

Begin the First Testing Session

Follow Printed Directions

Follow the printed directions **exactly**.

- Read aloud **word for word** the text printed in blue and preceded by the word “SAY.” The text printed in brown is important information, but it should not be read to the students.
- Read the directions for each question only once. **Do not repeat the directions.**
- Do not read the question numbers aloud unless instructed to do so.
- Speak **distinctly** and at a **constant rate**. Do not use inflection in your voice that could cue students to the correct answers.
- Allow just enough time for all students who are capable of finishing a question to do so before you begin reading the directions for the next question. Some students might not finish some questions.

Provide Appropriate Assistance

- Help the students only with the procedures for marking their answers. **Do not give them any help with the test questions or with picture identification.** In some questions, students are told the names of the pictures as part of the oral directions. In other questions, however, it is important that the students themselves identify the pictures.
- Verify that students are working in the correct section of the test booklet. Each separate test in the test booklets has a color-coded bar across the top of the pages. The pages of this *Directions for Administration* booklet are color coded to match the colored bars in the test booklets. Use the color coding to help you verify that students are working in the correct section of the test booklet.
- Verify that students are on the correct page. Page locator art appears at the top of the first page of each test or test part. The directions reference the page locator art to help students find the correct page. Use the page locator art to verify that students are on the correct page at the beginning of each test.

During-Testing Checklist

During the assessment, check student activities regularly.

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- ✓ Make sure students are working on the proper test.
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- ✓ Check that students are marking their answers in the proper place in the test booklet. Use the color coding and locator art to help you verify that students are working in the correct section.
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- ✓ Observe the way students are working and confirm that students appear to be considering questions carefully before responding.
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- ✓ Check that each student is working independently.
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- ✓ Make sure all students keep their test booklets opened flat during testing to ensure that the booklets can be scanned properly.
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- ✓ Note and report to your test coordinator any incident that could have an adverse effect on the test results.
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