DO NOT recommend the above-named proctor trainee to be certified as a Mensa Proctor. If you do not recommend certification of this trainee at this time, please provide additional explanation:

_____

_____

Certified Proctor Signature: _____ Date: _____

Region/Local Group: _____

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