COOPERATIVE ADMISSIONS EXAMINATION

STUDENT HANDBOOK
2016 - 2017

Archdiocese of Newark
Diocese of Paterson

NAME ___________________________________________ ID No. __ __ __ __ __ __ Test Site No. __ __ __

Keep this handbook until March 2017 when the high school registration process is complete.
NOTICE TO PARENTS

Please read and follow directions carefully. Incomplete or incorrect application forms will be returned or delayed, and the student may not be allowed to take the COOP Examination.

Online Application Registration

In our continuing efforts to improve the COOP application process, the Cooperative Admissions Office is pleased to offer the option of applying online for the COOP Examination. The COOP Web site and online application registration can be accessed twenty-four hours a day. Payment of the non-refundable $60.00 examination fee must be completed using a credit card at the time of online application. The online application registration deadline is October 28, 2016.

To access the COOP online application registration form, go to www.coopexam.org, select “Online Application Registration”, and follow the instructions.

If you are not able to register online using a credit card, you may send in an Application Form by mail. Instructions for registration by mail are found on pages 10–13 of this handbook. The application registration by mail deadline is October 13, 2016.
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Important Dates

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>September 1, 2016</td>
<td>Web Site registration opens</td>
</tr>
<tr>
<td>September 23, 2016</td>
<td>Deadline for Catholic school students to complete and return</td>
</tr>
<tr>
<td></td>
<td>application forms to their elementary schools</td>
</tr>
<tr>
<td>September 30, 2016</td>
<td>Deadline for Catholic elementary school paper and online applications</td>
</tr>
<tr>
<td></td>
<td>to reach MCS</td>
</tr>
<tr>
<td>October 13, 2016</td>
<td>Deadline for public, private, and non-diocesan paper applications</td>
</tr>
<tr>
<td></td>
<td>to reach MCS. Online registration continues to be open until Oct. 23rd</td>
</tr>
<tr>
<td>October 14, 2016</td>
<td>Deadline for submitting &quot;Eligibility Form for Extended Testing Time&quot;</td>
</tr>
<tr>
<td>November 1-5, 2016</td>
<td>Test site admission letters received by Catholic schools</td>
</tr>
<tr>
<td>October 23, 2016</td>
<td>Test site admission letters received by private, public, and non-diocesan school students</td>
</tr>
<tr>
<td>October 28, 2016</td>
<td>Deadline for online application registration for public school students</td>
</tr>
<tr>
<td>November 11, 2016</td>
<td>Entrance examination date for the Archdiocese of Newark and the</td>
</tr>
<tr>
<td></td>
<td>Diocese of Paterson (8:00 a.m. to 12:45 p.m.)</td>
</tr>
<tr>
<td>November 19, 2016</td>
<td>Make-up examination date. Only at selected sites.(8:00 a.m. to 12:45 p.m.)</td>
</tr>
<tr>
<td>December 2, 2016</td>
<td>Deadline for returning the Ninth Grade Application Record</td>
</tr>
<tr>
<td>January 2, 2017</td>
<td>Home Reports sent to Catholic Elementary Schools</td>
</tr>
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<td>High school notifications mailed to students</td>
</tr>
<tr>
<td>February 4, 2017</td>
<td>High school registration (Archdiocese of Newark)</td>
</tr>
<tr>
<td></td>
<td>(Diocese of Paterson has individual school registration dates)</td>
</tr>
</tbody>
</table>

Some Things to Know

- **What is the purpose of the examination?**
  The Cooperative Admissions Examination provides objective information about eighth-grade students applying to the high school admissions program. Catholic high schools use the examination results for making decisions about applicants. The schools can also use the information for grouping ninth-grade students for teaching purposes.

- **What does the examination measure?**
  The admissions examination measures academic achievement in reading/language arts and mathematics, and measures academic aptitude. The tests have been developed with the advice and approval of diocesan representatives. Forms are changed from year to year so that no students are more familiar than other students with test content.

- **How much does it cost to take the examination?**
  The fee is $60.00, nonrefundable.

- **How many times may a student take the examination?**
  A student may take the examination only once.

- **What information will be provided to parents/guardians concerning student scores?**
  A Home Report (with limited information) will be provided for each student. For Catholic school students, the Home Report will be sent to the elementary school for distribution to parents/guardians. For public, private, and non-diocesan school students, the Home Report will be sent to the student's mailing address.

- **Calculators, cell phones, and other electronic equipment are not allowed during testing.**
• **What accommodation is made for students with special needs?**
  Due to the nature of the testing, **the only accommodation made will be extended testing time.** An Eligibility Form for Students Needing Extended Testing Time is located on page 17 of this handbook. Remove the form and fill it out completely. Return it with a copy of supporting documentation to the name and diocese listed at the top of the form. **All materials must be received by October 14, 2016.** Extended testing may not be available at every make-up site.

• **How does an eighth-grade student apply to take the examination? (Important: This test is only for students currently in Grade 8.)**
  Students apply by filling out an application form and returning the completed form, together with the fee of $60.00. (See **Returning the Application Form**, below.)

• **What about students applying to a grade other than ninth grade?**
  These students should apply directly to the high school.

• **How can further information about the program be secured?**
  Written requests for information, as well as telephone inquiries, should be directed to:

  Cooperative Admissions Examination Office  
  MCS  
  4603 Middle Country Road  
  Calverton, New York 11933

  support@coopexam.org  
  (888) 921-COOP (888-921-2667)  
  or  
  www.coopexam.org  
  or  
  www.rcan.org (Archdiocese of Newark)  
  or  
  www.patersondiocese.org (Diocese of Paterson)

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**Returning the Application Form**

*If you are a student in a Catholic school that participates in the COOP program, you should*

• Make the cashier’s check or money order for $60.00 payable to your school.

• Return your completed application and fee to your school.

*If you are a student in a public, private, or non-diocesan school (or are in a Catholic school that does not participate in the COOP program) and not registering online, you should*

• Obtain only a **cashier's check** or **money order** for $60.00 payable to MCS. **Do not** send cash. A correctly completed cashier’s check is shown on page 4. **Personal checks are not acceptable, and will be returned to sender along with the application form.**

• Be sure to include the student’s name on the check.

• Mail your application and fee to Cooperative Admissions Examination Office, MCS, 4603 Middle Country Road, Calverton, New York, 11933, using a 9” x 12” envelope. Do not fold the application.
DEADLINE: Your application must reach the Cooperative Admissions Examination Office at MCS by October 13, 2016.

APPLICATIONS THAT ARE INCOMPLETE OR THAT ARRIVE AFTER THE DEADLINE WILL NOT BE PROCESSED.

Admission to the Examination

If your application was submitted on time, you should receive your admission letter according to the dates shown on page 2. You must present this form at your test site on the day of the examination.

As soon as you receive your admission letter, write your student identification number and your test site number on the front of this handbook. Keep this handbook until March 2017 when the registration process is complete.

Your admission letter will look like the sample on the following page. It will show the following:

- Your name and address.
- The date and the time of the admissions examination.
- The name and address of the school test site where you are scheduled to take the examination.
  Note: Your test site may not necessarily be the same as the school you wish to attend in the fall.
- Your student identification number. You will use this number on all forms relating to the admissions examination. You should also include it in all communications with the Cooperative Admissions Examination Office.
- Your test site number.
- Spaces in which to enter the names and code numbers for your three high school choices. (See the section in this handbook called Selecting Your High Schools on page 6.)
- A signature line to be filled in by a parent or guardian to show agreement with your choices.

Check the letter for accuracy. Make any changes or corrections in your name and/or address. This will ensure that the post office can deliver the high schools’ letters to you.

Before the day of the test, make sure you know where your test site is located and exactly how much time you will need to reach it. If you arrive at the school test site after the examination has started, you cannot be admitted.
If, unavoidably, you are unable to take the test on the assigned day, call the test site school (phone numbers on pages 19 & 20) before the test is administered. Make-up information will be available at www.coopexam.org beginning November 11, 2016 at 1:00 p.m. You do not have to call the COOP help desk to report an absence.

Sample Admission Letter

COOPERATIVE ADMISSIONS EXAMINATION ADMISSION LETTER

YOU WILL NOT BE ADMITTED TO THE EXAMINATION WITHOUT THIS LETTER.

STUDENT, JANE
234 CARRIAGE AVENUE
NEWARK, NJ 07104

IDENTIFICATION NUMBER: 3000346
TEST SITE: 815

ELEMENTARY SCHOOL 999G

PRESENT THIS LETTER AT:
ST. VINCENT ACADEMY
228 W MARKET STREET
NEWARK, NJ 07103

AT 8:00 A.M. ON 11/11/16
THE EXAM WILL BEGIN PROMPTLY AT 8:30 AM AND LAST UNTIL
APPROXIMATELY 12:45 P.M.

FILL IN THE NAME AND NUMBER OF YOUR HIGH SCHOOL CHOICES BELOW. THE CODE NUMBERS MUST BE ACCURATE FOR YOUR EXAMINATION SCORES TO BE SENT TO THE SCHOOLS YOU WISH TO ATTEND. IF THE NUMBERS ARE WRONG, YOUR REPORTS WILL GO TO THE WRONG SCHOOL. IF YOU LEAVE THIS SECTION FOR CODE NUMBERS BLANK, YOUR SCORES WILL NOT BE SENT TO ANY SCHOOL.

SEE INSTRUCTIONS IN THE STUDENT HANDBOOK.

1st Mt. St Dominic Academy SCHOOL NUMBER 810
2nd St Vincent Academy SCHOOL NUMBER 815
3rd Immaculate Conception SCHOOL NUMBER 812

THE HIGH SCHOOL CHOICE CODE NUMBERS INDICATED ABOVE MUST BE TRANSFERRED TO THE COOP ANSWER SHEET PRIOR TO TAKING THE TEST.

Jane Parent
PARENT OR GUARDIAN SIGNATURE
Prior to coming to the test site, consider carefully, together with your parents or guardians, the schools you would like to attend.

- The examination fee entitles you to only three high school choices.
- Make sure that you are eligible for the schools to which you apply.
- Discuss your choices with your teacher, guidance counselor, or principal to determine which schools best meet your program needs; be realistic in choosing.
- Determine the daily travel time from your home to the school, and be sure that you are willing to travel the distance involved.
- Select three high schools to receive your test results.
- Admission and scholarship decisions are the responsibility of the individual high school.

Use the high school code numbers carefully.

- When you receive your admission letter, enter the code numbers of your three selected high schools. (You will be required to transfer these code numbers later onto your examination answer sheet as well.)
- **THE CODE NUMBERS MUST BE ACCURATE** for your examination scores to be sent to the schools you wish to attend. If the numbers are wrong, your reports will go to the wrong schools. If you leave the section for code numbers blank, your scores will not be sent to any school.
- *In case of schools with the same name, make sure that you use the correct code numbers.*
- Code numbers appear before the names of schools in the list located in the Participating High Schools, Code Numbers, and Telephone Numbers section on pages 19 and 20 of this handbook.

If you lose your admission form or have not received one by four working days before the date of the examination, do this:

- Send an email to support@coopexam.org with student's name and date of birth. A test site admission letter will be sent by return email. If you do not have access to email, call 888-921-2667 and press zero at the greeting to speak with a representative. Then follow the directions below.

- Write the information you are given over the phone (identification number, school test site number, and test site name) on the blank admission form on page 7. Plan to arrive at the test site at 8:00 A.M. The test hours will be from 8:30 A.M. to 12:45 P.M. on November 11, 2016, for the Archdiocese of Newark and the Diocese of Paterson.

- Print your full name and mailing address.
- Fill in the names and code numbers of your three high school choices.
- Have your parent or guardian sign the signature line to show agreement with your choices.
- Cut out the form and take it to your test site on the day of the test.
Blank Admission Letter

To be used only if you have not received an admission letter.

YOU WILL NOT BE ADMITTED TO THE EXAMINATION WITHOUT THIS LETTER.

STUDENT NAME: ______________________
ADDRESS: __________________________ IDENTIFICATION NUMBER: ______
CITY/STATE/ZIP: ____________________ TEST SITE: ______

PRESENT THIS LETTER AT:
TEST SITE: __________________________
ADDRESS: __________________________
CITY/STATE/ZIP: ____________________

AT 8:00 A.M. ON 11/11/16
THE EXAM WILL BEGIN PROMPTLY AT 8:30 AM AND LAST UNTIL
APPROXIMATELY 12:45 P.M.

FILL IN THE NAME AND NUMBER OF YOUR HIGH SCHOOL CHOICES BELOW. THE CODE NUMBERS
MUST BE ACCURATE FOR YOUR EXAMINATION SCORES TO BE SENT TO THE SCHOOLS YOU WISH TO
ATTEND. IF THE NUMBERS ARE WRONG, YOUR REPORTS WILL GO TO THE WRONG SCHOOL. IF YOU
LEAVE THIS SECTION FOR CODE NUMBERS BLANK, YOUR SCORES WILL NOT BE SENT TO ANY
SCHOOL.

SEE INSTRUCTIONS IN THE STUDENT HANDBOOK.

1st ___________________________ SCHOOL NUMBER_______
2nd ___________________________ SCHOOL NUMBER_______
3rd ___________________________ SCHOOL NUMBER_______

THE HIGH SCHOOL CHOICE CODE NUMBERS INDICATED ABOVE MUST BE
TRANSFERRED TO THE COOP ANSWER SHEET PRIOR TO TAKING THE TEST.

________________________________
PARENT OR GUARDIAN SIGNATURE
Due to each of the high schools at the end of the 1st marking period. Do not return to MCS.
Important Things to Remember When Applying

• If you apply online, you **DO NOT** have to complete an application form.

• The Cooperative Admissions Examination is **only** for students currently in Grade 8.

• **Please note:** COOP preparatory courses are not endorsed or encouraged by MCS, the Archdiocese of Newark, or the Diocese of Paterson. Enrollment in a preparatory course does not automatically entitle you to take the COOP Examination. You **must** apply online or submit your application form to the Cooperative Admissions Examination Office at MCS with the required $60.00 application fee.

• Use **only** a No. 2 pencil to complete your application form.

• Check to be sure you have correctly entered the test site numbers for the test sites you have chosen.

• Have someone double-check your application form for accuracy.

• For individual applications, a cashier's check or money order made payable to MCS is required. Personal checks are not acceptable and will be returned along with your application form.

• Return only one application form.

• Mail your application form in time to reach the Cooperative Admissions Examination Office by October 13, 2016.

• If you have not received a test site admission letter four working days before the test, follow the directions on page 6.

• Write your student identification number and your test site number on the front of this handbook.

• Keep this handbook until March 2017 when the registration process is complete.

• Be sure to bring your admission form to the test site.

• Plan to arrive at your test site at 8:00 A.M. on the day of the test. **Remember, the test site is where you take the examination, not necessarily the school you wish to attend in the fall.**

• Cell phones, calculators, and other electronic devices are not allowed during testing.

• If you are requesting extended time, you must submit the form on page 17 with supporting documents to the appropriate office by October 14, 2016, in addition to registering for the examination. **NO EXCEPTIONS CAN BE MADE.**

• If you register online, you are not registered until you see the registration receipt at the end of the process.
Instructions for Filling Out the Application Form by Mail

As you follow the instructions below, refer to the sample on pages 11 through 13 of this handbook. Use a No. 2 pencil. If you use anything else, the computer will NOT be able to read your information. Start all entries at the left edge of the block. Make your marks like those on the sample application. If you make a mistake, erase carefully and completely.

**BLOCK 1 (SIDE 2) PRINT YOUR NAME** (last name, first name, and middle initial) in the row of boxes below the words “YOUR NAME.” If there are not enough boxes for your full name, abbreviate. Do not use nicknames. Fill in the circles below that correspond with each letter you printed. The empty circles are placeholders, and should be darkened only when no letters or numbers are written in the box.

**BLOCK 2** PRINT YOUR TELEPHONE NUMBER. Print the numbers in the boxes and then fill in the corresponding circles.

**BLOCK 3** UNDER “BIRTH DATE,” print the month, day, and year you were born. Then fill in the appropriate circles to indicate the month, day, and year. For “Year” fill in only the last two digits of the year.

**BLOCK 4** FILL IN THE APPROPRIATE CIRCLE TO INDICATE YOUR GENDER.

**BLOCK 5** FILL IN THE APPROPRIATE CIRCLE TO INDICATE THE TYPE OF SCHOOL YOU ATTEND AT PRESENT.

**BLOCK 6** IF DIFFERENT FROM YOUR LAST NAME, print the last name of the head of household to whom the post office should deliver your admission card. Then fill in the circles that correspond to the letters in the name. The empty circles are placeholders, and should be darkened only when no letters or numbers are written in the box.

**BLOCK 7 (SIDE 3) PRINT YOUR MAILING ADDRESS.** This information will be used by the post office to deliver your admission card and the letters from the high schools. Print the house number and the street name as they should appear on the envelope and fill in the corresponding circles below. The empty circles are placeholders, and should be darkened only when no letters or numbers are written in the box. IMPORTANT: If your house number contains a hyphen, fill in the corresponding circle below. Also, leave a blank space between the house number and street name (example: 4375 175th Street). **BE SURE TO FILL IN YOUR ADDRESS ACCURATELY. Mail cannot be delivered if Blocks 1 and 7 are incorrectly completed.**

**BLOCK 8** PRINT YOUR ZIP CODE NUMBER. Print the numbers in the boxes and then fill in the appropriate circles.

**BLOCK 9** ELEMENTARY SCHOOL CODE: If you attend a Catholic elementary school in the Archdiocese of Newark or the Diocese of Paterson, this information will be provided by your school. If you attend a Catholic elementary school outside the Archdiocese of Newark, the Diocese of Paterson, or Rockland County, use code 997. If you attend a Public School or a non-Catholic School, leave this section blank.

**BLOCK 10** LEAVE THIS SECTION BLANK.

**BLOCK 11** UNDER “COUNTY OF SCHOOL,” fill in the circle that indicates the county where you attend school.

**BLOCK 12 (SIDE 4)** Select three Test Site Choices (see pages 21 and 22) and follow the instructions on Side 4 of the application to complete this section.

**GO BACK AND CHECK EVERYTHING.** The computer will print your information exactly as you have filled it in. Be sure there are no stray marks on your application form.
**COOPERATIVE ADMISSIONS EXAMINATION APPLICATION**

### 1. YOUR NAME

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCAF</td>
<td>FID</td>
<td>B</td>
</tr>
</tbody>
</table>

### 2. TELEPHONE NUMBER

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>973</td>
<td>553</td>
</tr>
<tr>
<td>134</td>
<td></td>
</tr>
</tbody>
</table>

IF DIFFERENT FROM YOUR LAST NAME, print the last name of the head of household to whom the post office should deliver your admission card.

### 3. BIRTH DATE

- Month: Feb
- Day: 18
- Year: 92

### 4. GENDER

- Boy
- Girl

### 5. PRESENT SCHOOL

- Catholic
- Other
ALL STUDENTS SHOULD COMPLETE BLOCK 12:

After you have made three selections, complete Block 12 below. Use a No. 2 pencil to indicate your test site preferences (Test Site #1, Test Site #2, Test Site #3). Print the code numbers in the spaces provided. Then fill in the corresponding circles for those numbers.

<table>
<thead>
<tr>
<th>TEST SITE SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Site #1</td>
</tr>
<tr>
<td>8 3 0</td>
</tr>
</tbody>
</table>

PLEASE FILL IN ALL THREE CHOICES—CHosen TEST SITES CANNOT Be GUARANTEED.

Remember, test sites are not related to the schools that you want to attend.

• IF YOU DO NOT LIVE in ANY of the LISTED AREAS, or if you have any questions, call the Cooperative Admissions Examination Office at MCS at (888) 921-COOP (800-921-2667), Monday through Friday, 8:30 A.M. to 8:30 P.M. Eastern Time.

DEADLINE: Your application must reach the Cooperative Admissions Examination Office by the deadline provided. Applications that arrive after the deadline will not be processed.
Instructions for Completing the Ninth Grade Applicant Record

- The Ninth Grade Applicant Record is a very important part of the admissions process.

- Be sure to read the accompanying listing describing, in general, the secondary schools of the Archdiocese of Newark and the Diocese of Paterson.

- Parents should accompany students to Open House programs and read school literature before selecting three (3) high school choices. Remember, the testing site has no bearing on school choice.

- The Ninth Grade Applicant Record form can be downloaded from the home page of the COOP Website (www.coopexam.org) and printed, or cut from the Student Handbook (page 15). Parents are requested to complete the first section of this form before submitting it to the student’s eighth grade teacher, counselor, or principal who will complete the remaining three sections. Upon completion, a school official will make copies of the forms and mail them to the high schools indicated. These forms must be received by the designated high schools by December 2, 2016.

- For Catholic school students, your elementary school teacher or counselor must complete the Ninth Grade Applicant Record. The elementary school will forward copies of the Ninth Grade Applicant Record to your three high school choices.

- Public, private, and non-diocesan students must provide a Ninth Grade Applicant Record to their school principal or guidance counselor for completion and signature. Upon completion, a school official should mail them to the high schools indicated. These forms should be received by the designated high schools by December 2, 2016.

  It is important that high schools receive the final grades pertaining to Grade 6 and Grade 7, the first quarter or trimester grades for Grade 8, all standardized testing results, conduct, effort, and attendance assessments.

- If more specific information is needed for any of the schools, you may call the high schools directly. See Participating High Schools, Code Numbers, and Telephone Numbers on pages 19 and 20 of this handbook.

- DO NOT return the Ninth Grade Applicant Record to MCS.
Due to each of the high schools at the end of the 1st marking period. Do not return to MCS.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number and Street Address

City or Town

State

Zip Code

Date of Birth

Home Phone

Parish

Present School

City or Town

School Phone

THESE HIGH SCHOOL CHOICES MUST CORRESPOND WITH THE CHOICES MADE ON YOUR ADMISSION FORM.

<table>
<thead>
<tr>
<th>First Choice High School</th>
<th>Second Choice High School</th>
<th>Third Choice High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Complete Address</td>
<td>Name and Complete Address</td>
<td>Name and Complete Address</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sibling/Parent Attended: Yes ☐ No ☐

SCHOOL RECORD INFORMATION

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade 6 Final Grd.</th>
<th>Grade 7 Final Grd.</th>
<th>Grade 8 (1st marking period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
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<td></td>
<td></td>
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<tr>
<td>Science</td>
<td></td>
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<td></td>
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<tr>
<td>Computer Education</td>
<td></td>
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<tr>
<td>Foreign Language</td>
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</tbody>
</table>

General Academic Ability

- Above Average ☐
- Average ☐
- Below Average ☐

Academic Code

Please provide one copy of your grading scale for all students

Effort: Grade 8

- Outstanding ☐
- Satisfactory ☐
- Improvement Needed ☐
- Unsatisfactory ☐

Conduct: Grade 8

- Outstanding ☐
- Satisfactory ☐
- Improvement Needed ☐
- Unsatisfactory ☐

Attendance: Days Absent

Grade 6 ______
Grade 7 ______
Grade 8 ______

☐ Please call me for more information. ______ - ______

Comments of Grade 8 teacher and/or principal: ________________________________

Date

Principal’s Signature

Due to each of the high schools at the end of the 1st marking period. Do not return to MCS.
Eligibility Form for Students Needing Extended Testing Time

This Form must be received at one of the following offices by October 14, 2016: No Exceptions.

Archdiocese of Newark (Counties of Bergen, Essex, Hudson, Union, NJ or Rockland Co., NY)
Laura Cristiano, 171 Clifton Avenue Newark, NJ 07104
Diocese of Paterson (Counties of Morris, Passaic, or Sussex)
COOP Coordinator, 777 Valley Road Clifton, NJ 07013

STUDENT NAME (Print)  BIRTH DATE

Last  First  MI  Month  Day  Year

MAILING ADDRESS  TELEPHONE NUMBER

Number and Street  Apt. City  St. ZIP Code  Area Code  Number

PRESENT ELEMENTARY SCHOOL  GENDER

School Name  School Code
(if public, write “999”)

ELIGIBILITY

♦ What is the student’s disability that qualifies him/her for extended testing time?  
The extended testing time accommodation MUST be prescribed on the student’s  
IEP/ISP
☐ Temporary (describe)

♦ What type of documentation states the need for extended testing time?  
☐ Current IEP/ISP  
☐ Evaluation by a qualified medical/psychological professional (completed by conclusion of the 7th  
grade. Not older than three years.)

♦ A copy of the documentation must be submitted with this form.

Parent Agreement:
I, the undersigned, agree that the above information is correct and that the above-mentioned student  
is eligible to apply for extended testing time for the Cooperative Admissions Examination 2016-2017. Enclosed is a copy of the documentation referred to above.

[Signature]  [Date]

Parent’s or Legal Guardian’s Signature  Date

DO NOT RETURN THIS FORM TO MCS.

This application for extended testing time will not be processed without accompanying documentation.
## Archdiocese of Newark, New Jersey

### COED HIGH SCHOOLS

**BERGEN COUNTY**
- 804 QUEEN OF PEACE H. S. N. ARLINGTON (201) 998-0792
- 806 PARAMUS CATHOLIC REGIONAL H. S. PARAMUS (201) 445-4466
- 808 ST. MARY H. S. RUTHERFORD (201) 933-5220

**ESSEX COUNTY**
- 812 IMMACULATE CONCEPTION H. S. MONTCLAIR (973) 744-7445
- 813 CHRIST THE KING PREPARATORY H. S. NEWARK (973) 483-0033

**HUDSON COUNTY**
- 820 MARIST H. S. BAYONNE (201) 437-4544
- 823 HUDSON CATHOLIC REGIONAL H. S. JERSEY CITY (201) 435-9240
- 825 ST. ANTHONY H. S. JERSEY CITY (201) 653-5143

**UNION COUNTY**
- 832 ST. MARY OF THE ASSUMPTION H. S. ELIZABETH (908) 352-4350
- 834 ROSELLE CATHOLIC REGIONAL H. S. ROSELLE (908) 245-2350
- 835 UNION CATHOLIC REGIONAL H. S. SCOTCH PLAINS (908) 889-1600

**ROCKLAND COUNTY, (NY)**
- 307 ALBERTUS MAGNUS BARDONIA, NY (845) 623-8842

### BOYS HIGH SCHOOLS

**BERGEN COUNTY**
- 803 ST. JOSEPH REGIONAL H. S. MONTVALE (201) 391-3300
- 805 BERGEN CATHOLIC H. S. ORADELL (201) 261-1844
- 807 DON BOSCO PREPARATORY H. S. RAMSEY (201) 327-8003

**ESSEX COUNTY**
- 814 ST. BENEDICT’S PREPARATORY SCHOOL NEWARK (973) 643-4800

**HUDSON COUNTY**
- 828 ST. PETER’S PREPARATORY SCHOOL JERSEY CITY (201) 434-4400

**UNION COUNTY**
- 837 ORATORY PREPARATORY SCHOOL SUMMIT (908) 273-1084

### GIRLS HIGH SCHOOLS

**BERGEN COUNTY**
- 801 ACADEMY OF THE HOLY ANGELS DEMAREST (201) 768-7822
- 802 IMMACULATE CONCEPTION H. S. LODI (973) 773-2400
- 809 IMMACULATE HEART ACADEMY WASHINGTON TOWNSHIP (201) 445-6800

**ESSEX COUNTY**
- 810 MT. ST. DOMINIC ACADEMY CALDWELL (973) 226-0660
- 815 ST. VINCENT ACADEMY NEWARK (973) 622-1613
- 818 LACORDAIRE ACADEMY UPPER MONTCLAIR (973) 744-1156

**HUDSON COUNTY**
- 826 ST. DOMINIC ACADEMY JERSEY CITY (201) 434-5938

**UNION COUNTY**
- 830 MOTHER SETON REGIONAL H. S. CLARK (732) 382-1952
- 831 BENEDICTINE ACADEMY ELIZABETH (908) 352-0670
### Diocese of Paterson, New Jersey

#### COED HIGH SCHOOLS

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<thead>
<tr>
<th>County</th>
<th>School Name</th>
<th>City</th>
<th>Phone</th>
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<tbody>
<tr>
<td><strong>MORRIS COUNTY</strong></td>
<td>144 MORRIS CATHOLIC H. S.</td>
<td>DENVILLE</td>
<td>(973) 627-6674</td>
</tr>
<tr>
<td><strong>PASSEIC COUNTY</strong></td>
<td>145 DEPAUL CATHOLIC H. S.</td>
<td>WAYNE</td>
<td>(973) 694-3702</td>
</tr>
<tr>
<td><strong>SUSSEX COUNTY</strong></td>
<td>149 POPE JOHN XXIII H. S.</td>
<td>SPARTA</td>
<td>(973) 729-6125</td>
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#### GIRLS HIGH SCHOOL

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<td><strong>PASSEIC COUNTY</strong></td>
<td>147 MARY HELP OF CHRISTIANS</td>
<td>NORTH HALEDON</td>
<td>(973) 790-6200</td>
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</tbody>
</table>
COED TEST SITES
BERGEN COUNTY
803 ST. JOSEPH REGIONAL H. S. 40 CHESTNUT RIDGE ROAD MONTVALE
804 QUEEN OF PEACE H. S. 191 RUTHERFORD PLACE N. ARLINGTON
806 PARAMUS CATHOLIC REGIONAL H. S. 425 PARAMUS ROAD PARAMUS
808 ST. MARY H. S. 64 CHESTNUT STREET RUTHERFORD

ESSEX COUNTY
812 IMMACULATE CONCEPTION H. S. 33 COTTAGE PLACE MONTCLAIR
813 CHRIST THE KING PREPARATORY H. S. 239 WOODSIDE AVE. NEWARK

HUDSON COUNTY
820 MARIST H. S. 1241 KENNEDY BOULEVARD BAYONNE
823 HUDSON CATHOLIC REGIONAL H. S. 790 BERGEN AVE. JERSEY CITY
825 ST. ANTHONY H. S. 175 EIGHTH STREET JERSEY CITY

UNION COUNTY
830 MOTHER SETON REGIONAL H. S. VALLEY ROAD CLARK
832 ST. MARY OF THE ASSUMPTION H. S. 237 S. BROAD STREET ELIZABETH
834 ROSELLE CATHOLIC REGIONAL H. S. 1 RARITAN ROAD ROSELLE
835 UNION CATHOLIC REGIONAL H. S. 1600 MARTINE AVE. SCOTCH PLAINS

ROCKLAND COUNTY (NY)
307 ALBERTUS MAGNUS ROUTE 304 AND GERMONDS RD. BARDONIA, NY

BOYS TEST SITES
BERGEN COUNTY
805 BERGEN CATHOLIC H. S. 1040 ORADELL AVE. ORADELL
807 DON BOSCO PREPARATORY H. S. 492 N. FRANKLIN TPKE. RAMSEY

ESSEX COUNTY
814 ST. BENEDICT’S PREPARATORY SCHOOL 520 KING BOULEVARD NEWARK

HUDSON COUNTY
828 ST. PETER’S PREPARATORY SCHOOL 144 GRAND STREET JERSEY CITY

UNION COUNTY
837 ORATORY PREPARATORY SCHOOL 1 BEVERLY ROAD SUMMIT

GIRLS TEST SITES
BERGEN COUNTY
801 ACADEMY OF THE HOLY ANGELS 315 HILLSIDE AVE. DEMAREST
802 IMMACULATE CONCEPTION H. S. 258 SO. MAIN STREET LODI
809 IMMULATE HEART ACADEMY 500 VAN EMBURGH AVE. WASHINGTON TOWNSHIP

ESSEX COUNTY
810 MT. ST. DOMINIC ACADEMY 3 RYERSON AVE. CALDWELL
815 ST. VINCENT ACADEMY 228 W. MARKET STREET NEWARK
818 LACORDAIRE ACADEMY 155 LORRAINE AVE. UPPER MONTCLAIR

HUDSON COUNTY
826 ST. DOMINIC ACADEMY 2572 KENNEDY BOULEVARD JERSEY CITY

UNION COUNTY
831 BENEDICTINE ACADEMY 840 N. BROAD STREET ELIZABETH
## Test Sites

### Diocese of Paterson, New Jersey
November 11, 2016

#### COED TEST SITES

**MORRIS COUNTY**
- 144 MORRIS CATHOLIC H. S.  
  MORRIS AVE.  
  DENVILLE

**PASSEIC COUNTY**
- 145 DEPAUL CATHOLIC H. S.  
  1512 ALPS RD.  
  WAYNE

**SUSSEX COUNTY**
- 149 POPE JOHN XXIII H. S.  
  28 ANDOVER RD.  
  SPARTA

#### GIRLS TEST SITE

**PASSEIC COUNTY**
- 147 MARY HELP OF CHRISTIANS  
  659 BELMONT AVE.  
  NORTH HALEDON
Content of the Examination

The Cooperative Admissions Examination contains seven tests measuring both aptitude and achievement. The Cooperative Admissions Examination reflects the New Jersey Core Content Curriculum Standards. The tests, with brief descriptions, are as follows:

**Test 1 Sequences**

This test measures the student’s ability to comprehend a rule or principle implicit in a pattern or sequence of figures, letters, or numbers. The student must analyze the pattern established in a row of figures, letters, or numbers, and then select the answer choice that would continue or complete the pattern. Items involve recognition of spatial relationships, ordered patterns, progressions, and combinations of parts to form a whole.

**Test 2 Analogies**

This test measures the student’s ability to discern various types of relationships among picture pairs and then to infer parallel relationships between incomplete picture pairs. The pictures comprise scenes, people, animals, objects, or abstract graphic symbols. In each item, the student must recognize the nature of the relationship between two pictures and then, given a third picture, find an answer choice to accompany it that will produce a relationship that is parallel to that of the first two pictures.

**Test 3 Quantitative Reasoning**

This test measures aptitude for thinking with numbers. Quantitative reasoning item formats were developed to be dissimilar to most mathematics achievement test formats and therefore require the student to apply quantitative aptitude rather than learned skills.

**Test 4 Verbal Reasoning—Words**

This test measures the student’s ability to solve verbal problems by reasoning deductively, analyzing category attributes, and discerning relationships and patterns. This measure of verbal ability contains several item formats. Some of the items require the student to identify essential elements of objects or concepts, and other items require the student to classify according to common attributes. Another item type requires the student to infer relationships between separate but related sets of words.

**Test 5 Verbal Reasoning—Context**

This test measures the student’s ability to solve verbal problems by reasoning deductively. These verbal problems require the student to identify essential elements of concepts presented in short passages and draw logical conclusions. This measure of verbal ability contains one item format.

**Test 6 Mathematics**

This test measures understanding of mathematics concepts. Specific skills include number relations, computation, estimation, operation concepts, measurement, geometry and spatial sense, data analysis, probability, patterns, functions, and reasoning.

**Test 7 Reading and Language Arts**

This test measures understanding of reading comprehension, language expression, and vocabulary. Reading comprehension items focus on the central meaning of a passage rather than on surface details. Language items assess the student’s ability to understand the structure of words, how words work together to form sentences, how sentences and paragraphs come together to convey ideas, and how language conventions (such as punctuation and capitalization) combine with these structures to clarify and impart meaning. The test also covers aspects of the writing process such as topic selection, editing, and proofreading.