

Follow Printed Directions

Follow the printed directions in Part 2 **exactly** as they are written.

- Read aloud 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.
- You may repeat the directions or item prompts as many times as necessary.
- Speak slowly and distinctly. Pause to give students time to think.

During–Testing Checklist

During the assessment, check student activities regularly.

-
- ✓ Make sure students understand the subtest directions and the practice questions before you begin each subtest.
 - Answer any questions about the practice questions and help any students having difficulty.
 - Do not begin the subtest until students understand what they are supposed to do.
 - Once testing begins, you may not answer questions about specific items. For example, do not identify pictures for students. However, questions about procedures and the mechanics of test taking may be answered anytime.
-
- ✓ Use a natural speech pattern when administering the test. Read all directions and practice questions clearly.
-
- ✓ Pause after reading each question to allow students time to mark their answers. When the word **pause** is used in the directions, allow a reasonable time for all the students to consider the question. Always allow enough time for students who are able to answer a question to do so before moving to the next question.
-
- ✓ Move around the room while students are taking each subtest to make sure they are working on the correct question and are filling in the answer circles appropriately.
-
- ✓ Make sure all students keep their booklets open flat during testing to ensure that the booklets can be scanned properly.
-
- ✓ Note and report to your test coordinator any incident that could have an adverse effect on the test results.
-