DATE: 2/11/2008

TO: Selected Mathematics Faculty

FROM: Bob Smazenka

SUBJECT: MDTP Benchmark

Dear Faculty,

We are preparing to replace ACCUPLACER with MDTP as our mathematics placement instrument. As part of our effort to determine appropriate cut-scores for the various courses we have selected a sample of classes whose students will be asked to take the MDP placement exam. Below are instructions for administering the exam. **The security of this exam is critical**. You must collect and return all test booklets. Monitor the exam closely and do not allow any student to make a copy of the questions. Collect all scratch paper. Replace all material in their original envelopes, seal them and return them to either Margarita Padilla in CSB 107 or to Maria Renteria in the math center.

Please email Maria Renteria, rentermd@lamission.edu, and she will deliver the exams to your class room.

I know how tight lecture schedules are but it is very important that your students take the exam by the end of the second week of school. To help account for the potential effect of current instruction on exam scores, please write the date you gave the exam on the envelope.

Instructions to students:
> Do not open the test booklet until told to do so.
> You are being asked to take this exam in order to help the Mathematics Department improve the placement of students in classes.
> This exam will not count toward your grade in the class. (**Faculty:** Do not emphasize this point too much since we want students to take the test seriously.)
> Calculators are not allowed on the exam.
> Please do not write in the test booklet. Scratch paper will be provided and must be turned in at the end of the exam.
> On the answer form: Print and bubble in your first and last name and today's date.
> Print and bubble in your student ID in the field labeled "SOCIAL SECURITY NUMBER".
> Print the section number of your class in the field labeled "TEST ID".
> Bubble in your answers in the left hand column.
> You will have 45 minutes once the exams begin.

Thank you for your cooperation. Your efforts will help the department better serve our students.

Sincerely,

Robert Smazenka
Mathematics Department Chair