

HSPT Overview and Background

The *High School Placement Test (HSPT)* is a five-part multiple choice test of verbal, quantitative, reading, mathematics, and language arts skills. The exam includes 298 questions and takes 3 hours to administer. This includes two short breaks and 30 minutes for distributing and collecting the answer sheets and test booklets. Subtests and standard testing time limits are as follows: 16 minutes for verbal ability; 30 minutes for quantitative ability; 25 minutes for reading achievement; 45 minutes for mathematics achievement; and 25 minutes for language arts.

Students completing the HSPT are ranked in percentiles and scored in relation to two normed groups: those taking the test on the same date nationally and those taking the test in the greater Washington area. Standard scores range from 200-800, with 500 as the mean. The Cognitive Skills Quotient for the combined verbal and quantitative ability scores is interpreted the same way as with the IQ test, with the average being 100. Scoring summaries include Total Cognitive Skills, Total Basic Skills and a composite score based on the five subtests.

Scholastic Testing Service, Inc. (STS) first developed the HSPT in 1955. Since that time, STS has revised the HSPT annually in order to ensure its effectiveness for the schools using the test. The HSPT scores are one factor that 11 of the Catholic high schools in the Archdiocese of Washington consider when reviewing students' applications to their schools, although schools elsewhere also use this test to assist with educational diagnosis and awarding of scholarships. The Archdiocese of Baltimore and the Diocese of Arlington both utilize the HSPT for admissions purposes, and we have worked closely to align materials and procedures with these dioceses. For more information about STS and the HSPT, please visit the STS website *Getting to Know STS* at www.ststesting.com. For information about preparing for the HSPT, see the subsequent section of this guide titled *HSPT Preparation Recommendations and Resources*.

Registration Process for Students Attending Archdiocese of Washington Catholic Schools Administering the High School Placement Test

All students attending a Catholic elementary school must register to take the HSPT through their elementary schools by completing the *online HSPT Registration Form*. Only students applying to Catholic high schools that require the HSPT are required to register to take the test.

Principals in Archdiocese of Washington schools share the web link to the *online HSPT Registration Form* with the parents/guardians of 8th grade students. Parents/guardians complete registration and payment for the test online, and a confirmation letter is sent to the parent/guardian's email address.

Online test registration opens on **Tuesday, September 4, 2018**. Test registration and payment must be submitted by **Friday, October 26, 2018**. The registration fee is:

- **\$45:** test scores are sent to up to three schools in the Archdiocese of Washington; **OR**
- **\$60:** test scores are sent to up to three schools in the Archdiocese of Washington **PLUS** one school in the Archdiocese of Baltimore or the Diocese of Arlington.

Accommodations

Students requiring testing accommodations must have appropriate documentation on file with the school. This documentation must include a current (within three years) diagnosis of an existing disability that was derived from a comprehensive evaluation conducted by certified professionals. This documentation should be available for review by the Director for Special Education, upon request.

High School Choice(s)

The *online HSPT Registration Form* identifies the Catholic high schools in the archdiocese that use the HSPT as part of their admissions process. Students and their parents/guardians select the high schools to receive the results of the HSPT online. The High School Choice(s) window opens on **Monday, November 19, 2018**.

Principals also give 8th grade students an *Authorization to Release Records* form. Parents/guardians must:

- Indicate the schools on the form to which their child intends to apply for admission in fall, 2018;
- Sign the form authorizing the elementary school to release their child's records to the schools; and
- Return the form with the HSPT registration confirmation letter to the child's 8th grade teacher by **Monday, November 26, 2018**.

Changes to high school selections must be made online before the close of the High School Choice(s) window on **Sunday, December 9, 2018**. If changes are made to high school selections, the *Authorization to Release Records* form must be updated and resubmitted to the child's 8th grade teacher.

Test Date and Make-Up Testing

Students take the HSPT, the official entrance test published by Scholastic Testing Service, Inc., at their schools on **Wednesday, November 28, 2018**.

To reschedule due to illness, parents/guardians must contact the school principal. The make-up test may be scheduled on or before December 4, 2018. For an extended illness, parents/guardians must call 301-853-5387 or send a request to HSPT@adw.org, to register for the January make-up test.

Registration Process for Students Not Attending Catholic Schools-Administering the High School Placement Test

All students must register to take the HSPT. **No walk-ins are permitted.** Registration deadlines are noted below.

Students attending schools that do not administer the HSPT may (1) register and pay for the HSPT online at www.adwcatholicschools.org or (2) complete the *HSPT Registration Form* available online or from any Catholic high school in the archdiocese, and mail the form with a **\$60** registration fee (check or money order) to have a student's test scores sent to up to three schools in the Archdiocese of Washington, or **\$75** to have a child's test scores sent to up to three schools in the Archdiocese of Washington plus one school in the Archdiocese of Baltimore or Diocese of Arlington.

Mail-in registrations: For the Saturday, December 1, 2018 test date, the completed HSPT registration (including payment) **must be received by Friday, November 16, 2018**. For the Saturday, December 8, 2018 test date, the completed HSPT registration (including payment) **must be received by Friday, November 23, 2018**. The *unpublicized* 3rd test date is Saturday, January 5, 2019. The completed HSPT registration (including payment) **must be received by Friday, December 21, 2018**.

Mail-in registrations must be addressed to:

Catholic Schools Office-HSPT
Archdiocese of Washington
P.O. Box 29260
Washington, DC 20017

Online registrations: Registration closes the Sunday prior to the test date. For the Saturday, December 1, 2018 test date, the completed HSPT online registration (including payment) **must be completed online by Sunday, November 25, 2018**. For the Saturday, December 8, 2018 test date, the completed HSPT online registration (including payment) **must be completed online by Sunday, December 2, 2018**. For the *unpublicized* Saturday, January 5, 2019 test date, the completed HSPT online registration (including payment) **must be completed online by Sunday, December 30, 2018**.

High School Choice(s)

The High School Choice(s) window opens on **Monday, November 19, 2018**. Changes to high school selections must be made online before the close of the High School Choice(s) window on **Sunday, December 9, 2018**.

At the time of registration, students may choose no more than three Catholic high schools in the Archdiocese of Washington to receive their test scores. Students may request that the score report be sent to one additional school in the Archdiocese of Baltimore or Diocese of Arlington. The testing company will send scores only to three Catholic high schools in the Archdiocese of Washington, and one additional school outside of the Archdiocese of Washington, if indicated.

The Archdiocese of Washington has adopted an inclusive philosophy for accommodating students. Parents/guardians are required to provide appropriate documentation of their child's accommodation needs with their *HSPT Registration Form* and at least two weeks prior to the date of the test. The high schools serving as testing sites for the HSPT will be assigned special needs proctors by the Catholic Schools Office to provide testing accommodations to meet the special needs of students who requested accommodations from the Catholic Schools Office at the time of registration. This is to ensure accommodations can be arranged between the Catholic Schools Office and the high school testing sites. If you have questions about testing accommodations for students taking the HSPT, please contact the Director for Special Education, 301-853-4569.

Testing Dates, Times and Locations

The HSPT for students not attending Catholic schools that administer the HSPT is offered from 9:00 a.m. to 12:15 p.m. at several sites on two dates:

Saturday, December 1, 2018

Academy of the Holy Cross	4920 Strathmore Ave., Kensington, MD
DeMatha Catholic High School	4313 Madison Street, Hyattsville, MD
Georgetown Visitation Preparatory School	1524 -35 th Street NW, Washington, DC
Gonzaga College High School	19 I (Eye) Street NW, Washington, DC
Our Lady of Good Counsel High School	17301 Old Vic Boulevard, Olney, MD
St. Mary's Ryken High School	22600 Camp Calvert Road, Leonardtown, MD

Saturday, December 8, 2018

Archbishop Carroll High School	4300 Harewood Road, NE, Washington, DC
Bishop McNamara High School	6800 Marlboro Pike, Forestville, MD
Elizabeth Seton High School	5715 Emerson Street, Bladensburg, MD
St. John's College High School	2607 Military Road NW, Washington, DC
St. Vincent Pallotti High School	113 St. Mary's Place, Laurel, MD

Unpublicized Test Date: Saturday, January 5, 2019

Academy of the Holy Cross
St. John's College High School
Bishop McNamara High School
St. Mary's Ryken High School

4920 Strathmore Ave., Kensington, MD
2607 Military Road NW, Washington, DC
6800 Marlboro Pike, Forestville, MD
22600 Camp Calvert Road, Leonardtown, MD

Severe Weather Postponements

Severe weather make-up test dates will apply only when severe weather requires the Catholic Schools Office to postpone a test. Delays or postponements will be announced on radio and TV. Please call 301-853-5387 for testing updates. Please listen to the news or visit www.catholicschoolswork.org for weather postponement updates. Make-up test dates are as follows:

Test Date: December 1, 2018	-	Severe Weather Test Date: December 8, 2018
Test Date: December 8, 2018	-	Severe Weather Test Date: December 15, 2018
Test Date: January 5, 2019	-	Severe Weather Test Date: January 12, 2019

*** Please note that in case of severe weather, all test sites will conduct testing on the make-up dates.*

Procedure for Students Who Miss Test Date Due to Illness

To reschedule a missed HSPT date due to illness, the parent/guardian must call 301-853-5387 or send a message to HSPT@adv.org, no later than the Monday following the missed test date.

Items Test-Takers Must Bring on the Day of the Test

Students who are registered to take the HSPT on a Saturday must bring the following items to the testing site:

- Two No. 2 pencils;
- Valid picture ID (if possible) or other appropriate personal identification documentation;
- Light snack (recommended); and
- Registration confirmation letter
- Calculator, if the student has been approved to receive this testing accommodation

Accommodations for Students with Special Needs

All testing sites will offer both regular and accommodated testing conditions. Parents/guardians must submit appropriate documentation of requested accommodations to the HSPT Office at least two weeks prior to the testing date – **documentation must be received by Friday, November 16, 2018, for the December 1, 2018 testing date, and by Friday, November 23, 2018, for the December 8, 2018 testing date.** Appropriate documentation may be uploaded online and attached to the online registration form. Those who do not submit the appropriate documentation may not be provided testing accommodations. Parent/guardians will receive confirmation of the approved accommodations via email, from the director for special education. During the admissions/enrollment process, parents/guardians should provide the high school(s) with similar information regarding their child's educational needs to ensure accurate placement.

For further information about testing accommodations, please contact the **Director for Special Education, at 301-853-4569.**

HSPT Preparation Recommendations and Resources

STS will provide all Catholic elementary schools with a supply of practice questions and general HSPT preparation information. The intention of this preparation is to apprise students and their families of the substance and process involved in taking the HSPT. While guides are available in bookstores and libraries to supplement the materials that will be provided, content preparation is not advised, as the nature of the test does not lend itself to this kind of preparation. Students should be encouraged to become familiar with the test sections and the kind of questions they will be expected to address. Parents or guardians seeking advice on HSPT preparation should be encouraged to review guides available in local libraries and bookstores. The Archdiocese of Washington does not endorse any one guide.

Parents and guardians are encouraged to work with their children well in advance of the date when they will be taking the HSPT. Students may take the HSPT only once, so it is important that they are prepared for the types of questions and material they will encounter. To prepare for the test, we recommend that students either buy or sign-out from their public library a testing guide that also includes practice HSPT tests or test questions.

Print Materials: There are several testing preparation guides that have been published by major publishing companies. These include guides published by:

- Barron's: *Guide to COOP/HSPT/TACHS, 3rd Edition*
- ARCO/Thomson Peterson's: *Master the Catholic High School Entrance Exams*
- Learning Express: *The Complete Preparation Guide [to] Catholic High School Entrance Exams*

Other guides also may be available in major book stores and public libraries. Parents and guardians should use their own discretion in selecting the guide and preparation plan that best suits their child's test preparation study needs.

Web-based materials: There are a few web providers who also offer HSPT materials. These providers may be discovered by using one of the internet search engines to identify the web address of the available provider(s). This method may provide the student with an additional means of test preparation. The following internet resources may be used for gathering preparation information for the HSPT. As with printed sources, the Archdiocese of Washington does not endorse any website materials.

http://www.testprepreview.com/hspt_practice.htm

<http://www.studyguidezone.com/pdfs/hsptteststudyguide.pdf>

Test Preparation Services: *Study Buddy* is an online tutoring service. Visit www.studybuddyhelp.org for more information.

HSPT Testing Materials

For Catholic Elementary Schools Administering the HSPT:

Students must complete test registration in advance. Only students registered in advance will be permitted to take the test. The Catholic Schools Office will provide a list of registered students to the school principal and test administrator, weekly via email, starting two weeks after the registration window opens, or upon request. A final list will be provided in December, after the close of the High School Choice(s) window. The list, which will include the registration confirmation ID# for each student, should be kept on file at the school. The correct confirmation ID# must be "bubbled-in" on each student's answer sheet to ensure that the students' scores are reported accurately.

STS mails HSPT order forms to Catholic elementary schools in September. Schools are advised to order enough testing materials for all students in the 8th grade class. Catholic elementary schools fax the *Elementary Order Form* to STS by October 30, 2018. The Catholic Schools Office, c/o Scholastic Testing Service, Inc., will provide each Catholic elementary school with an Interpretive Manual, HSPT directions, test booklets, and answer sheets. Catholic elementary schools mail completed HSPT answer sheets to STS by December 5, 2018. All HSPT test booklets, test instructions, and related materials must be returned to Scholastic Testing Services, Inc. after each test administration.

For Catholic High School Test Sites:

The Catholic Schools Office will provide a list of registered students to the high school test administrator, weekly via email, starting two weeks after the registration window opens, or upon request. The final list of registered students for each test site will be published on the Wednesday before the test date. Only those students who register in advance will be permitted to take the test. No walk-ins will be accepted.

STS mails HSPT order forms to participating Catholic high schools in September. High schools are expected to order enough materials to satisfy the school's stated site capacity. High schools fax the *High School Order Form* to STS by October 30, 2018. The Catholic Schools Office, c/o Scholastic Testing Service, Inc., will provide each participating Catholic high school with an Interpretive Manual, HSPT directions, test booklets, and answer sheets in November. All HSPT answer sheets, test booklets, test instructions, and related materials must be mailed to Scholastic Testing Services, Inc. on the Wednesday following each test administration.

Distribution of HSPT Results

Catholic Elementary Schools

The following information will be provided by STS, to the Catholic elementary schools in the Archdiocese of Washington:

- Alphabetical lists of students' scores, according to the accuracy of students' recording of the school code number, grouped according to the schools' directions as total grade or sections
- Performance profiles for each student tested, showing the norm-referenced scores and displaying how well students achieved on the five subtests of the HSPT
- Performance profile summaries
- Group summaries
- One set of score labels

Parents/Guardians

All parents/guardians of students taking the HSPT in December and January will receive a copy of their child's HSPT scores via email, in January, 2019. On the HSPT registration form, parents/guardians may request at the time of registration to have the scores sent via U.S. Mail to the address on the registration form. All test results will be emailed and mailed on the same day from Scholastic Testing Services, Inc. Electronic results will be emailed from reports@ststesting.com. Scores will not be released until all archdiocesan testing is completed and all scores are available for release. **Catholic schools are not permitted to release students' scores.**

Catholic High Schools

The following information will be provided by STS, to the Catholic high schools chosen by the students within fifteen (15) working days of the date that all answer sheets arrive at the STS Research Division in Earth City, Missouri:

- Alphabetical lists of students' scores, according to the accuracy of students' recording of the school code number
- Rank order lists of students' scores based on the STS HSPT composite score
- Performance profiles for each student choosing the school, showing the norm-referenced scores and displaying how well students achieved on the five subtests of the HSPT
- Performance profile summaries based on the students choosing the school
- Group summaries based on the students choosing the high school
- One set of score labels
- Student Data File (.csv) - *emailed to high schools*

Timeline for Catholic Elementary Schools Administering the HSPT

- June, 2018: Catholic Schools Office provides the *2018-2019 High School Admissions Information and Testing Guide* to Catholic schools.
- Sept. 4: HSPT online test registration opens. The special registration link is posted in the mid-summer **Friday Update** and on the principals' website. Principals share the registration link with their 8th grade families.
- Families complete online test registration and payment:
- \$45: student's test scores are sent to up to three schools in the Archdiocese of Washington; **OR**
 - \$60: student's test scores are sent to up to three schools in the Archdiocese of Washington PLUS one school in the Archdiocese of Baltimore or the Diocese of Arlington.
- Sept. 21: STS mails HSPT order forms to Catholic elementary schools.
- Oct. 26: HSPT online registration closes.
- Oct. 30: Catholic elementary schools will fax the *Elementary Order Form* to STS by this date.
- Nov. 8: STS sends Catholic elementary schools HSPT test booklets, instructions and answer sheets.
- Nov. 19: Window for selecting High School Choice(s) opens. Families return to the HSPT registration page to make high school selections online.
- Nov. 26: Students return the *Authorization to Release Records Form* to their 8th grade teacher along with a copy of their HSPT registration confirmation letter.
- Nov 28: HSPT is administered in all archdiocesan elementary schools.
- Dec. 5: Catholic elementary schools forward completed HSPT answer sheets to STS, and all HSPT test booklets, test instructions, and related materials.
- Dec. 9: Window for selecting High School Choice(s) closes on this date.
- Dec. 12: *Confidential Student Information Form* due to high schools.
- Dec. 24 –
Dec. 31: STS sends score reports to Catholic elementary schools, Catholic high schools, the Catholic Schools Office. NOTE: Catholic elementary schools are not permitted to release students' scores. STS may only send a student's scores to up to three of the 11 Catholic high schools participating in the four-choice process and one additional Catholic high school in the Archdiocese of Baltimore or Diocese of Arlington upon the request of a student's parent(s) or guardian(s).
- Jan., 2019 STS sends all HSPT score reports to parents/guardians via electronic mail. Requests for scores to be mailed will be accepted on the HSPT registration form. All test results will be emailed and mailed on the same day from STS.

Timeline for Catholic High School Testing Sites

- June, 2018: Catholic Schools Office provides the *2018-2019 High School Admissions and Testing Guide* to Catholic schools.
- Aug.-Sept.: Catholic Schools Office publicizes HSPT testing dates and locations in the *Catholic Standard* and *Parish Briefings* (bulletin announcements). Information also online and given to DREs.
- Sept. 21: STS mails the order forms to the high schools.
- Oct. 30: Catholic high schools that serve as HSPT testing sites fax or mail the *High School Order Form* to STS by this date.
- Nov. 8: The Catholic high schools serving as HSPT testing sites on December 1, receive HSPT test booklets, test instructions, and answer sheets from STS.
- Nov. 15: The Catholic high schools serving as HSPT testing sites on December 8, receive HSPT test booklets, test instructions, and answer sheets from STS.
- Nov. 27: Catholic Schools Office sends a final alphabetical list of all students registered to take the HSPT on December 1, by test site, to the Catholic high schools serving as testing sites on December 1.
- Dec. 1: HSPT is administered to students not attending Catholic elementary schools in the Archdiocese of Washington at the following Catholic high schools. Testing accommodations will be provided at all testing locations.
- Academy of the Holy Cross
 - DeMatha Catholic High School
 - Georgetown Visitation Preparatory High School
 - Gonzaga College High School
 - Our Lady of Good Counsel High School
 - St. Mary's Ryken High School
- Dec. 5: HSPT testing coordinators for each of the December 1 Catholic high school testing sites provide the Catholic Schools Office with the names and titles of HSPT proctors in the payment request for their school.
- Dec. 5: Catholic high schools that served as HSPT testing sites on December 1 forward completed HSPT answer sheets to STS, and all HSPT test booklets, test instructions, and related materials.
- Dec. 5: Catholic Schools Office sends a final alphabetical list of all students registered to take the HSPT December 8, by test site, to the Catholic high schools serving as testing sites on December 8.
- Dec. 8: HSPT is administered to students not attending Catholic elementary schools in the Archdiocese of Washington at the following Catholic high schools. Testing accommodations will be provided at all testing locations:
- Archbishop Carroll High School
 - Bishop McNamara High School
 - Elizabeth Seton High School
 - St. John's College High School
 - St. Vincent Pallotti High School

- Dec. 12: HSPT testing coordinators for each of the December 8 Catholic high school testing sites provide the Catholic Schools Office with the names and titles of HSPT proctors in the payment request for their school.
- Dec. 12: Catholic high schools that served as HSPT testing sites on December 8 forward completed HSPT answer sheets to STS, and all HSPT test booklets, test instructions, and related materials.
- Dec. 24 & Jan. 18: STS sends score reports to Catholic high schools and the Catholic Schools Office.
- Jan. 2019: STS sends all HSPT score reports to parents/guardians via electronic mail. Requests for scores to be mailed will be accepted on the HSPT registration form. All test results will be emailed and mailed on the same day from STS.

Timeline for Students Not Attending a Catholic School-Administering the High School Placement Test

- Oct. 1: HSPT online registration opens at www.catholicschoolswork.org and *HSPT Registration Forms* are available online and at all Catholic high schools in the Archdiocese of Washington.
- Nov. 16: Mail-in registration deadline for the December 1 test. *HSPT Registration Form* **must be received** by the Catholic Schools Office with a check or money order, payable to the Archdiocese of Washington, for:
- \$60: student's test scores are sent to up to three schools in the Archdiocese of Washington; **OR**
 - \$75: student's test scores are sent to up to three schools in the Archdiocese of Washington PLUS one school in the Archdiocese of Baltimore or the Diocese of Arlington.
- Registration confirmation and pre-test information mailed upon receipt of registration and payment.
- Nov. 23: Mail-in registration deadline for the December 8 test. *HSPT Registration Form* **must be received** by the Catholic Schools Office with a check or money order, payable to the Archdiocese of Washington, for:
- \$60: student's test scores are sent to three schools in the Archdiocese of Washington; **OR**
 - \$75: student's test scores are sent to three schools in the Archdiocese of Washington PLUS one school in the Archdiocese of Baltimore or the Diocese of Arlington.
- Registration confirmation and pre-test information mailed upon receipt of registration and payment.
- Nov. 25: Online registration and payment deadline for the December 1 test:
- \$60: student's test scores are sent to three schools in the Archdiocese of Washington; **OR**
 - \$75: student's test scores are sent to three schools in the Archdiocese of Washington PLUS one school in the Archdiocese of Baltimore or the Diocese of Arlington.
- Registration confirmation and pre-test information emailed upon receipt of registration and payment.

- Dec. 1: HSPT is administered to students not attending Catholic elementary schools in the Archdiocese of Washington at the following Catholic high schools. Testing accommodations will be provided at all testing locations:
- Academy of the Holy Cross
 - DeMatha Catholic High School
 - Georgetown Visitation Preparatory High School
 - Gonzaga College High School
 - Our Lady of Good Counsel High School
 - St. Mary's Ryken High School
- Dec. 2: Online registration and payment deadline for the December 8 test:
- \$60: student's test scores are sent to up to three schools in the Archdiocese of Washington; **OR**
 - \$75: student's test scores are sent to up to three schools in the Archdiocese of Washington plus one school in the Archdiocese of Baltimore or the Diocese of Arlington.
- Registration confirmation and pre-test information emailed upon receipt of registration and payment.
- Dec. 8: HSPT is administered to students not attending Catholic elementary schools in the Archdiocese of Washington at the following Catholic high schools. Testing accommodations will be provided at all testing locations:
- Archbishop Carroll High School
 - Bishop McNamara High School
 - Elizabeth Seton High School
 - St. John's College High School
 - St. Vincent Pallotti High School
- Dec. 9: Window for selecting High School Choice(s) closes on this date.
- Dec. 24 & Jan. 18: STS sends score reports to the Catholic high schools and Catholic Schools Office on or about these dates
- Jan. 2019: STS sends all HSPT score reports to parents/guardians via electronic mail. Requests for scores to be mailed will be accepted on the HSPT registration form. All test results will be emailed and mailed on the same day from STS.