AMERICAN mensa LTD.

Testing Program Handbook:

A Guide for Local Group Proctors

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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 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. The non-language battery of tests should be offered 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. Please see the section on "Physical or Language Challenges" for details.

The purpose of this handbook 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 handles the administrative details of a local group's testing program and acts 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 assigns prospects to the most convenient proctor for testing, works with the proctors to locate testing sites, makes sure proctors have ample testing supplies on hand, ensures candidates are aware of the score reporting policy, and is 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. 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 an 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. An Officer/Distribution Change Form to be completed by your LocSec is 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. The proctor coordinator's term is the same as the proctor's term.

2.5 Proctor

The proctor administers the tests to prospects wishing to qualify for Mensa membership. The testing or 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 and the companies who own the copyright of the tests. Applications are available from the National Office (or your LocSec). An application must be endorsed by the LocSec, two members of the local groups ExComm or the RVC before it is sent to the National Office for approval and appointment.

2.6 Proctor-in-Training

A proctor-in-training is a proctor who has submitted an application for becoming a proctor and has been given permission to begin training. They also receive *InterLoc* and the *Proctor Update*.

2.6 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 and executive director of American Mensa will make 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 individuals 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.

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 not recommended for several reasons. If you test in you home 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 contact the National Office for certificates of insurability.

3.0 Test Session Preparation

3.1 Components of a successful test session

We have identified five steps for arranging a successful test session: identify prospects, convey the correct and suitable information to the prospects, arrange proper scheduling, inform the media about the test session, and have the appropriate supplies ready for the test session.

3.2 Identifying prospects

To have a successful test session, people must be there to take the test. Some names on your testing list are those that have been forwarded to your group by the National Office, representing those people who have requested testing information and live in your local group area. When those names are received, contact those prospects as soon as possible. Don't let potential members wonder what's happening; contact them and let them know that their names have been added to your testing list. Ask them if they have any questions.

Throughout the process, timely and personal communication can make a difference in whether or not someone chooses to become a member. Preferably, each prospect should be given three to five invitations to take the supervised tests. If your group is using email to notify candidates of local testing opportunities, please respect the rights of your prospects when contacting them. Please do not overuse email, do not use multiple candidate email addresses in one email and remove them from your prospect list at their request.

Prospects with Physical or Language Challenges

Upon request, a non-language battery of tests is available from the National Office for prospects who are dyslexic, those who have indicated that English is not their primary language, or those whose physical condition prevents them from taking our tests. It is important that the invitation to prospects mention the availability of these tests so that proctors can be prepared to handle these situations ahead of time, rather than running into problems at the test session.

The non-language battery of tests may be given to prospects who have already taken the Mensa Admission Tests and did not achieve a qualifying score.

The test battery given to persons with language, physical (for example, hearing-impaired), or learning disabilities consists of two tests — the Cattell B Culture Fair and the SRA Pictorial. The Cattell B Culture Fair is to be given first, followed by the SRA.

Private psychologists or testing institutions specializing in such work may test blind, deaf or otherwise severely challenged prospects. These individuals can apply for Mensa membership by submitting evidence of prior testing. Blind applicants, for example, need only be given the verbal section of a standard test of intelligence, such as the Wechsler Adult Intelligence Scale. Other challenges require other tests appropriate for the specific challenges involved. In reporting the results, the psychologist or prospect should supply documentation of his or her condition.

3.3 Conveying correct information to prospects

Follow-up letters and maps/directions to the test site should be sent to all prospects who indicate they'll be attending the test session. Besides reassuring the prospect that his or her message has been received, it's another opportunity to make him or her feel welcome. There are two sample letters in Appendix A.

The letter should also include:

- The cost of the testing: The notice sent to prospects should specify the $30 testing fee. Some groups request payment ahead of time. In these cases, the notice sent to prospects should include a request that a check in that amount be sent to the testing coordinator or proctor coordinator at the time reservations for the test sessions are made. This almost certainly will ensure that the prospects will come and take the tests.

It is also acceptable to request that prospects bring the fees to the session. If the prospects will be paying at the test site, allow extra time to handle the payment and still ensure that the test session starts on time.

All checks should be made payable to "American Mensa, Ltd."

Any request for reduction or waiver of the fee must be obtained by the prospect from the National Office prior to the test session. Proctors may not grant such waivers or reductions without approval from the National Office. Testing is offered to members of the working media at no charge. Please contact the PR Manager at the National Office if you would like more information.

- The no-smoking policy: Smoking is not permitted during the test session or in the test room, but arrangements may be made to accommodate smokers during the break between the two tests. Notices to prospects should include a statement about the no-smoking policy in the test room so that smokers can prepare themselves with chewing gum, candy or other cigarette substitutes during the test session.

The necessity of photo identification of prospects

Proctors must require that each prospect bring identification to the test session. A form of identification with a photo on it is required (e.g., driver's license, passport, school ID or

employee ID card) to be presented before the test session. 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 a 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).

- Approximate time for testing: We recommend two hours. It is important that prospects know the test session will start promptly at the scheduled time. Those prospects who do show up on time should not be kept waiting. The tests are each designed to be administered in a single sitting, from the first to the final sections in sequence. Put a notice on the letter, giving time and place, and warn the prospect that no one will be admitted late. You may wish to ask applicants to arrive 30 minutes before the scheduled testing time.

- Reiteration of the score-release policy: Candidates who take the test will receive a letter indicating whether or not they qualify for admission. No specific scores will be released.

The prospect should be given the opportunity to designate whether he or she:

- wishes to take the tests as scheduled;
- wishes to be notified of a future test session;
- is not interested in taking the tests or has decided to submit alternative evidence for admission;
- wishes to test on a different day of the week.

3.4 Arranging proper scheduling

A test session must be scheduled at an appropriate place and time, and then the testing prospects must be informed. Groups vary in what communication method they use to contact prospects. Some use a letter, especially for someone new on the testing list. Sample letters for contacting prospects can be found in Appendix B. Other groups use a double postcard where one section has the time, place and date details, as well as the standard testing information (no smoking, photo ID, cost, etc.). The other section of the postcard is addressed to come back to the testing coordinator and has a place for the prospect to indicate his or her response from a list of choices (will attend, can't make it this time, no longer interested, a better time would be...). With the majority of requests now coming from the Web site, many groups are using email notifications, reminders and their local group Web site to communicate with prospects. Whatever method you choose, be sure to include all of the pertinent details. Clear and personal communication is important. It is also helpful to have information on subsequent testing available.

Testing should be scheduled at least once a month or every two weeks if there are enough prospects waiting. In small groups, a longer waiting period is acceptable. The size of a test session may vary from group to group. Some sessions may consist of two or three prospects, while others may have as many as 30. Even if there is only one prospect waiting to be tested, a test should be given within a reasonable time frame.

How many candidates should a single proctor be allowed to test at one time? What type of assistance is allowed from non-proctors?

There is no set number of candidates that a proctor can test at one time. We do suggest that a proctor have assistants available if there are five or more candidates. Assistants do not have to be qualified proctors as long as they help only in handing out and gathering tests.

Where should we have test sessions?

A businesslike, professional atmosphere is best for holding a test session; a private home is discouraged. Children and pets should not be present. There must be quiet surroundings, plenty of elbow room, good lighting, good air circulation and a visible clock. Ideal testing locations are reserved library conference rooms and university or company meeting rooms.

What are the requirements for a testing location?

When a new testing location is under consideration, someone should check out the premises for its suitability before scheduling a test session. The most common complaint is about extraneous noise. Automobile noise can be a major problem and one of the most difficult to avoid. Prospects have complained of choirs singing in neighboring rooms, barking dogs, ringing telephones, nearby loud construction projects, rooms being too cold or too hot, tests being scheduled too early on a weekend morning — and numerous other distractions and annoyances. Every effort must be made to avoid distractions in the testing room.

At least two days before a scheduled test session, the proctor or another designated person should make sure the building and room will be open and that extraneous noise has been minimized to the extent possible.

Provisions should be made at test sites for disabled applicants and for easy access to restrooms. Make sure there is a sign on the door of the testing room and in the lobby of the building, if necessary.

Prospects must have plenty of table space; student desks/chairs are not acceptable. If possible, avoid seating more than one prospect at a desk.

When is the best time to conduct a test session?

Weekdays are generally not advisable for conducting test sessions. The best time is often Saturday or Sunday afternoon, so prospects at a distance can come to the session and return home in a timely fashion. Some proctors allow

the prospects to suggest a date and time; others schedule two or more alternate sessions to allow the prospects to choose. Consideration should be made to test those who cannot test on the usual date due to religious considerations or are not comfortable testing in a religious building.

Questions about testing or arranging test sessions should be referred to the testing and admissions coordinator at American Mensa's National Office. Contact information can be found on page 5 of this handbook.

3.5 Informing the media

Some local groups issue press releases, post announcements about upcoming test sessions and encourage walk-ins. (See Appendix C for sample media information and other support documents.) Other groups handle a test session as an activity that is not open to the general public and request that prospects reserve a seat prior to the testing date. This method ensures that an adequate supply of testing materials is on hand. Prior reservations are definitely encouraged.

We have asked the Marketing Department to share some general information on their publicity recommendations for test sessions. More specific information is available in the Internal Publicity Guide, which can be requested by any Mensa member. Please contact the PR Manager at the National Office for your copy.

Resources available from the National Office also include the following:

External Press Kit — This press kit provides the media with information about American Mensa. You may request hard copies of the press kit or you may have the individual press releases emailed to you.

Media Lists — Each local group can request a contact list for its local media. This list includes the addresses, phone numbers, fax numbers and email addresses for different media personnel. The list may be mailed, faxed or emailed to you.

Recruiting Items — The following are available to help local groups with their recruitment:

- Bookmarks
- Event posters
- Brochures
- Posters
- Recruiting cards
- Testing fliers
- Tabletop displays
- Pencils

Story ideas for test sessions:

- A person who took the test at a recent test session and has become an active Mensa member could make a good story.
- Radio shows may want to broadcast questions from the mini-quiz and have listeners call in with answers. Radio shows with several DJs could have a contest among the DJs to see who can answer the most questions. (If they do this, you may suggest that they offer a link on their Web site to www.us.mensa.org for listeners who enjoy the puzzles/questions.)
- Mensa membership makes a great credential for high school students in the college admission process.

Timeline for contacting media about your test session:
As soon as your test date is confirmed:

- Request materials from National Office (media lists, press kits, etc.).

2 – 3 months prior to test date:

- Send a calendar listing to local metro magazines.

6 weeks prior to test date:

- Send public service announcements to TV stations, radio stations and cable systems.

3 weeks prior to test date:

- Send calendar listing to daily newspapers.
- Send calendar listing to local college papers.
- Send calendar listing and feature article pitch to weekly newspapers.
- Send a feature story pitch to TV/radio talk shows.
- Call guidance counselors at local high schools to inform them of the event and offer to send written information.

1 week prior to test date:

- Send testing information to news assignment editors at TV stations; (If your test date is on the weekend, be sure to send the information to the weekend assignment editor.)
- Send testing information to news directors at radio stations;
- Follow up with daily newspaper reporters.

1-2 days prior to the test date:

- Follow up with TV and radio reporters;
- Be available to handle media inquiries;
- Create a list of media representatives who may come to the test sessions.

The day of the event:

- Create a place (away from the testing room) where pictures and/or video may be taken.
- Have someone available to handle media inquiries;
- Have press kits at the test site.

3.6 Having the appropriate supplies available:

Proctors should bring the following to the test session:

- The Proctor Handbook or a summary (see the Summary of Instructions for use at a Supervised Test Session).

- Instructions for the Wonderlic and the Mensa Admission Test.
- Sufficient quantity of Wonderlic and Mensa Admission Test booklets and Scantron® forms.
- Supply of scratch paper.
- Supply of #2 pencils with erasers.
- A timing device.
- Enough Candidate Information Forms for all prospects.
- Test Session Recap Form.
- Testing Consent Forms.

You may also want to bring along copies of your local newsletter, the *Mensa Bulletin*, and/or other material of interest to prospects.

It is important to maintain a sufficient supply of testing materials at all times. After each test session, supplies should be ordered from the National Office in ample time for the supplies to be shipped and received for future use.

Proctors should bring to a non-language test session:

- The Proctor Handbook or a summary (see the Summary of Instructions for use at a Supervised Test Session).
- Instructions for the Cattell B Culture Fair and SRA Pictorial tests.
- Sufficient quantity of test booklets and Scantron® forms.
- Supply of scratch paper.
- Supply of #2 pencils with erasers.
- Enough Candidate Information Forms for all prospects.
- Test Session Recap Form.
- Testing Consent Forms.

Please order the number of copies you need two to three weeks before a test session.

4.0 AT THE TEST SESSION

4.1 Be prepared and arrive early

It's recommended that a local group member get to the test site well ahead of time. While we hope the unexpected doesn't happen, there's always the possibility that the room is double-booked or that it's not set up correctly. If someone is there early, there will be time to handle unexpected circumstances.

The proctor should arrive at the testing site before the prospects. Even though candidates may be somewhat afraid of the tests, they often show up early; greeting them gives a much more positive impression than if they end up standing around wondering if they're in the right place. For those prospects who arrive early, it's an excellent opportunity to put them at ease and answer their questions about Mensa. Many proctors find it helpful to have an assistant greet the people while the proctor notes the prospects' arrival and checks their identification. The assistant might be the testing or proctor coordinator, the LocSec, another officer or a knowledgeable member from the local group.

4.2 As the prospects arrive at the test session

When the candidates arrive at the test site, have them read and fill out their Candidate Information Form. Candidates under the age of 18 must have a Testing Consent Form signed by their parent or legal guardian prior to testing. Collect the white copy and return the yellow copy to the candidates. This is their receipt as well as their statement of when they should expect to receive their results, that they will not be receiving an actual score from the testing, and the policy regarding once-only testing. The white copy should be returned to the National Office in the envelope attached to the Test Session Recap.

After they have filled out their Candidate Information Form and have decided how they will pay for the testing (cash, check or credit card), transfer that information onto the Test Session Recap as you check their names and dates of birth against their photo identification. (For more details, see the "Conveying correct information to prospects" section.) Currently, American Mensa, Ltd. accepts MasterCard, Visa, Discover and American Express credit card payments. The Candidate Information Form has places for you to record the candidate's name, credit card number and expiration date. AML does not need any additional information from the candidate's credit card.

Collect payment at this time. When a candidate pays with cash, a check needs to be written from the proctor or local group to cover it. Do not send cash through the mail. Tear off the back copy of the Test Session Recap for your group's records. This is to check against your group funding statements to ensure appropriate funding. The other copies should be returned to the National Office.

Place all checks and Candidate Information Forms in the envelope attached to the Test Session Recap. After the session, mail it with the answer sheets to the National Office.

It's helpful to get the prospects settled in at the desks or tables well before the scheduled testing time. Every effort should be made to have plenty of space between the individuals taking the test.

4.3 When prospects show up late to the test session

Occasionally, a prospect may show up after the first test has begun. When the test is in progress, it is very disturbing to the prospects if they are interrupted by side conversations between the proctor and the late arrival. If a prospect arrives late, you may do one of the following:

- Arrange for the prospect to reschedule the tests.
- Allow the prospect to take the second test with the other prospects, and then arrange for the prospect to take the first test after the test session is over
- Administer the tests individually after the other prospects have completed both tests.

Those prospects who do show up on time should not be kept waiting. The tests are each designed to be administered in a single sitting, from the first to the final sections in sequence. The prospects should have been informed in the letter sent to them or during your personal contact that the test session will begin promptly at the scheduled time.

4.4 If unexpected prospects attend the test session

Try to handle the problem of unexpected prospects in the least disruptive manner, so as not to disturb other prospects. As a precaution, bring some extra tests in case prospects show up who were not expected to attend. Prospects who show up without prior notification could also be rescheduled for another test session. Walk-ins are common when test time and location is announced by the media.

4.5 If the proctor is unable to give the tests at the scheduled time

If a proctor is not able to proctor a scheduled test session, attempt to notify the prospects expected for the session as soon as possible. If it is likely that some of them are already at the testing location and the proctor is unable to be there, another proctor in the local group should be requested to administer the tests. It is suggested that another proctor be on "standby" for such an emergency, especially in larger groups. Otherwise, send the LocSec or another officer to

the testing location to explain the situation and to reschedule the test session.

4.6 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.")

It is not mandatory that one test be administered before the other. 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.) 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 ten minutes, you can take the test away and tell the candidate that they are finished.

4.7 Timing

Exact timing is critical. Should an error occur, give the remainder of the test. When you return the tests to the National Office, advise in writing exactly what happened. Practicing with the stopwatch will help to avoid this problem. You might want to have a backup timing device on hand in case the first one stops working.

Prospects should be given a one-minute "time remaining" warning before the end of a section by a vocal or written announcement (e.g., writing on the blackboard).

4.8 Please remember:

- Note-taking is not allowed during the reading of the Mensa Admission Test story. Before you start the story, announce that note-taking is not allowed and all pencils must be put down on the desk. A tape of the story is available, free of charge, from the National Office. This is especially helpful for those with regional intonations.
- Electronic calculators are not allowed. Pocket computers and any type of calculators are forbidden during the test sessions. Prospects may use the scratch paper for any calculations they wish to make.
- 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.
- There is no penalty for guessing. All prospects should be informed that the tests are graded on the number of correct answers.

4.9 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 or 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.

4.11 Unexpected occurrences

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

4.12 Between the tests

Between the two tests, you may allow the prospects about 5-15 minutes to get some fresh air, stretch, rest their eyes, visit the restrooms, get a snack, have a cigarette, etc. However, the break should not be extended so that the prospects are not inconvenienced. There should be no discussion of the test between you and the test candidates.

4.13 After completion of the tests

Make sure that the prospects have clearly filled out the Candidate Information Form and printed their names on all answer sheets. Prospects should be instructed to use the same name and in the same form, as best they can, as on any prior correspondence with the National Office. Your group receives the list of prospects waiting to test; this list shows how the prospects' names are listed with the National Office.

Prospects should also be instructed that, if their names and/or addresses have changed since the initial contact, the old and new information should be included on the answer sheets indicating old and new.

Collect all of the test booklets, answer sheets, scratch paper and pencils. Inform the prospects that results will be mailed to them from the National Office and that results will not be given verbally, by fax or by email. Also, remind them they

will be receiving a letter indicating only whether or not they qualify for admission. No specific scores will be released.

Often, the prospects wish to learn more about Mensa after the test session; they may also ask questions concerning IQ tests in general. Be prepared with answers. (See Section 6)

The proctor should be knowledgeable about the local group and its activities, but often a knowledgeable local group member speaks to the prospects about Mensa membership and local group activities. The most recent issue of the local group newsletter with a list of current activities is often appealing. This is often the point at which prospects make up their minds about Mensa.

4.14 The prospects' next steps

The prospects should expect letters indicating whether they qualified within 10 business days of receipt of tests at the National Office. An exception is during peak periods, such as National Testing Day, when notification may take three to four weeks.

If his or her score is at or above the 98th percentile on either test, the prospect will receive an offer of membership and need only pay dues to become a member. A prospect scoring below the 98th percentile does not qualify, but may provide prior evidence for membership at no additional charge. There are sample qualifying and non-qualifying letters in Appendix A.

The National Office will contact the test proctor by email when the tests have been scored. This lets the proctor know when candidates should expect to receive their notification. If any candidate has not received this notification in a reasonable amount of time, please let the testing and admissions department know so another letter can be sent.

5.0 FOLLOWING THE TEST SESSION

5.1 Financial procedures

After the test session, we ask that you mail the testing materials to the National Office within three days. Since there is a significant amount of money involved in the testing program, we have outlined below the appropriate procedure for the return of testing materials and money. It is the responsibility of the proctor and testing/proctor coordinator to ensure that each candidate pays the correct amount for testing and that this money is submitted to the National Office.

Please keep in mind the following:

- Do not send cash through the mail; convert to a check or money order.
- Please mail testing packets to the National Office within three days. To retain them for a longer period would be inconsiderate and cause delay in notifying the prospects of their test results. We strongly encourage you to use certified mail so that the tests can be tracked in case they are lost.

Each testing packet must include the following:

- Test Session Recap.
- Candidate Information Form for each candidate.
- Testing Consent Forms (for those candidates under the age of 18).
- Payment.
- Testing answer sheets.
- Testing material from each candidate should include payment. The finance/accounting department must be able to balance the amount of money and number of candidates for each test session! Please mail each test session separately or enclose in separate envelopes.

All testing fee reimbursements are direct-deposited into the local group's bank account on the third Friday of every month following the month when the testing packet was received at the National Office. Notification of the funds transferred is sent to your local group's treasurer. Please let American Mensa's national group coordinator or controller know if you have any questions about this procedure.

6.0 FREQUENTLY ASKED QUESTIONS

6.1 Is it mandatory that prospects take the Mensa Home Test prior to the supervised test?

While not mandatory, the Mensa Home Test provides practice and confidence. Urge prospects to do so, especially if they have not had experience with a testing situation recently. The Mensa Home Test is available on American Mensa's Web site (www.us.mensa.org) or from the National Office. Groups can buy them at a reduced cost and sell them as a great local group fund raiser! Please contact the testing and admissions coordinator for more information.

6.2 Who should take the supervised tests?

About 80 percent of individuals who take the Mensa Home Test score high enough to warrant taking the supervised tests. In addition, many prospects go directly to the supervised tests. The Mensa Admissions Test must only be given to candidates ages 14 or older, since our tests are not normed for those under 14 years of age.

Prospects should also be informed of the alternate procedure for admission to Mensa, since they may already have taken a test that will qualify them. Younger prospects (under age 14) may apply for admission to Mensa by submitting alternate evidence of qualification.

6.3 How many times should a prospect be invited to take the tests?

Each prospect should be given three to five invitations to take the supervised tests. If your group is using email to notify candidates of local testing opportunities, please respect the rights of your prospects when contacting them. Please do not overuse email, do not use multiple candidate email addresses in one email and remove them from your prospect list at their request.

6.4 What tests are administered?

Two tests are given at each session: the Wonderlic Personnel Test and the Mensa Admission Test. A prospect takes both but needs to score at or above the 98th percentile on only one of the tests.

6.5 What about prospects whose primary language is not English?

It is important that notices of the supervised tests indicate that the tests American Mensa uses are for native English-speaking persons or those who are completely fluent in English, but that special arrangements can be made for those who would have difficulty taking a test in English (e.g., those whose primary language is not English).

6.6 How many testing candidates should a single proctor be allowed to test at one time? What type of assistance is allowed from non-proctors?

There is no set number of candidates that a proctor can test at one time. We do suggest that a proctor have assistants available if there are five or more candidates. Assistants do not have to be qualified proctors as long as they help only in handing out and gathering tests.

6.7 What amount of funding does the group receive for each test?

Your group will receive $12.50 per test participant. Local groups that test members of the working media will not receive funding for that particular test because members of the working media are tested for free.

6.8 Can family members of proctors take the tests?

Proctors are not allowed to test their own family members. Another proctor should administer tests to anyone related to a proctor.

6.9 How can scores on "prior evidence" tests be obtained?

- The membership brochure and the American Mensa Web site (www.us.mensa.org/joinmensa) provide a list of some tests that are currently accepted. For any test not listed on the brochure or Web site, contact the testing and admissions manager to learn whether a score is acceptable. Please keep an ample supply of membership brochures on hand to assist you with your discussion of prior evidence.

- Individuals who wish to join Mensa by submitting prior evidence may be able to obtain original copies of their test scores by contacting one of the following agencies:

Educational Testing Service
P.O. Box 592
Princeton, NJ 08540
(609) 921-9000
www.ets.org
(GRE, GMAT, SAT, LSAT)

American College Testing
P.O. Box 168
Iowa City, IA 55240
www.act.org
(ACT)

National Personnel Records Center
attn: Military Personnel Records
9700 Page Blvd.
St. Louis, MO 63132
www.nara.gov/regional/stlouis.html
(AGCT, GT, NGCT, GCT)

Psychological Corporation
555 Academic Cir.
San Antonio, TX 78204
(800) 622-3231
www.hbtpc.com
(Miller Analogy Test, MAT)

6.10 Why is American Mensa no longer releasing scores to applicants?

AML is not pleased with having to no longer distribute scores to our test-takers. However, Mensa tests candidates only for the purpose of offering admission into the organization, and all testing is done under the license of our supervisory psychologist. All proctoring, purchase of tests and related materials, and test scoring comes under the authority granted to him as a licensed psychologist. As state laws regulating the practice of psychology and what it entails are becoming more stringent, the supervisory psychologist must make these changes to our program to ensure he is not putting his license or the organization in jeopardy. Lawyers and psychologists have been consulted in these matters and have recommended these changes.

We realize that some people may want to test just to learn their "number." However, we need to remember that Mensa is not a testing agency and that the purpose of the Proctor Network is to test for admission into Mensa, not to give an IQ-type score.

Mensa has not been accused of doing anything wrong. This is a proactive measure to protect the good name of Mensa and to ensure that, as state restrictions across the country continue to tighten, Mensa is able to continue testing as a means of increasing membership into the organization.

It is imperative that you let the prospects know before they take the Mensa Admission Tests that they will not receive a score, just a letter indicating whether or not they qualify for admission.

6.11 What is National Testing Day?

National Testing Day began in 1998 as a coordinated nationwide testing effort between the local groups and the national organization. Each fall, more than 100 local groups test on the same day. This is a major recruiting opportunity for American Mensa.

Hosting concurrent test sessions opens the door for national publicity opportunities. Local groups can piggyback on national efforts to help get the word out about Mensa and testing.

National publicity efforts for NTD have included:

- Banner ads on Web sites such as Riddler, Discovery Channel, Pogo and Essence;
- Test site listings on www.us.mensa.org;
- Press kits and information sent to national and local media outlets;
- Press releases distributed to college and university newspapers.

In June, each LocSec is sent an NTD Participation Form. The LocSec should return the form to the National Office along with the name of the group's NTD coordinator. This person will coordinate testing sites and publicity for NTD and will communicate the group's plans with the National Office. After the Participation Form is returned, the NTD coordinator will receive a packet of information to help guide him or her through NTD. The NTD coordinator may be anyone in the group, but it is often the proctor coordinator or LocSec.

Answers to Common Questions about Mensa

The questions and answers below are suggestions. You may have your own answers if you give the questions a little thought, but be sure to think about your answers before your interview (especially if it's on radio or television). Keep in mind your two to three major points and try to work at least one of them into each answer.

What does Mensa mean?
The word "Mensa" has a triple meaning in Latin of "mind, table, month," which suggests a monthly meeting of great minds around a table.

How many members does Mensa have?
American Mensa has more than 52,000 members. Worldwide, there are more than 100,000 members of Mensa.

Isn't Mensa elitist? Don't you hold yourself up as better than (smarter than) everyone else?
Mensa has only one requirement for membership: you must have scored in the top 2 percent of the general population on a standardized intelligence test once in your life. Once you meet that requirement, you cannot be denied an offer of membership. That would make any organization with an "admission committee" more elitist than Mensa.

Mensa does not require that someone sponsor you, nor do you have to attend a certain number of meetings for membership.

Mensa has no racial, religious, ethnic, sexual, political, economic, national, professional, special interest, age-based or other barriers to membership (other than the required intelligence test score). How many other groups can make that claim?

Our members have scored in the top 2 percent of the general population on a standardized intelligence test, but that does not mean they think they're better than other people. Not everyone agrees with the premise that IQ scores measure intelligence, and most people realize there are lots of talents that cannot be measured by objectively scored tests.

Remember that five million Americans are eligible for membership in Mensa. How elitist are five million people?

What is the purpose of Mensa? What do you do to justify your existence?
Mensa's constitution specifies the society's three purposes:
To identify and foster human intelligence for the benefit of humanity;
To encourage research in the nature, characteristics and uses of intelligence;
To provide opportunities for social contacts among its members.

As a membership society, we exist (in a legal sense) for the benefit of our members. Mensa does have scholarship programs at the national and local level, publishes a research journal, and gives awards for academic and publishing excellence. Most of this activity is under the auspices of the Mensa Education & Research Foundation, to which contributions are tax-deductible.

Most of what Mensa does is social in nature. Every local group holds at least one meeting per month. Some meetings feature guest speakers, some are group dinners, some are theater parties and some are to play board games. If a member wants to organize an activity, the structure is there to do so.

Constitutionally, Mensa is prohibited from taking any stands of a political, social, economic or other nature. Individual members, of course, have lots of opinions — ask 100 Mensans for their opinion on a given topic, and you'll get 110 answers — but they do not speak for the society as a whole when they do so.

Why does Mensa continue to use the IQ test as the basis for admission?
First, intelligence tests have not been dismissed as a means of measuring certain types of intelligence. Some psychologists claim these tests put some people at a disadvantage; however, intelligence tests are, by and large, a valid measurement tool used by the psychological community.

Using anything but an objectively scored intelligence test would place potential members under far more subjective standards. For now, at least, standardized intelligence tests are the most objective and reliable means available in measuring the intangibles of "intelligence."

Who are your famous members? Are there any really well known stars, authors, politicians, Nobel Prize winners, etc.?
There are Mensans whose names you would recognize.

(Offer the names of those members who are listed in the external press kit. If they would like verification that someone famous is a member, they need to contact the National Office.)

Who are the smartest people in Mensa? Who is the youngest or oldest member?
Our members' scores are held in the strictest confidence. Applicants are told only whether they meet the qualification for membership.

According to *the Guinness Book of World Records Hall of Fame*, Marilyn Vos Savant, a member of Mensa and columnist for *Parade*, has the highest recorded IQ score.

To mention the names of the youngest and oldest members would be a violation of their privacy. However, I can tell you that we have members ranging in age from 4 to well into their 90s.

What about other high-IQ societies, the ones that claim to limit themselves to people infinitely smarter than Mensans — how do you feel about them?
As far as I know, there are only a handful of other "high-IQ societies" in the U.S. Some of these groups only hold one meeting a year or exist mainly through correspondence between members – but if they meet their members' needs, then I'm glad they're there.

I should add, though, that Mensa is the only "high IQ society" with a national network of over 52,000 members in the U.S. and more than 100,000 members worldwide, which allows us to support various programs and outlets for member involvement.

What about "Densa"? How do you feel about that?
According to the *Gale Encyclopedia of Associations*, Densa exists for the 98 percent of the population who wouldn't qualify to join Mensa and is listed in its "humor" category. Personally, I don't think it makes good sense to call someone "dense" if he or she scored in the top 3 percent of the general population on a standardized intelligence test.

How many members of minority groups does Mensa have?
We don't have an answer for that question. We don't have an answer because we don't ask that question of our members. We do ask members to share a personal profile we call a Personal Data Questionnaire. However, this is voluntary and only a small percentage respond. We don't know how many minorities belong to the organization or in what groups they belong. We encourage membership by anyone who meets the 2 percent qualification.

Internationally, there are more than 100,000 Mensans who represent more than 100 different countries.

Do you think minorities are not members because IQ tests discriminate against them?
Some people would argue this point, while many more believe intelligence tests remain the most objective indicator of certain kinds of intelligence. We welcome people of all groups to join Mensa, and we try to communicate this through all of our recruiting efforts.

If you're so smart, why aren't you rich?
If I had a dollar for every time I heard that, I would be rich.

Who says that wealth is a byproduct of high intelligence? Look at people who are wealthy — they may be highly intelligent, they may be ambitious, they may have highly marketable skills, they may be self-promoters, they may be a combination of these or they might be plain lucky.

There are millionaire Mensans. We also have members who do not make much money but are in professions that make them happy.

I've met some of your members. They seem to be underachievers, lonely hearts, arrogant, anti-social. What do you think about that?
There is no guarantee that a person with high intelligence is attractive, gregarious or highly motivated . . . nor does it mean that a person is not any of those.

Yes, some members are unusual in the way you mentioned, but so are non-Mensans. Come to a number of the meetings, and you'll find that Mensa is an enormously diverse group. You'll meet people you like and people you don't like, and that's what makes Mensa the exciting society it is.

Answers to Common Questions about Testing

Members of the media or test-takers may ask difficult questions about IQ, intelligence, or Mensa admissions. To help you out, we asked Dr. G. Frank Lawlis, AML supervisory psychologist, some questions regarding these issues. The following are some sample responses from Dr. Lawlis.

Is intelligence a question of nature or nurture; i.e., is intelligence learned or acquired?
Eminent scholars continue to debate that question, with evidence on both sides. However, Mensa cannot decide that question.

Is IQ testing culturally biased?
Mensa offers a battery of culture-fair tests in order to provide a level playing field for all applicants.

What constitutes a "genius"?
There is no scientific definition for "genius." About 75 years ago, it was established that an IQ of 140 qualified a person as a genius, but that figure has no scientific merit.

What goes into developing a standardized intelligence test?
A testing company develops a battery of questions and tests each question on a person with a known score. The testing company then does "item analysis" and removes those questions on which the test subjects score poorly. Questions are then tested against a larger segment of the population. It takes several years and millions of dollars to develop a qualified test.

Did Mensa develop the Mensa Admissions Test?
No. Mensa has a contract with a well-known testing company and uses a modified version of a test developed by that company.

How does someone prepare for a standardized intelligence test?
There is no way to study for an intelligence test.

To do their best, we recommend people relax, study vocabulary and simple math skills, and go into the test with open minds.

How do you figure someone's IQ?
Intelligence quotient is an antiquated term that was developed nearly 80 years ago. The equation divided mental age by chronological age. This method was dropped 60 years ago. Today, intelligence is measured by a person's relative position in a group that combines geographical and age cohorts.

Can a person's IQ change?
In general, it is believed that a person's IQ does not change after age 10.

IQ scores can vary from test to test, but the issue lies with the test, not the individual.

Test scores can be lowered by anything that impairs testing ability, such as physical health, anxiety or poor testing conditions.

How do you define "percentile"?
It is how an individual ranks compared with others.

If someone scores in the 98th percentile, it means that person tested at, or better than, 98 percent of the population.

Does Mensa accept scores from IQ tests posted on the Internet or in books?
Mensa does not accept scores from intelligence tests posted on the Internet or published in books. As soon as people can study the questions, it no longer qualifies as a standardized intelligence test.

APPENDIX A

Sample Prospect Notification Letter #1 ..... A1
Sample Prospect Notification Letter #2 ..... A2
Sample "Qualifying" Letter A3
Sample "Non-qualifying" Letter A4

Sample Prospect Notification Letter #1

(We recommend that you use local group Mensa Letterhead)

John Doe
123 Merry Way
Anywhere, USA 99999
Telephone No.

Date

Dear Mensa Test Prospect:

CONGRATULATIONS on your decision to take the Mensa supervised tests! The next test session in the Greater Anywhere area will be:

Saturday, May 3, 20XX
Little Red Schoolhouse
345 Main Street (corner of Vine), City, State
Room 304
Time

There will actually be two tests proctored with a short break between them. A score at or above the 98th percentile on either of the tests will qualify you for Mensa membership. Two to three weeks after the test session you will receive notification on whether you qualify to join Mensa. Locally, we are proud of our Greater Anywhere group — the 125 local members enjoy varied monthly activities, a local publication and benefits of a national organization.

Please let me know if you will be able to attend the test session next month by completing and returning the form below. If you have any condition that you feel would make a standard test unsuitable, or if your main language is not English, you may be given our non-language battery of tests at a different time. If this is the case, contact me directly so that alternate arrangements can be made.

All you need to bring to the test session is a piece of identification with your photo on it and a well-rested mind. Pencils and other materials will be provided. No smoking will be allowed in the test session. We ask that you arrive promptly; late arrivals may not join a test session once it is in progress. Should you have any questions in the interim, please feel free to contact me. I am looking forward to hearing from you and meeting you on (testing date).

Sincerely,

John Doe
Testing Coordinator

Name: _____ Date: _____

Address: _____ Phone: _____

[ ] Save a space for me! I'll be there on (date). My check payable to American Mensa in the amount of $30 is enclosed.
[ ] I cannot make the test session. A preferable date is: _____
[ ] I am no longer interested; please remove my name from your list.
[ ] I am 14 years of age or older. I agree to present a photo ID at the test session.

Sample Prospect Notification Letter #2

(We recommend that you use local group Mensa Letterhead)

John Doe
123 Merry Way
Anywhere, USA 99999
Telephone No.

Date

Dear Mensa Prospect:

Thank you for your interest in American Mensa, the High IQ Society. The next Mensa supervised test session in this area will be:

May 17, 19XX at 10:00 a.m.
Main Elementary School — See Bulletin Board for Room
123 Front Street, City, State

Two tests will be administered with a short break between them. The session will last approximately two hours. A score at or above the 98th percentile on either of the two tests will qualify you for membership in Mensa. Two to three weeks after the test session you will receive notification on whether you qualify to join Mensa. If you are dyslexic, or if your main language is not English, you may be given our non-language battery of tests at a different time. If this is the case, contact me directly so that alternate arrangements can be made.

To ensure your position at the test session, please return the enclosed form prior to the scheduled time with your check or money order payable to American Mensa in the amount of $30. (No cash, please.) The testing fee must be received before you can be scheduled to take the tests.

As a courtesy to others taking the test, you are requested to be prompt. Applicants arriving after the first test has begun may take the second test, but they will be required to wait outside the room until the second test is given so as not to distract the other candidates. However, if you do not satisfy the admission criterion on the second test, you may reschedule to take the first test at a later date

All materials will be provided at the test session, but please bring a form of identification with your photo on it. Smoking will not be allowed in the test session.

The tests that are given may not be retaken to fulfill admission requirements. You may, however, be granted membership on the basis of evidence from a previous intelligence test. The final decision of evaluating such evidence rests with the American Mensa National Office, 1229 Corporate Dr W, Arlington, TX 76006-6103, under the authority of the supervisory psychologist.

Should you have any questions in the interim, please feel free to contact me.

Sincerely,

John Doe
Proctor Coordinator

Name: _____ Date: _____

Address: _____ Phone: _____

[ ] I will be there on (date). My testing fee in the amount of $30 made payable to American Mensa Ltd. is enclosed.

[ ] I cannot make this test session. A preferable date is: _____

[ ] I am no longer interested.

Sample Qualifying Letter

Date

John Doe
123 Merry Way
Anywhere, USA 99999
Telephone No.

John Doe:

CONGRATULATIONS! Your Mensa Admissions testing has been scored and, based on the percentile rank, you qualify for admission into Mensa.

Founded by two English barristers in Great Britain in 1946, Mensa has a triple meaning in Latin of "Mind, Table, Month" which suggests a monthly meeting of great minds around a table. As an organization, Mensa has three purposes, which are outlined in its Constitution: to identify and foster human intelligence for the benefit of humanity; to encourage research into the nature, characteristics and uses of intelligence; and to provide a stimulating, intellectual and social environment for its members.

Upon receipt of your membership dues, your new member packet and membership card will be forwarded within 10 business days. In the meantime, we suggest that you contact your local group and begin participating in some of the activities in your local area. Below, you will find contact information for a local group representative.

We look forward to welcoming you as an active member of American Mensa and hope that you will take the opportunity to experience all that Mensa has to offer.

Best regards,

Executive Director

Local Group/Local Contact information

The testing and admissions program is administered under the supervision of Dr. G. Frank Lawlis, Supervisory Psychologist, American Mensa, Ltd.

Sample Non-Qualifying Letter

Date

John Doe
123 Merry Way
Anywhere, USA 99999
Telephone No.

John Doe:

Thank you for taking the Mensa Admissions tests. The criterion for membership into Mensa is a score in the upper 2 percent. As you can understand, this is a very small fraction of the population. Based on your recent testing, we cannot offer you membership at this time. There is, however, an alternate procedure to join Mensa that we hope you will consider.

Many people have taken a test that meets criteria for membership during their academic career, and you may qualify for Mensa by submitting acceptable scores from a standardized intelligence test (including the GRE or MAT). We will be happy to review your prior evidence free of charge. Please visit our web site (www.us.mensa.org) for procedures to submit evidence as a qualifier for membership. A list of commonly accepted tests is also available on our site.

Please contact us if we can be of further assistance.

Sincerely,

Testing and Admissions Coordinator

National Office Contact Information

The testing and admissions program is administered under the supervision of Dr. G. Frank Lawlis, Supervisory Psychologist, American Mensa, Ltd.

Appendix B

Sample Press Release #1 — Supervised Test B1
Sample Press Release #2 — Supervised Test B2
Sample Press Release #3 — Supervised Test
(with sample information included) B3
Sample Calendar Listing for a Test Session B4

Sample Press Release #1 — Supervised Test

(We recommend that you use local group Mensa Letterhead)

Contact: (Proctor/testing coordinator)
(Telephone) (Email) or
(LocSec/PR Coordinator)
(Telephone) (Email)
(2 local contacts should be listed)

FOR IMMEDIATE RELEASE (Month Day, Year)

LOCAL HIGH IQ SOCIETY OFFERS MEMBERSHIP TEST

(City, State) — (local group) a chapter of American Mensa, the high IQ society, will be offering its membership test to the public at (time) on (date) at (location, full address).

Mensa is an international organization with only one requirement for membership: a score within the top 2 percent of the general population on an accepted supervised, standardized intelligence test.

"One out of every 50 people in the U.S. is qualified to join Mensa," according to (LocSec), president of (local group). "If you're the type of person who really enjoys a challenge, the test is a must."

The test is open to anyone over the age of 14 who has not previously taken the Mensa Admissions Test. Test-takers need to bring a photo ID and the $30 fee to the test site.

American Mensa, Ltd., has more than 50,000 members nationwide. More than (number) members belong to (local group), which covers (geographic area). The group meets monthly at (location) and sponsors (SIGs or events that take place locally, e.g., speakers, discussions, game nights, parties, films, plays or concerts). Events range from the rigorously intellectual to the strictly social.

Mensa encourages and supports programs for gifted children, sponsors research into the nature of intelligence, and annually awards educational scholarships nationwide.

For more information about upcoming test sessions, contact (testing/proctor coordinator or LocSec) at (address/ telephone). To learn more about American Mensa, visit www.us.mensa.org.

Sample Press Release #2 — Supervised Test

(We recommend that you use local group Mensa Letterhead)

Contact: (Proctor/testing coordinator)
(Telephone) (Email) or
(LocSec/PR Coordinator)
(Telephone) (Email)
(2 local contacts should be listed)

FOR IMMEDIATE RELEASE (include date)

LOCAL HIGH IQ SOCIETY OFFERS MEMBERSHIP TEST

(City, State) — (Name of local group), the (city) chapter of American Mensa, the high IQ society, will be offering its membership tests to the public at (time) on (date) at (location with complete address). The testing fee is $30, and a photo ID will be required.

Mensa is an international society with only one requirement for membership: a score within the top 2 percent of the general population on a standardized intelligence test.

American Mensa, Ltd., has more than 50,000 members nationwide. More than (number) members belong to (local group), which covers (geographic area). The local group meets monthly at (location) and sponsors (SIGs, events that take place locally, e.g., speakers, discussions, game nights, parties, films, plays or concerts). Events range from the rigorously intellectual to the strictly social.

Mensa encourages and supports programs for gifted children, sponsors research into the nature of intelligence, and annually awards educational scholarships nationwide.

For more information about upcoming test sessions, contact (testing/proctor coordinator or LocSec) at (address/ telephone). To find out more about American Mensa, visit www.us.mensa.org.

Sample Press Release #3 — Supervised Test

Great Worth Area Mensa

Contact: Pat Doe, Proctor
555-555-5555
PatDoe@providername.com

FOR IMMEDIATE RELEASE (January 1, 2002)

LOCAL HIGH IQ SOCIETY OFFERS MEMBERSHIP TEST

(Great Worth, TX) — Great Worth Area Mensa, a chapter of American Mensa, the High IQ Society, will be offering its membership tests to the public at 2 p.m. on Saturday, January 31, 2005, at the Great Worth Public Library, 123 Main Street, Great Worth, TX.

Mensa is an international organization with only one requirement for membership: a score within the top 2 percent of the general population on an acceptable supervised, standardized intelligence test.

"One out of every 50 people in the U.S. is qualified to join Mensa," according to Lynn Smith, president of Great Worth Area Mensa. "If you're the type of person who really enjoys a challenge, the test is a must."

The test is open to anyone over the age of 14 who has not previously taken the Mensa Admissions Test. Test-takers need to bring a photo ID and the $30 fee to the test site.

American Mensa, Ltd., has more than 40,000 members nationwide. More than 200 members belong to Greater Worth Area Mensa, which covers the central portion of Texas. The local group meets monthly at Our Spot and sponsors speakers, book discussion groups, game nights, sports outings and theater trips. Events range from the rigorously intellectual to the strictly social.

Mensa encourages and supports programs for gifted children, sponsors research into the nature of intelligence, and annually awards educational scholarships nationwide.

For more information about upcoming test sessions, contact Pat Doe, 123 Main St., Great Worth, TX 77777; by phone at 555-555-5555; or by email at PatDoe@providername.com. To learn more about American Mensa, visit www.us.mensa.org.

Sample Calendar Listing for a Test Session

Media Alert
Contact:
Attn: Calendar/Events
Contact's Name
(use the reporter's name if available)
Contact's Phone Number

Contact's E-mail Address

Could you be a member of Mensa?
Take the American Mensa Admissions Test

Who:	General public (age 14 and older)
What:	The American Mensa Admissions Test
Where:	Name of testing location Address of testing location (Special directions for testing, i.e., parking instructions or room #)
When:	Day, date Registration begins: Test begins: The test will take about two hours to complete. Test-takers will be required to show a photo ID.
Cost:	$30 (The fee is waived for members of the working media.)
Public Contact:	(Phone number the public may call for more information.)

Background: Based in Arlington, Texas, American Mensa is an organization for anyone who scores in the top 2 percent of the general population on a standardized intelligence test. For more information, call 817/607-0060 or visit www.us.mensa.org.