

## Processing Request Form (PRF)

1. **Complete** a separate Processing Request Form (PRF) for each Major Field Test subject used and/or cohort desired and place on top of the answer sheets for the corresponding test.
2. **Use** the special return envelope for returning answer sheets. PRF(s) and other forms as directed in the *Test Administration Manual* can be found on the Test Administration/Procedures tab at [www.ets.org/mft](http://www.ets.org/mft). Answer sheets from different tests may be returned in the same envelope but should be separated by a PRF. **DO NOT** return answer sheets with test books.
3. **All used test books** must be returned to ETS and may **NOT** be re-used. Unused test books may be kept in a secure location for future test administration. Please follow the mailing instructions noted in the *Test Administration Manual*.
4. **Return Answer Sheets + PRF.** Please allow at least 10-15 working days for ETS to receive your answer sheets if sent via regular mail. User courier mail service for both overnight and second day delivery of **answer sheets** and send to:

Major Field Tests Score Department, Room Q221  
 Educational Testing Service  
 1425 Lower Ferry Road  
 Ewing, New Jersey 08618  
 Attn: Institutional Services

5. **Subgroup Reports** can be ordered online inside Program Workshop (<http://admin.mft-ets.org>). The fee is **\$200 for a one year subscription** giving you unlimited access and cohorts for the duration of the subscription.
6. **Score Reports** are now available online. Please log into Program Workshop (<http://admin.mft-ets.org>) and go into the "Reports" tab. Score reports will be available within 10 business days of receipt of answer sheets.
7. **Combining Cohorts** is now available with online reporting. Subgroup reports will not be produced for combined cohorts.

*If you have questions, please call 1-800-745-0269, 8 a.m. – 4:30 p.m. EST, Monday – Friday or visit our website at [www.ets.org/mft](http://www.ets.org/mft).*

**ETS USE only**

**ETS Batch Number:** \_\_\_\_\_ **# of Answer Sheets Received:** \_\_\_\_\_  
**Date ETS Received:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Please fill in the information below:*

Institution \_\_\_\_\_  
 \_\_\_\_\_  
(address/city/state/zip)

Campus \_\_\_\_\_ Department \_\_\_\_\_

School Code (use 6-digit college code) 0 | 0 | | | | |

Test Date \_\_\_\_\_ Test/Subject \_\_\_\_\_ # of Answer Sheets \_\_\_\_\_

Cohort Name: **PPT** - \_\_\_\_\_  
(limit 30 characters)

Contact Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Subgroup Information (for use with valid subscription).**

Please write in the subgroup questions you asked and the available responses.

	Subgroup Question #1	Subgroup Question #2
Subgroup Question:		
Response 1:		
Response 2:		
Response 3:		
Response 4:		
Response 5:		
Response 6:		
Response 7:		
Response 8:		