

October 2017

Dear Parents/Guardians:

The New Trier High School Placement Test will be administered on **November 18, 2017 and December 2, 2017**. Placement tests will be administered at the **Northfield Campus, 7 Happ Road, Northfield**. Test dates are assigned by school as indicated below:

- **Saturday, November 18, 2017 at Northfield Campus**  
**Sunset Ridge, Central, Washburne, Private, Parochial, and Home-Schooled Students**
- **Saturday, December 2, 2017 at Northfield Campus**  
**Marie Murphy, Joseph Sears, Wilmette Junior High**

**Test Day Schedule:**

**Doors Open: 7:45 a.m.**  
**Check in: 8:00 a.m.**  
**Testing Ends: 12:15-12:30 p.m.**  
**Supplies Needed: Calculator, Pencils, and Erasers**  
**(Students may bring water and a snack for breaks.)**

We will administer the Educational Records Bureau's "Comprehensive Testing Program 4" (CTP4), which consists of five tests: Verbal Reasoning, Reading Comprehension, Quantitative Reasoning, Mathematics Part 1 (no calculator allowed), and Mathematics Part 2 (calculator allowed). Information concerning ERB and its program may be found at [www.erbtest.org](http://www.erbtest.org).

We encourage you to carpool on your child's test day in order to minimize traffic congestion.

**Please plan to drop off and pick up your child in the south or east parking lots at the Northfield campus** so that your children will not have to cross Happ Road. Security staff will be posted in these lots to direct students to the student cafeteria, where posters with students' names and assigned room numbers will be displayed. Proctors will be present to help students find their test rooms.

If you have any questions, please feel free to contact me at [stevensp@newtrier.k12.il.us](mailto:stevensp@newtrier.k12.il.us) or (847) 784-2259.

Sincerely,

Peg Stevens  
Test Coordinator

## **New Trier High School Placement Assessment Frequently Asked Questions (FAQs)**

**Q: Why do students take a placement assessment, and is this the only information that is used for level placement?**

Most high schools require students to take some kind of placement assessment. The ERB tests are one component of the portfolio used to place students in appropriate course levels at New Trier. It is important to note that the student information forms completed by 8<sup>th</sup>-grade teachers, parents, and students are also important components of the portfolio used by the placement team. The parent profile forms will come via email with the Infosnap registration. The student self-assessment and teacher profiles are completed at the sender schools. Parents are permitted to request a change of level in up to three courses.

**Q: What if a student has a conflict with the date?**

A student may come on the opposite Saturday, but arrangements must be made in writing with Peg Stevens, Test Coordinator, at 847-784-2259 or [stevensp@newtrier.k12.il.us](mailto:stevensp@newtrier.k12.il.us) to schedule the date change.

**Q: What if a student cannot test on a Saturday due to religious beliefs?**

A Sunday alternate date may be arranged with Peg Stevens, Test Coordinator, at 847-784-2259 or [stevensp@newtrier.k12.il.us](mailto:stevensp@newtrier.k12.il.us).

**Q: What assessment instrument is used for placement?**

Five tests within the Educational Records Bureau's "The Comprehensive Testing Program 4" (CTP 4) will be administered. The components of the assessment to be given are: Verbal Reasoning, Reading Comprehension, Quantitative Reasoning, Mathematics Part 1 and Mathematics Part 2. Students may use calculators for Mathematics Part 2 only. Information concerning ERB and its programs may be found at [www.erbtest.org](http://www.erbtest.org).

**Q: When and where should students report? How long is the test?**

- Testing will be conducted on the **NORTHFIELD CAMPUS**. Students will enter at the C-7 door at 7:45 a.m.
- Proctors will direct students to the cafeteria where posters with student names and assigned room numbers will be displayed. Proctors will be available for directions to classrooms.
- If students or parents have questions, please see Mrs. Stevens in the cafeteria.
- The actual testing time is 210 minutes. Total time with check-in and breaks should be about 4 hours. Students may bring water and a snack to eat during breaks. Eating and drinking are not allowed in the classroom.

**Q: What about students with accommodations?**

Students with accommodations should contact their caseworker in the junior high for testing instructions.

**Q: When will students receive the test results?**

Test results will be mailed to the parents in early February along with New Trier level recommendations and course selection materials.

**Q: What should the students do to prepare for the exam?**

The best way for students to prepare for this exam is to do well in their classes and continue to learn the skills and concepts that are being covered in their eighth-grade subjects. It is also important to follow good test-taking strategies prior to the test. Getting a full night of sleep and eating a healthy breakfast in the morning will aid students in doing their very best work.

**\*If you have any questions before the test day, please do not hesitate to contact:  
Peg Stevens at 847-784-2259 or [stevensp@newtrier.k12.il.us](mailto:stevensp@newtrier.k12.il.us).**