



Optometry Admission Test (OAT) 2014 Program Guide

Read this *Guide* before submitting an application to test.

At the time of application, you will be required to acknowledge that you have read and understood this *Guide* and the policies and procedures contained within.

Print this *Guide* for your records.



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Optometry Admission Testing Program
800.232.1694
www.opted.org

TABLE OF CONTENTS

OVERVIEW

About this Guide	1
About the OAT™	1
ASCO and AOA Information	1
Ethical Conduct in Applying to Optometry Education Programs	2

TEST CONTENT AND PREPARATION MATERIALS

Scope of the Test	3
Test Specifications	3
Test Preparation Materials	5
Unreleased Test Materials	6

SCORE INFORMATION

Scoring of Test	6
Test Validity and Score Reliability	7
Score Reports	7
Guide for Interpretation of OAT™ Scores	8
Score Audits	8

ELIGIBILITY REQUIREMENTS

Retesting	9
Partial Retesting	9

TESTING INFORMATION

Test Centers	9
Test Schedule	10
Apply to Test	10
Privacy and Security	11
Schedule a Testing Appointment	11
Reschedule or Cancel a Testing Appointment	12
Testing Fees	13
Partial Fee Waiver	13
Testing Accommodations	14

TESTING RULES AND REGULATIONS

Rules of Conduct	16
Test Center Procedures	17
Test Regulations and Prohibited Conduct	18

TESTING IRREGULARITIES AND MISCONDUCT

Irregularities and Appeals	20
Arbitration Requirement	21

OVERVIEW

About this *Guide*

This document is the official guide to policies for the Optometry Admission Test (OAT™) Program. It provides information about application and testing procedures, examination content and scoring.



Please Read!

You are required to read this document before you apply to take the test. At the time of application, you will be required to confirm that you have read this document, understood its contents, and agree to the policies and procedures contained herein.

Changes in the OAT™ Program may occur after publication of this *Guide* and will be posted at www.opted.org. You will be subject to the policies and procedures currently in effect at the time you test.

About the OAT™

The Association of Schools and Colleges of Optometry (ASCO) conducts the Optometry Admission Testing Program (OAT™) for applicants seeking admission to schools and colleges of optometry. The OAT™ is administered year round at test centers operated by Prometric Inc., and is designed to measure general academic ability and comprehension of scientific information.

While all optometry schools require applicants to participate in the OAT™ Program, test results are only one factor considered in evaluating applicant admission potential. Validity studies have shown that test scores in conjunction with academic records are useful in predicting performance in optometry school. The relative importance of these predictors in the admission process is determined by each optometry school.

Association of Schools and Colleges of Optometry (ASCO) and American Optometric Association (AOA) Information

Information on ASCO, the American Optometric Association (AOA), the names of accredited schools and colleges of optometry, as well as many other useful links, can be found on the ASCO website at www.opted.org. For additional information concerning educational requirements and careers in optometry, contact ASCO and/or the AOA.

Association of Schools and Colleges of Optometry 6110 Executive Boulevard, Suite 420 Rockville, MD 20852 301.231.5944 301.770.1828 Fax www.opted.org	American Optometric Association 243 N. Lindbergh Boulevard St. Louis, MO 63141 314.991.4100 314.991.4101 Fax www.aoa.org
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Ethical Conduct in Applying to Optometry Education Programs

This statement of ethical conduct relates to all individuals seeking admission to optometry education programs. The beginning of the application process is the time to understand and begin to abide by the principles set forth in this document relating to the ethical obligations of optometrists.

The American Optometric Association (AOA) Code of Ethics for the profession of optometry states the following:

It shall be the ideal, resolve, and duty of all optometrists:

TO KEEP their patients' eye, vision, and general health paramount at all times;

TO RESPECT the rights and dignity of patients regarding their health care decisions;

TO ADVISE their patients whenever consultation with, or referral to, another optometrist or other health professional is appropriate;

TO ENSURE confidentiality and privacy of patients' protected health and other personal information;

TO STRIVE to ensure that all persons have access to eye, vision, and general health care;

TO ADVANCE their professional knowledge and proficiency to maintain and expand competence to benefit their patients;

TO MAINTAIN their practices in accordance with professional health care standards;

TO PROMOTE ethical and cordial relationships with all members of the health care community;

TO RECOGNIZE their obligation to protect the health and welfare of society; and

TO CONDUCT themselves as exemplary citizens and professionals with honesty, integrity, fairness, kindness and compassion

Members of the optometry profession voluntarily abide by the AOA Code of Ethics in the interest of protecting patients and maintaining the trust of society as a whole. Submission of an application to an optometry education program is the first step in the process of becoming a member of the optometry profession. With the application comes the obligation to uphold the highest level of honesty and ethical behavior. An applicant is held to the same high standards for truth, full disclosure, and accuracy in the application process to which a member of the optometry profession is expected to aspire in their capacity as a member of the profession. Applicants to optometry educational programs are expected to understand and comply with the standards expressed in this statement in their applications for admission to optometry school and their applications to take the OAT™.

Behavior that results in misconduct or irregularity in the optometry education program admissions process is a very serious matter. An applicant who acts unethically risks being denied admission to optometry education programs. Moreover, such unethical actions, if disclosed after enrollment in a program or at the beginning of optometry practice, can result in more serious outcomes. Violation of the OAT™ Rules of Conduct or the Test Regulations may result in civil liability, voiding of test scores or other appropriate penalty. It is important that applicants understand the significance of exhibiting professional behavior throughout their careers, starting with the application process.

The OAT™ Testing Program and ASCO expect strong ethical behavior in all persons who are and who aspire to become members of the profession of optometry. Applicants may contact both organizations for more information about their policies and procedures applicable to misconduct and irregularities in the optometry school admissions process.

TEST CONTENT AND TEST PREPARATION MATERIALS

Scope of the Test

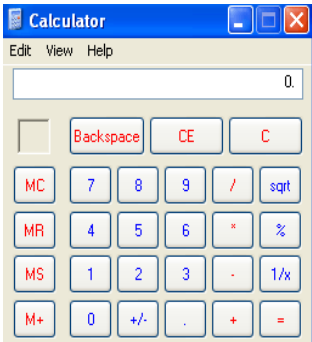
The OAT™ is comprised exclusively of multiple-choice test items presented in the English language. Each edition of the test is developed according to established test specifications. The OAT™ consists of a battery of four tests: Survey of the Natural Sciences, Reading Comprehension, Physics, and Quantitative Reasoning.

Test Specifications

In the OAT™, both the U.S. customary system and the metric system (Imperial System, International System) of units are used. The following provides additional information concerning test content:

SURVEY OF THE NATURAL SCIENCES (100 items)	
Biology (40)	
Cell and Molecular Biology	Origin of life, cell metabolism (including photosynthesis/ enzymology), cellular processes, thermodynamics, organelle structure and function, mitosis/meiosis, cell structure, and experimental cell biology
Diversity of Life	Biological Organization and Relationship of Major Taxa (Six-Kingdom, Three-Domain System) – plantae, animalia, protista, fungi, eubacteria (bacteria), archaea, etc.
Structure and Function of Systems	Integumentary, skeletal, muscular, circulatory, immunological, digestive, respiratory, urinary, nervous/senses, endocrine, reproductive, etc.
Developmental Biology	Fertilization, descriptive embryology, developmental mechanisms, and experimental embryology
Genetics	Molecular genetics, human genetics, classical genetics, chromosomal genetics, and genetic technology

Evolution, Ecology, and Behavior	Natural selection, population genetics/speciation, cladistics, population and community ecology, ecosystems, and animal behavior (including social behavior).
General Chemistry (30)	
Stoichiometry and General Concepts	Percent composition, empirical formulae, balancing equations, moles and molecular formulas, molar mass, density, and calculations from balanced equations
Gases	Kinetic molecular theory of gases, Dalton's, Boyle's, Charles's, and ideal gas law
Liquids and Solids	Intermolecular forces, phase changes, vapor pressure, structures, polarity, and properties
Solutions	Polarity, properties (colligative, non-colligative), forces, and concentration calculations
Acids and Bases	pH, strength, Brønsted-Lowry reactions, and calculations
Chemical Equilibria	Molecular, acid/base, precipitation, calculations, and Le Chatelier's principle
Thermodynamics and Thermochemistry	Laws of thermodynamics, Hess's law, spontaneity, enthalpies and entropies, and heat transfer
Chemical Kinetics	Rate laws, activation energy, and half-life
Oxidation-Reduction Reactions	Balancing equations, determination of oxidation numbers, electrochemical calculations, and electrochemical concepts and terminology
Atomic and Molecular Structure	Electron configuration, orbital types, Lewis-Dot diagrams, atomic theory, quantum theory, molecular geometry, bond types, and sub-atomic particles
Periodic Properties	Representative elements, transition elements, periodic trends, and descriptive chemistry
Nuclear Reactions	Balancing equations, binding energy, decay processes, particles, and terminology
Laboratory	Basic techniques, equipment, error analysis, safety, and data analysis
Organic Chemistry (30)	
Mechanisms: Energetics, and Structure	Elimination, addition, free radical, substitution mechanisms, and other
Chemical and Physical Properties of Molecules	Spectroscopy (^1H NMR, ^{13}C NMR, infrared, and multi-spectra), structure (polarity, intermolecular forces (solubility, melting/boiling point, etc.), and laboratory theory and techniques (i.e. TLC, separations, etc.)
Stereochemistry (structure evaluation)	Chirality, isomer relationships, and conformations
Nomenclature	IUPAC rules and functional groups in molecules
Individual Reactions of the Major Functional Groups and Combinations of Reactions to Synthesize Compounds	Alkene/alkyne, aromatic, substitution/elimination, aldehyde/ ketone, carboxylic acids and derivatives, and other. For <u>each</u> area listed

	above, the following sub-areas apply: general, one-step, and multi-step.
Acid-Base Chemistry	Ranking acidity/basicity (structure analysis and pH/pK _a data analysis), and prediction of products and equilibria
Aromatics and Bonding	Concept of aromaticity, resonance, atomic/molecular orbitals, hybridization, and bond angles/lengths.
READING COMPREHENSION (40 items)	
The Reading Comprehension Test contains three reading passages on various scientific topics. Prior understanding of the science topics is not a prerequisite to answering the test items. The reading passages require the ability to read, comprehend, and thoroughly analyze basic scientific information.	
PHYSICS (40 items)	
Units and vectors, linear kinematics, statics, dynamics, rotational motion, energy and momentum, simple harmonic motion, waves, fluid statics, thermal energy and thermodynamics, electrostatics, D.C. circuits, magnetism, optics, and modern physics.	
QUANTITATIVE REASONING (40 items)	
Mathematical Problems	Algebra (equations and expressions, inequalities, exponential notation, absolute value, ratios and proportions, and graphical analysis); Numeric calculations (fractions and decimals, percentages, approximations, and scientific notation); Probability and Statistics; Geometry; and Trigonometry
Applied Mathematics (Word) Problems	A basic four-function calculator is available on the computer screen in this section only. 

Test Preparation Materials

Sample Test

OAT™ preparation materials can be found at www.opted.org. These materials contain samples of the four tests used in the OAT™. Samples are available to assist applicants in discovering possible areas of weakness in comprehension of subjects covered on the test, to become familiar with the types of materials included in the test, and the general format of the various parts of the test battery.

The OAT™ Program does not endorse any test preparation courses and has no data on the content or efficacy of test preparation courses designed to prepare you to take the OAT™. The OAT™ Program urges anyone considering participating in test preparation courses to review carefully the course materials to ensure that they reflect the current content of the OAT™.

Tutorial

A tutorial to familiarize you with the mechanics of taking the OAT™ is available at www.opted.org. The tutorial includes sample OAT™ items, and provides the opportunity to become familiar with the basic steps involved in proceeding through the test. At the Prometric Test Center, you will also have an opportunity to become familiar with the workings of the computer by taking a brief optional tutorial before beginning the actual test.

Test Drive

Additionally, you may become familiar with the computer testing experience through Prometric's **Test Drive**. In 30 minutes, you will experience an overview of the testing experience you will encounter on the actual testing day. During the overview, you may participate in:

- The scheduling and registration process
- The complete check-in process
- Introduction to test center staff and surroundings
- A live, 15-minute sample test (generic test, not OAT™) demonstrating the testing process
- Full preparation for the real test

Visit www.prometric.com/TestDrive/default.htm for further details and pricing.

There are no shortcuts to the process of learning. You cannot bypass the extensive process of absorbing basic information through class participation and months of study.

Unreleased Test Materials

Unreleased test materials represent confidential test material. Obtaining, using, and/or distributing unreleased test items is strictly prohibited regardless of the method employed (i.e., whether by memorization, recording, copying, etc.). Use or sharing of unreleased test materials violates the Rules of Conduct and Testing Regulations. Such activities may provide unfair advantage to individuals or groups of individuals and threaten the validity and credibility of the test. Since all tests are the copyrighted property of the OAT™ Program, these prohibited activities also violate Federal copyright laws. The OAT™ Program investigates reports or allegations associated with the generation, use, or sharing of unreleased test materials, and will pursue formal action against anyone who violates Test Regulations or Federal Copyright Law.

SCORE INFORMATION

Scoring of Test

OAT™ scores are based on the number of correct responses; applicants are not penalized for guessing.

OAT™ results are reported in terms of scale scores. These scale scores are neither raw scores (number correct) nor percentiles. The conversion of raw scores to scale scores is accomplished using equating processes. Using scale scores, it is possible to more readily compare the performance of one applicant with the performance of all applicants. Scores used in the testing program range from 200 to 400. There are no passing or failing scores. An explanation of the test scores is provided to applicants with a copy of the test results.

Each test includes certain questions that play a special role within the testing program. Some questions enable us to place different forms of the test on a common measurement scale, thereby adjusting the forms for any differences in form difficulty level. Because of these questions, applicant scores have the same meaning regardless of the particular test form that was administered. Other questions on the test are experimental and are not scored. The data collected on unscored questions is used in later test construction processes, to ensure that these questions are appropriate before they are included among the scored items.

Test Validity and Score Reliability

Reliability and validity are two means by which users can evaluate how well a test is performing relative to its purpose. Reliability refers to the degree to which test scores are consistent and free from random sources of measurement error. If test scores are reliable, then they are dependable and repeatable for an individual applicant. The findings of annual studies clearly indicate that OAT™ scores are highly reliable.

Validity refers to the extent to which the test measures what it purports to measure. For the OAT™, one approach to evaluating validity is to correlate OAT™ scores with grades in schools and colleges of optometry. Validity studies examining the relationship between test scores and optometry grades are conducted regularly, and indicate strong predictive relationships. This indicates that the test is well suited to its purpose as an admission test.

A number of procedures are used to ensure that tests are fair to all applicants regardless of race, ethnicity, gender, or regional background. The test construction process involves a review of questions to ensure that they are not differentially familiar to any groups of individuals. Further, as a part of the test review process, test-question data are analyzed for fairness. Any questions that may appear differentially familiar are evaluated and, if appropriate, modified or removed from scoring.

Score Reports

Upon completion of your OAT™ appointment, you will receive an unofficial score report at the Prometric Test Center. This report is your personal copy. No other score report will be sent to you. It is the policy of the OAT™ Program that once an applicant has taken any part of the test battery those scores cannot be voided at the request of the applicant. **If you do not receive your unofficial score report after completing the OAT™, please notify the OAT™ Program within five days via an e-mail sent to oaexam@ada.org.**

Your personal copy of the score report issued at the Prometric Test Center is an “unofficial” report that is subject to audit as part of the OAT™ quality review process. Falsification of score reports or misrepresentation of a score report may result in cancellation of your scores and a two-year wait to retest.

All schools and colleges of optometry require official OAT™ scores. Scores will not be released without specific written authorization by the applicant. Official scores will be reported electronically to the optometry schools (within 3 – 4 weeks of your test date) requested on the OAT™ application. Score report requests for additional optometry schools should be made using the electronic request form. Score report requests for alternate or non-optometry schools must be made by mail using the PDF form. Please retain your eligibility email which includes a list of schools you requested score reports be sent.

If you repeat the test, the results of the four most recent attempts are reported to the schools and colleges of optometry. It is suggested that you confer with your pre-optometry advisor regarding test results. Scores will be mailed to the pre-optometry advisor (in periodic reports) if indicated on your application.

Requests for additional score reports must be submitted using the score report request form available at www.opted.org. Additional fees apply to send reports to optometry schools or other recipients not selected at the time of application (see the Testing Fees section of this Guide).

Score report fees are non-refundable and non-transferable.

Guide for Interpretation of OAT™ Scores

Each of the sections on the OAT™ yields a raw score, which is the sum of the applicant's correct answers. The raw score is converted to a standard score. On the OAT™, the mean is assigned a standard score of 300 and scores range from 200 to 400. Using a standard score it is possible to compare performance of one applicant with the performance of all applicants on any or all of the measures included in this admission testing program.

Score Audits

Before official OAT™ scores are reported to optometry schools, the OAT™ Program audits all responses to items in order to confirm the accuracy of the scores. Test center reports are also reviewed regarding irregularities and violations of Test Regulations. For a period of 30 days after your testing appointment, the OAT™ Program is willing to audit your OAT™ results. There is an additional charge for this service (see the Testing Fees section of this Guide). This process takes approximately four to eight weeks. The audit request form is available at www.opted.org.

ELIGIBILITY REQUIREMENTS

The OAT™ Program does not discriminate based on race/ethnicity, religion, gender, age, disability, sexual orientation, or marital status.

Successful participants in the OAT™ Program typically complete at least one year of college education, including courses in biology, general and organic chemistry, and physics. Most applicants complete two or more years of college before taking the test.

Applicants to optometry school are encouraged to participate in the OAT™ Program well in advance of their intended optometry school enrollment.

Retesting

Applicants are required to submit a new application and fee for each retest. **Applicants must wait at least 90 days from their last attempt, before retaking the OAT™.** You may submit a new application, and 24 hours after receipt of your eligibility email you may visit www.prometric.com, or call the Prometric Contact Center at 800.688.5804, to schedule an appointment.

Applicants who have three or more OAT™ attempts must apply for permission to test again, and from that point forward may retest only once per twelve-month period. A testing attempt occurs each time the applicant is seated at a computer workstation at a Prometric Test Center and starts the test by electronically agreeing to the confidentiality statement.

Requests for additional testing beyond the first three attempts must be submitted in writing to oadexam@ada.org and must include evidence of current (within the previous 18 months) intent to apply to optometry school. Please submit your documents as a single attachment. Acceptable forms of evidence include the following (you need submit only one):

- Copy of a completed and submitted application to optometry school
- Letter of rejection from an optometry school
- Letter on school letterhead from an optometry school admissions officer encouraging you to retest
- Letter on school letterhead from a college/university health profession advisor/instructor verifying that you are applying to optometry school

The results of the four most recent OAT administrations, as well as the total number of attempts, are reported on official score reports.

Partial Retesting

Partial tests are not permitted. Applicants are required to take all four tests of the OAT™. A score of 200 is reported for any assigned test not taken. Individuals unable to complete the OAT™ must submit a new application and fee before participating in any subsequent testing.

TESTING INFORMATION

Test Centers

The OAT™ is administered by Prometric, Inc. at Prometric Test Centers in the United States and its territories, including Guam, Puerto Rico, and the Virgin Islands. If your application is approved you will receive an email informing you to visit www.prometric.com or call the Prometric Contact Center at 800.688.5804 to schedule a testing appointment. The Prometric Contact Center will schedule you for testing at one of the Prometric Test Centers. A list of these centers can be found at www.prometric.com. The Prometric Contact Center will NOT schedule an examinee before receiving authorization from the OAT™ Program. Additionally, local test centers cannot schedule, reschedule, or cancel appointments.

Testing Schedule

The following table indicates the testing schedule for the OAT™. You will have a total of three hours and 55 minutes to complete the four tests in the OAT™ (or four hours and 40 minutes including the tutorial, break, and survey). If you choose to take the optional break, the testing session will resume automatically after 15 minutes have elapsed. You must report to the testing center at least 30 minutes prior to your scheduled appointment. For an outline of the test, see the Test Specifications.

OAT™ Testing Schedule	
Optional Tutorial	15 minutes
Survey of Natural Sciences	90 minutes
Reading Comprehension Test	50 minutes
Scheduled Break (optional)	15 minutes
Physics Test	50 minutes
Quantitative Reasoning Test	45 minutes
Optional Post Test Survey	15 minutes
Total Time	4 hours 40 minutes

The optional break after the first two tests is the only scheduled break. If you take a break at any other time, it will be considered an “unscheduled break.” Please review carefully the rules related to unscheduled breaks, under the “Test Regulations and Prohibited Conduct” section.

Apply to Test

The OAT™ Program will assign you an OATPIN® when you apply. The OATPIN® is a unique personal identifier that helps ensure confidential, secure reporting, transmission, and tracking of test scores and academic data.

You may submit an application at www.opted.org. Applications are processed daily during normal business hours. **A new application must be submitted each time you wish to take the OAT™.**

If your application is approved and you meet the eligibility requirements for testing, your application will be processed. This processing takes place daily during normal business hours. The OAT™ Program will then forward your eligibility information to Prometric, and you will receive an email with testing appointment scheduling instructions. Please wait 24 hours after receipt of this email before attempting to schedule a testing appointment, to allow adequate time for Prometric to receive the eligibility information.

After your application has been processed, you will be eligible to test for a six (6) month period. If you do not schedule a testing appointment and/or take the OAT™ during this period, you will have to submit a new application and fee in order to take the test later. **The six (6) month eligibility period will not be extended, and you will forfeit your testing fee if you do not test within the six month period.**

All information you provide on the application must be accurate. You must use your legal name. When including a middle name, either the full name or initial is acceptable. If the name on your OAT™ application and your IDs does not match exactly, you will be denied admission to test.

As a result, you will forfeit your testing appointment and application fee. You will be required to submit a new application and fee.

Changes and corrections to your application (name, birthdate, etc.) must be completed at least two weeks prior to your scheduled testing appointment. You are responsible for identifying any corrections or omissions and must notify the OAT™ Program in writing via email (ogatexam@ada.org) or fax (312.587.4105).

During the application and testing process you will be required to provide information that allows the OAT™ Program to identify you. This includes your name, OATPIN®, address, year of birth, etc. This information must be provided accurately. If it is determined that you have provided false information to the OAT™ Program or to the test center, your scores will be voided, and all optometry schools will be notified. You may also have to wait two years to retake the test, or you may be banned from retaking the OAT™.

Privacy and Security

The OAT™ Program is concerned with maintaining the privacy and security of all examinee personal information. We take the responsibility for protecting your personal information very seriously, and use industry standard methods to secure and protect your confidential information.

The OAT™ Program collects and retains personal information for activities such as administering the OAT™, fulfilling OAT™ Program responsibilities, maintaining the integrity of the test, detecting and preventing unlawful activity, and fulfilling legal requirements. OAT™ scores are retained indefinitely, along with testing records and corresponding personal data. Records of your individual results are released and/or reported to education programs or other entities only on your written authorization or designation by electronic means, through the online application or score report request form. **Scores will not be reported to you or others by telephone, fax, email or in person.**

The OAT™ Program may use test data for research purposes and to enhance the testing program. In such instances, the data are confidential and individual examinees will not be identified. Research of this type is reviewed by an institutional review board.

The OAT™ Program uses data security procedures to protect the integrity of personal and test information at all times. Security safeguards include administrative, technical, and physical safeguards over data and data processing systems. For additional information, please refer to the *Privacy Policy* available on www.opted.org.

By registering for the test, you consent to the collection, processing, use, and transmission of your personal information in accordance with the statements outlined in this Guide.

Schedule a Testing Appointment

After your application is processed, the OAT™ Program will send you an email with testing appointment scheduling instructions. You may call 800.688.5804 or visit www.prometric.com to schedule the day, time, and Prometric Test Center to take the OAT™. After your application is processed, Prometric will receive notification of your eligibility for OAT™ testing. **Please wait**

24 hours after receipt of your eligibility email before attempting to schedule a testing appointment to allow adequate time for Prometric to receive your eligibility information.

Reschedule or Cancel a Testing Appointment

If you wish to reschedule or cancel your testing appointment, you must contact Prometric in advance of the testing appointment and pay a fee directly to Prometric. Additional fees apply (see the Testing Fees section of this Guide).

Appointments can be rescheduled by calling 800.688.5804 or through www.prometric.com. The local test center cannot schedule, reschedule, or cancel your appointment.

No Show Policy

If you do not appear for your scheduled testing appointment and you do not cancel or reschedule your appointment in advance of the test date, you will forfeit all testing fees. You will be required to submit a new application and pay the fee to schedule a new appointment.

Emergencies on the Day of the Testing Appointment

If an emergency **on the day of the testing appointment** prevents you from appearing for the appointment, you may submit a written request for relief to the OAT™ Program. This request should include applicable documentation and be sent to testingproblems@ada.org **within five business days** of the appointment.

Examples of emergencies and applicable documentation include, but are not limited to, the following:

- Sudden illness on the test day: doctor's note or hospital records confirming that you were treated on the day of the test
- Death in the family on the test day: copy of obituary, prayer card or program from funeral service, or death certificate confirming that the relative passed away on the day of the test

Testing appointments affected by emergencies occurring prior to the day of the actual testing appointment should be handled through the rescheduling and cancellation process indicated above.

Testing Problems on the Day of the Testing Appointment

If you experience problems with testing conditions during administration of the test, you must **notify the Test Center Administrator immediately and stop testing**. Testing should not be resumed until the issue has been documented and resolved by the Test Center Administrator. Unresolved concerns must be submitted in writing **within five business days** of the testing appointment to testingproblems@ada.org.

Upon receipt of the information, we will conduct an investigation and notify you of the outcome. Examinees with documented, unresolved testing issues may be offered the opportunity to retest within 30 days. **Scores cannot be voided or adjusted under any circumstances.**

Testing Fees

Fees are not refundable or transferable. The following indicates current testing fees:

Title	Description	Fee
OAT fee (July 1, 2014 June 30, 2015)	This fee includes official score reporting to five optometry schools, an unofficial personal copy issued at the test center (no other copy will be sent to you), and a copy for your pre-optometry advisor. The five official reports of scores and the pre-optometry advisor report are included only if requested at the time of application.	\$330
Score Report Fee (optional)	All requests for official score reporting received after the time of application require a fee per score report.	\$33 per score report/ school
Score Audit Fee (optional)	For a period of 30 days after your testing appointment, the OAT™ Program is willing to audit your OAT results.	\$65

Rescheduling fees are as follows:

Number of Days Prior to Testing Appointment	Fee
Day before to 5 business days prior to the testing appointment.	\$100
6 to 30 business days prior to the testing appointment.	\$ 60
31+ business days prior to the testing appointment.	\$ 25

****Saturdays and Sundays are NOT business days****

Partial Fee Waiver

A limited number of partial fee waivers per calendar year are available to OAT™ examinees, in cases of severe financial hardship. The waiver covers 50% of the OAT™ fee, which includes the fee for the test, five official score reports, an unofficial personal copy of your results, and the pre-optometry advisor report. There is the customary charge for all score reporting beyond the five schools. Fee waivers are granted on a first-come, first-served basis to eligible examinees who have submitted the required documents.

Eligibility for Partial Fee Waiver

Applicants may qualify for a partial fee waiver if the following requirements are met:

- Demonstrated financial hardship
- First time applicant
- U.S. citizen or resident alien
- Received financial aid at his/her educational institution

Applicants who have previously received a fee waiver or who have already taken the OAT are not eligible.

Required Documents:

- Fee waiver financial information form
- Completed OAT application
- Educational institution financial aid award letter

You may request the forms at eatexam@ada.org or by calling the OAT™ Program at 800.232.1694. The OAT™ Program will review all fee waiver requests and make final decisions regarding fee waivers.

Testing Accommodations

The OAT™ Program provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who demonstrate a need for accommodation.

The Americans with Disabilities Act defines a person with a disability as an individual with a physical or mental impairment that substantially limits one or more major life activities. English as a second language, slow reading without an identified underlying cognitive deficit, or failure to achieve a desired outcome are not considered learning disabilities and are not covered by the Americans with Disabilities Act.

Testing accommodations are offered to those with a qualified disability in order to offer equal access to testing. **Examinees must request testing accommodations with each application**, but will not be required to submit additional documentation for the same disability/condition with subsequent retests.

Request for Testing Accommodations and Appropriate Documentation

The following information will assist you in submitting the appropriate documentation to support a testing accommodation request. The documentation will be used to help determine whether you qualify for accommodations under the Americans with Disabilities Act.

The OAT™ Program requires a complete evaluation of the examinee, as well as a completed and signed Testing Accommodation Request Form. A licensed professional appropriately qualified for evaluating the disability must conduct the evaluation.

If you have a documented disability recognized under the Americans with Disabilities Act and require testing accommodations, you must do the following:

1. When you submit your OAT™ application—and **before you schedule a testing appointment**—check the box on the application requesting testing accommodations. You must submit an application to test, the testing accommodation request form, **and** the supporting documentation. Your submission is not complete until you have provided all three components. You will schedule a testing appointment after your testing accommodation request has been approved. **Testing accommodations cannot be added to a previously scheduled testing appointment.** If you schedule a testing appointment before the approval of testing accommodations, you will be required to **cancel the appointment and pay a reschedule fee.** You must receive your eligibility email (with approved accommodations) before you can schedule a testing appointment.

2. Submit the following documents (**as a single attachment**) to oatexam@ada.org:
- a. **Testing Accommodation Request Form** (found at www.opted.org) signed, and dated, indicating the disability and the request for accommodations. Accommodations should align with the identified functional limitation so that the adjustment to the testing procedure is applicable to the identified impairment. A functional limitation is defined as the behavioral manifestation of the disability that impedes the individual's ability to function.
 - b. **Current evaluation report** (within the past five years) from an appropriate licensed professional. The document must be on official letterhead and must include the **professional's credentials, signature, address, and telephone number**. The report must indicate the **examinee's name, date of birth, and date of evaluation**. The report should include:
 - The specific **diagnostic procedures or tests** administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol. The **results of the diagnostic procedures** and/or tests and a comprehensive interpretation of the results.
 - The specific **diagnosis of the disability**, with an accompanying description of the examinee's limitations due to the disability.
 - A summary of the complete evaluation with **recommendations for the specific accommodations** and how they will reduce the impact of the identified functional limitation.
 - c. **Documentation of any previous accommodations** provided by educational institutions or other testing agencies. If no prior accommodations were provided, the licensed professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

Unacceptable Forms of Documentation

Please do not submit the following documents; they are not acceptable.

- Handwritten letters from licensed professionals
- Handwritten patient records/notes from a patient chart
- Diagnoses on prescription pad
- Self-evaluations
- Research articles
- Original documents; submit copies only
- Previous OAT™ Program correspondence; we maintain copies of all correspondence
- Correspondence from educational institutions or testing agencies not directly addressed to the OAT™ Program

TESTING RULES AND REGULATIONS

The OAT™ Program has established rules which govern the administration of the OAT™ to ensure that no examinee receives unfair advantage on the test. Test Regulations are intended to preserve the integrity of the testing process by providing standard test administration conditions that yield valid and reliable results. Accessing test content prior to testing, breaching the confidentiality of the test content, or any attempt to subvert the testing process violates the purpose and principles of the test. Conduct occurring before, during or after testing that violates these principles, or testing Rules and Regulations may result in invalidation of test results and/or other penalties, as appropriate.

Rules of Conduct

You must be truthful in completing your application and must abide by all instructions regarding testing conduct. Failure to comply with these Rules of Conduct may result in a determination that an irregularity has occurred, and your test results may be withheld, cancelled, and/or considered invalid. If your scores are withheld as the result of an irregularity, you may be prohibited from testing for up to two (2) years and you may be subject to civil or criminal prosecution.

By applying for the OAT™, you agree to abide by the following Rules of Conduct:

1. You certify that you are the person who has registered for the test for the purpose of gaining admission to optometry school or another health profession education program. You may not take the test for someone else, someone else may not take the test for you, nor may you take the test for any reason other than for the purpose of gaining admission to an optometry or health profession education program. You may not take the test to practice or to obtain an advance review of test content.
2. You will not give, receive, or obtain any form of unauthorized assistance prior to or during the test or break periods. You will not use or share unreleased test content.
3. You will maintain the confidentiality of the test. You will not reproduce, or attempt to reproduce, test materials through memorization, recording, or other means. You will not provide information relating to test content that may provide an unfair advantage to other examinees. For example, you will neither make use of nor participate in the electronic posting of information regarding test content or answers.
4. You will not bring any unauthorized materials, as described in the Test Regulations and Prohibited Conduct section of this Guide, to the test center, or into the secure testing area.
5. You will not remove materials in any form (written/printed, recorded, or other) from the test center.
6. You will comply with test center policies and procedures and follow the instructions of the test administrator. You will not create a disturbance in the testing center.
7. You will not tamper with the testing equipment or the testing facility.

8. You will comply fully with any investigations of test irregularities. You also agree to have your test responses analyzed to detect aberrances.

You cannot disclose (in whole or in part) any test questions or answers to anyone before, during or after the test, whether orally, in writing, on Internet chat rooms, blogs, or otherwise. The OAT™ is a secure test that is protected by U.S. copyright laws. Any unauthorized disclosure of the test's contents could result in civil liability, criminal penalties, voiding of test scores or other appropriate penalty. You are encouraged to report any Internet or other activities that disclose information about test questions, so that the OAT™ Program may investigate and take necessary action. Report such activity to the OAT™ Program via email ([oatexam@ada.org](mailto: oatexam@ada.org)) or phone (800.232.1694).

Test Center Procedures

Report to the test center at least 30 minutes prior to your scheduled appointment time. If you report late you may not be allowed to participate in the test, depending on the time of your arrival and the scheduling of other testing appointments. Prometric Test Center administrators will determine whether there is adequate time and space to administer the test. If you arrive late and cannot be seated, you will forfeit the test fee and must submit another application and fee.

In cases of inclement weather, natural disasters, or other conditions that may cause unavoidable interruptions to testing, Prometric will make reasonable efforts to notify you and reschedule your testing appointment.

Prior to testing, you should review all information regarding the test. You are expected to understand and comply with the Test Center Regulations stated herein. You are encouraged to review information related to testing at www.prometric.com and <https://www.prometric.com/Services/Services/Biometrics.htm>.

1. When you arrive at the Prometric Test Center to take the test, two original, current (not expired) forms of identification (ID), one primary and one secondary, will be required. The primary ID must be a government issued ID with your photograph and signature. A government ID missing either a photograph or signature is unacceptable. Examples of acceptable primary IDs are a driver's license or a passport/passport card. The secondary ID must contain your signature. Examples of secondary IDs are a debit card, a library card, or a credit card. Both forms of ID must be current (not expired).

The name on your IDs must match exactly the name you entered on your OAT™ application. If including a middle name, either the full name or initial is acceptable. **If the names on your IDs and OAT™ application do not match exactly, you will be denied admission to testing, and you will forfeit your testing appointment and your application fee.** You will be required to submit a new application and fee to test.

Address or name changes must be submitted in writing through email ([oatexam@ada.org](mailto: oatexam@ada.org)) or fax (312.587.4105) and received at least two weeks prior to your testing appointment. **If you have any questions concerning types of acceptable identification, please call the OAT™ Program at 800.232.1694.**

2. The Prometric Test Center will electronically record the identity of each examinee with

a fingerprint and photograph. Electronic capture of this biometric data allows for easier and quicker return to testing after breaks. The biometric and other identification information will be retained by Prometric and will be made available for identity verification at potential future test administrations related to optometry education. Additionally, the test center will use a detection wand to scan for electronic devices as part of the check-in procedures. You may view the Prometric check-in procedures at <https://www.prometric.com/en-us/our-solutions/test-delivery/id-management/Pages/what-to-expect.aspx>.

3. You will have an opportunity to become familiar with the operation of the testing computer by taking a brief tutorial before the test.
4. You will be observed at all times while testing. This observation will include test center staff walking through the secure testing lab, and video recording of your testing session. Test center staff may not necessarily inform you of their observations, but they are required to report behavior that may violate the rules and regulations.
5. Test center staff is not authorized to answer questions regarding test content, testing software, or scoring.
6. Cellular telephones are not allowed anywhere in the test center, and may not be used on an unscheduled break. Eating and drinking are not permitted in the secure testing area or on an unscheduled break. **Personal belongings are not allowed in the secure testing area.**
7. The test administrator is responsible for the operations of the facility, maintaining order, and administering the test according to established procedures. The test center administrator is authorized to dismiss an examinee from a test session for violating the rules and/or regulations.
8. If you experience problems with testing conditions, you must notify the test administrator immediately; **do not proceed with testing unless the problem is resolved.** Unresolved concerns should be reported to testingproblems@ada.org within five **business days** of your testing appointment.

Test Regulations and Prohibited Conduct

You must comply with Test Regulations, Rules of Conduct, and Test Center Procedures. These are in place to preserve the integrity of the testing process and provide standardized conditions that ensure that no examinee receives an unfair advantage on the test.

1. No personal items are permitted in the secure testing area. Any personal belongings brought to the test center must be stored in the designated locker. Storage is limited. Upon reasonable suspicion, your personal belongings may be inspected. Notes or any materials accessed during testing or an unscheduled break that appears to contain test content may be confiscated. **Accessing personal belongings during an unscheduled break violates Test Regulations.**
2. Items that are prohibited from the secure testing area include, but are not limited to, the following:

- a. Books, notes, study materials, scratch paper, tissues, personal ear plugs, or markers not provided by the testing center
 - b. Slide rules, paper, calculating devices, rulers or other measuring devices (an onscreen calculator will be provided during the Quantitative Reasoning Test section of the OAT)
 - c. Electronic devices such as cell phones, recording devices, iPods, tablets, and radios/stereos with headsets/headphones
 - d. Tote bags, purses, wallets, backpacks, briefcases
 - e. Highlighters, pens, erasers, pencils, dictionaries, and translators
 - f. Food, candy, gum, water or other beverages
 - g. Outerwear, such as coats, jackets, gloves, or head coverings (except for religious or cultural purposes)
 - h. Good luck charms, statues, religious or spiritual items, or superstitious talismans
 - i. Medicinal items (except as approved in advance under testing accommodations)
 - j. Watches (digital or analog) or timing devices (a timer is provided on the computer screen during testing)
 - k. Magnifying devices
3. The test center will provide two note boards and two low-odor fine tip markers to use during the test. Scratch paper, pencils, or markers that have not been provided by the testing center are prohibited. The note boards cannot be used as measuring devices and cannot be folded, bent, distorted, or mutilated in any manner. You may not remove the note boards from the testing station during testing. You may not use the markers on any surface other than the note boards. You may not touch the monitor during testing. All items must be returned to the test administrator before leaving the Prometric Test Center.
 4. You must not engage in conversation with others during testing or while on an unscheduled break, and you are strictly prohibited from discussing the test.
 5. Test center administrators will report the activity of examinees who take unscheduled breaks. **During an unscheduled break, you may NOT access personal belongings or prohibited items, study or refer to notes or texts, use a telephone, eat food or beverages, or leave the test center.**
 6. Although the test is administered under strict supervision and security, test irregularities may sometimes occur. Test scores may be voided based upon a breach of test security, invalid test conditions, or test taker violations of the Test Regulations or Rules of Conduct. If cheating is detected during the test, or evidence of irregular behavior is disclosed either when the tests are scored or afterwards, those involved will have their test scores voided.

Failure to comply with stated Test Regulations and Rules of Conduct may result in a determination of an irregularity and your test results may be withheld, cancelled, and/or considered invalid, or another appropriate penalty may be imposed. You may also be directed to leave the test center before you have completed the test. If your scores are withheld or invalidated, or you are otherwise penalized as the result of an irregularity, you may be prohibited from testing for up to two years.

TESTING IRREGULARITIES AND MISCONDUCT

The OAT™ Program strives to report scores that accurately reflect the skill and performance of each examinee. The standards and procedures for administering each test are intended to give each examinee a comparable opportunity to demonstrate his/her abilities, and to prevent any examinee from gaining an unfair advantage over others.

The OAT™ Program reserves the right to withhold, void, or invalidate any score when, in the Program's judgment, it is reasonable to question the validity of the score. Reasons for withholding, voiding, or invalidating scores may include, but are not limited to, the following:

- Unusual answer patterns
- Atypical score increases from one testing attempt to another
- Inconsistent performance on different sections of the test
- Improper access to secure test content
- A test administration irregularity
- A discrepancy in, or falsification of, an examinee's identification
- Information indicating that an examinee has engaged in misconduct or violation of the rules and regulations
- Falsification of application information or supporting documents
- Falsification of the examinee's score report
- Any other information indicating the results may not be valid.

When the OAT™ Program decides to void or invalidate test scores, it notifies examinees before taking action (except in cases of testing disruptions or falsification of identity, application, or score report information). The notice includes information about the decision and procedures for appeal. If scores have not yet been reported, they will be withheld until an appeal has been resolved, or the time for appeal has expired.

When the OAT™ Program voids a score that has already been reported, score report recipients will be notified that the examinee's score has been voided.

If it has been determined that you have engaged in irregular behavior, information regarding this determination becomes a part of your OAT™ record. At its sole discretion, the OAT™ Program may elect to send a summary report documenting the incident to legitimately interested parties. This would include all parties to whom you have instructed scores be sent (both current and future).

In situations where an irregularity has occurred, individuals who are involved or implicated with respect to the occurrence of the irregularity, or who are reasonably believed to have witnessed the irregularity, may be asked to provide information concerning the irregularity.

The OAT™ Program reserves the right to pursue other remedies, including prosecution of anyone whose conduct unlawfully undermines the security of the OAT™ or the integrity of the testing process.

Irregularities and Appeals

An irregularity is defined as a situation in which there is a question about the validity of test

results in accurately reflecting the ability and skills of an examinee.

For example, such questions may be raised when:

- There is communication between examinees during the testing session
- Unauthorized assistance occurs
- Examinees have inappropriate access to current test content
- Conduct prohibited by the testing rules and regulations, or test administration disruptions (including natural disasters and other emergencies)

When an irregularity is identified, scores of the examinee(s) involved will be withheld or suspended pending resolution of an appeal submitted by the examinee or examinees involved. If an appeal is denied or no appeal is filed, the scores of the examinee(s) involved will be voided or invalidated, or other appropriate remedies imposed.

Examinees whose scores are subject to being voided or invalidated are notified by written correspondence and provided with a copy of the *Optometry Admission Test Appeal Process*. An appeal must be submitted in writing and must include adequate documentation that supports his/her appeal. The appeal should include documentation that the examinee believes supports his/her appeal. The appeal should also indicate the specific relief requested. Appeals must be submitted within 30 days after notification of the irregularity.

The examinee will be notified of the OAT™ Program's decision approximately 60 days after receipt of the appeal. When considering an appeal, the OAT™ Program strives to ensure that all examinees have an opportunity to demonstrate their ability and potential for success in optometry school that is equal to, but not greater than, the opportunity provided to other examinees. In any appeal, the issue to be decided is whether the appealing examinee's conduct interfered with that opportunity.

The OAT™ Program will void or invalidate scores only when there is a reasonable and good faith basis to do so. If the OAT™ Program determines that voiding or invalidating scores is not warranted under the circumstances, any withheld scores will be released.

Examinees should be aware that the OAT™ Program considers irregularities other than natural disasters and emergencies beyond the control of the examinee to be a serious breach of the testing process. The OAT™ Program handles irregularities in a confidential manner and does not voluntarily share details regarding irregularities. However, examinees should be aware that reports of irregularities may have consequences beyond the withholding or voiding of scores or the imposition of other appropriate penalties, if information regarding the irregularities is brought to the attention of school authorities, regulatory agencies, or other entities by other sources.

Examinees are encouraged to report suspicious activity or observations of violations of testing regulations to the OAT™ Program at oatexam@ada.org or 800.232.1694.

Arbitration Requirement

Arbitration has become an increasingly common way to resolve legal differences. The advantages of arbitration over traditional lawsuits are that, generally, arbitration is less expensive and issues are resolved in less time. If an examinee wishes to pursue a dispute that has not been resolved by the appeal process mentioned above and detailed in the *Optometry*

Admission Testing Program Appeal Process, the examinee must use the procedure described in the following Agreement to Arbitrate.

AGREEMENT TO ARBITRATE

- 1) In the event that any legal dispute arises between you and the Optometry Admission Testing Program in connection with your participation in the Optometry Admission Test (OAT™) where that dispute is not resolved by the appeals process detailed in the *OAT™ Program Guide* and elsewhere, you agree that the exclusive means for resolving the dispute shall be Binding Arbitration as described by the terms of this Agreement. This means that you waive the rights you may have to resolve the dispute in a court of law, or by any other means that might otherwise be available to you.
- 2) The OAT™ Program agrees to be similarly bound except that the OAT™ Program reserves its full rights to pursue injunctive and other appropriate relief in any state or federal court in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of the OAT™ Program. With respect to any action filed by the OAT™ Program pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which the OAT™ Program seeks relief.
- 3) Arbitration proceedings initiated pursuant to this Agreement to Arbitrate shall be conducted in accordance with the then current rules of the American Arbitration Association. The Arbitration and any proceedings relating to it shall be held in Chicago, Illinois. The arbitrator's award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association, 335 Madison Avenue, Floor 10, New York, New York, 10017-4605.
- 4) In the event of Arbitration, the parties shall bear their own costs and attorneys' fees associated with the Arbitration proceedings, unless the arbitrator directs one of the parties to pay the other's costs, or attorneys' fees, or both.
- 5) To the fullest extent permitted by law, no Arbitration brought pursuant to this Agreement shall be joined to any Arbitration involving any other party whether through "Class Arbitration" proceedings or otherwise.
- 6) This Agreement is *part* of the Application to take the Optometry Admission Test. Your assent to be bound by it is a requirement for taking the test, but you can only sit for the test if you also fulfill all other conditions imposed by the OAT™ Program.