

Test Administration Directions for Paper-Based Field-Testing

Thank you for administering this field test. Please review the following test administration steps. If you have questions, please contact your field-test coordinator.

Do not duplicate field-test booklets or answer sheets.

BEFORE THE TEST
1. Review the directions and testing materials. Your testing materials include field-test booklets, answer sheets, " <i>Tell us what you think</i> ". (student survey) and <i>Test Administrator Form.</i>
2. Explain to students: <ul style="list-style-type: none">• CASAS is field-testing new reading tests for ESL students.• The purpose of field testing is to find out how well tests work for students at each level.• It is very important to do your best.• If you don't know the answer, please do not answer the question. Do not guess.
3. Hand out answer sheets. Demonstrate correct bubbling. Answer sheets must be filled out clearly and completely, with no additional marks. See bubbling examples in the box of "Directions for marking answers." Make sure everyone enters their correct identification code.
4. Have students complete demographic information on the answer sheet (highlighted section only).
5. Ask students to turn over their answer sheet . Have students fill in the highlighted area which asks for Student ID (box #3), Form Number (box #4), and Test Date (box #5).
6. Hand out field-test booklets.
7. Review practice items together with students , making sure everyone bubbles their answers in the "Practice" section on the answer sheet.
8. Show students on the answer sheet where they will be marking answers to test items.
9. Tell students that this is NOT a timed test .

ADDITIONAL DIRECTIONS ON NEXT PAGE

10. It is very important to complete feedback on the [Test Administrator Form](#) for each field-testing session.

- Enter the “Time everyone began field-test”
- Enter the “Number of students in the testing session”
- To help CASAS document that field-testing is inclusive of all populations, please write “Number of students with disabilities requiring special accommodations,” if any.
- When the allotted time has expired (90 minutes) please write “Number of students not finished.”

AFTER THE TEST

1. Collect and count field-test booklets and answer sheets. All booklets given to your program need to be accounted for.
2. **IMPORTANT:** Please do not scan the student answer sheets into TOPSpro Enterprise at your program.
3. After each student turns in their testing materials, ask them to complete the “[Tell Us What You Think](#)” survey (if it was included with the testing materials). Provide each student with the form and tell them this should take about five minutes to complete.
4. Please take a few minutes to complete remaining questions on the [Test Administrator Form](#).
5. Place the “[Test Administrator Form](#),” and “[Tell Us What You Think](#)” student surveys in the envelope provided and return to the testing coordinator immediately
6. As soon as paper testing is complete, return test booklets, answer sheets, test administrator forms and, field-testing checklists to CASAS using the prepaid return label provided.
7. CASAS will send your agency a spreadsheet that will list the number of correct responses for each student ID. The spreadsheet will be sent to the e-mail address you provide on the [Test Administrator Form](#).

Thank you for participating in CASAS Field-Testing

Your help is very much appreciated!