

Personal Care Assistant (PCA) Consent form for the NMAT® by GMAC

**Both you and your PCA should review these instructions before your test date. You will not be allowed to take this paper (or any other materials) into the testing room, so both you and your PCA should commit this information to memory. Any violation of these rules may lead to cancellation of your test score and forfeiture of your test fee.**

1. The test taker and the PCA must speak in English at all times.
2. The PCA is permitted to accompany the test taker into the testing room and to assist the test taker with all personal care matters (such as assisting the test taker in entering and exiting the testing room, positioning the test taker in front of the testing equipment, and assisting the test taker with self-care and medical needs). The PCA is also permitted to assist the test taker in the restroom as needed.
3. If requested by the test taker, the PCA is also permitted to serve as a scribe for the test taker. Specifically, the PCA may operate the testing computer for the test taker, enter the test taker's responses into the computer, take notes for the test taker as the test taker dictates them, and perform calculations per the test taker's step by step directions. The PCA is allowed to move the cursor about on the screen through the test content as directed by the test taker. However, the PCA may NOT move the cursor into the area where response choices are listed until the test taker verbally states the letter corresponding to the response choice he or she feels is correct. The PCA may ask the test taker to repeat the response choice letter if necessary. The PCA may then enter the response choice stated by the test taker.
4. If the test taker asks the PCA to take notes, the PCA may only write things as specifically dictated by the test-taker. The test taker may also direct the PCA to perform calculations, and if approved for a calculator, the PCA may operate the calculator, but the test taker must provide step by step directions to the PCA during this process. The PCA may specifically ask the test taker "repeat that" and the test taker may specifically ask the PCA to "read that back to me" or to show the test taker any notes or calculations "in process". The test taker can also dictate specific corrections to what the PCA has written if necessary.
5. If the Test Administrator feels that inappropriate behavior is occurring, the PCA and test taker will be given one warning the first time a specific inappropriate behavior occurs. If the same inappropriate behavior occurs again, the Test Administrator has the authority to terminate the testing session, cancel the test taker's test score (forfeiting the test taker's test fee), and inform GMGC personnel regarding the incident. Additional consequences may follow depending on the nature and severity of the inappropriate behavior.

I have read these guidelines and I agree to follow them when serving as a PCA for \_\_\_\_\_ (test taker's name) on the NMAT® by GMAC.

\_\_\_\_\_  
PCA's signature

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
PCA's printed name

\_\_\_\_\_  
PCA's date of birth