

COOP 2011 ANSWERS TO FREQUENTLY ASKED QUESTIONS

Please read this document and the Student Handbook before calling the COOP Help Desk or the (Arch)diocese.

Questions about extended time accommodation should be directed to:

Residents of Morris, Passaic, and Sussex counties - Diocese of Paterson at (973) 777-8818 ext. 255.

All others - Archdiocese of Newark at (973) 497-4260.

All other questions – 888-921-COOP(2667) or email support@coopexam.org

FOR: Eighth-grade students applying for Fall 2012 admission to Catholic high schools in the Archdiocese of Newark, the Diocese of Paterson, and Rockland County, NY.

WHERE: At established test sites in Bergen, Essex, Hudson, Union, Morris, Passaic, and Sussex counties in New Jersey and Rockland County in New York.

WHEN: Friday, November 11, 2011

TEST CONTENT: The test is designed to measure scholastic aptitude in verbal and non-verbal abilities, and achievement in reading, mathematics, and language arts.

HOW TO APPLY: Obtain an application and handbook from a Catholic elementary or high school beginning Sept.1. You may also write to the Cooperative Admissions Examination Office, 4603 Middle Country Road, Calverton, NY 11933, or call 1-888-921-COOP(2667) weekdays between 8:30 a.m. and 8:30 p.m. Eastern Standard Time. Registration also is available online at the Website www.coopexam.org beginning Sept.1. Students currently attending a Catholic elementary school should check with the school for registration and payment information which may be different from these procedures.

FEE: A non-refundable registration fee of \$50.00 will include scores sent to three high schools of your choice and a Home Report.

PAYMENT: Individual Paper Registration: Certified check, bank check, or money order payable to MCS.
Online Registration: MasterCard, VISA, American Express, and Discover credit cards.
Debit cards and gift cards are not acceptable. There is no telephone registration.

APPLICATION PROCESS: Applications and fees will be processed from Sept. 1, 2011-Oct. 21, 2011, for paper applications, and Sept.1, 2011–Nov. 1, 2011 for online registrations.
By applying early, you will have a much better chance of being assigned to a test site of your choice.

NOT ALLOWED: Calculators, calculator watches or any electronic devices.

LATE APPLICANTS: Anyone who has not applied by the required deadline (and therefore is not registered) must take the test as a Walk-in Student on November 11, at regular test sites that are not full. **Admission is not guaranteed at any site and there is an additional \$25 late registration fee (total fee is \$75.00 - \$50 registration fee + \$25 late registration fee). The \$75.00 fee must be cash, a cashier's check, or money order payable to MCS. Personal checks will not be accepted.** Full test sites will be posted on the COOP web site, but sites may become full with walk-in students on the test date and may close without notification. Using the Blank Admission Form cut or copied from page 7 of the Student Handbook, you should fill in Name, Address, and up to three school choices according to the directions on page 6 of the Student Handbook. The student should take the Application to the test site where information will be copied to a scannable Application Form and Test Answer Sheet.

(additional information on page 2)

MAKE-UP TEST: Registered students, who are ill or have a valid reason for not taking the test on November 11, will have one opportunity to take a make-up test. There will be one make-up site in each county (Bergen, Essex, Hudson, Union, Morris, Passaic, and Sussex). The date, and locations of the make-up test will be available on the Website and telephone help desk beginning November 11, at 1:00 p.m. Registered students do not need to re-register or call for permission to take the make-up test. The original admission ticket will admit the student to any make-up site. **An additional \$10.00 make-up test fee (cash, cashier's check or money order made payable to the school administering the make-up test) must be paid at the make-up test site.** You must notify the site where the student chooses to take the makeup test beginning Monday, November 14. Telephone numbers of make-up sites will be posted on the COOP Website beginning November 11, 2011 at 1:00 p.m. You do not need to call to report the absence on November 11.

UNREGISTERED STUDENTS AND MAKE-UP TEST: Anyone who has not applied by the required deadline (and therefore is not registered) and who did not take the test as a Walk-in Student on Nov. 11 can take the Make-up Test as a Walk-in Make-up Student. **Admission is not guaranteed at any make-up site and there is an additional \$25 late registration fee (total test fee is \$75.00 - \$50 registration fee + \$25 late registration fee) and \$10 make-up fee. The \$75.00 fee must be cash, a cashier's check, or money order payable to MCS.** The \$10.00 make-up test fee (cash, cashier's check or money order made payable to the school administering the make-up test) must also be paid at the make-up site. **Personal checks will not be accepted.**

EXTENDED TIME: Extended time is the only accommodation available for the November 11 administration of the COOP examination. An Eligibility Form for Students Needing Extended Time can be found on page 17 of the Student Handbook. The form, along with supporting documentation, must be received by the appropriate (Arch)diocese office by Oct. 14. **DO NOT** send Extended Time forms to MCS. The (Arch)diocese office determines if an extended time accommodation will be granted for the COOP examination. A "Code 5" will appear on the admission ticket and test sites will be notified of all students receiving extended time.

Extended time accommodation may not be available at make-up sites.

Those residing in Morris, Passaic, and Sussex counties should call the Diocese of Paterson at (973) 777- 8818 ext. 255 with questions. All others should call the Archdiocese of Newark at (973) 497-4260.

The COOP help desk can not answer any questions about extended time accommodation.