

## Steps for Testing Day – Paper

### STEP 2: BEGIN TO TEST

**Maintain a positive attitude and atmosphere about testing.**

- Your attitude can influence students' attitudes and performance.

#### *Purpose for Testing*

- When everyone is comfortable and ready to begin, explain that the purpose of the test is to find out what they know and what they need to study.
- Encourage students to relax and do their best.

#### *About Guessing*

- Instruct students to skip a test item if they do not know the answer and continue to the next question without answering – i.e., leave it blank and not guess.
- Tell students that if they guess, they might be placed in a level that is too difficult for them.

#### *Allotted Testing Time*

- Inform students of the time allotted for the test.
- Post Start and End times.
- Those unable to complete their test in the allotted time may have a few extra minutes to finish the question they are working on.

#### *Suggestion:*

- Review practice items with D Level students first and then have them begin to test. Then do the same with each lower level.
- This will allow you to give more time to help beginning level students without holding up the more advanced students.

*Suggested Verbal Instructions (next page)*

## Suggested Verbal Instructions – Paper

*When everyone is comfortable and ready to begin, explain that the purpose of the test is to find out what they know and what they need to study. Encourage students to relax and do their best. Instruct students to skip a test item if they do not know the answer and continue to the next question without answering – i.e., leave it blank and not guess. Tell students that if they guess, they might be placed in a level that is too difficult for them.*

**You can use this script when administering Appraisals and Progress Tests.**

***Open your test booklet to page 1.***

- Find the directions at the top of the page.
- Look at the directions as I read them. [Read directions.]

***Look at the practice questions.***

- Find the box on your answer sheet for answering the practice questions.
- Go ahead and read practice 1 and 2 and mark your answers.

***What's the answer to the first practice question?***

- The answer is \_\_\_\_\_. Did you mark \_\_\_\_\_? [Explain.]
- The answer to the second practice item is \_\_\_\_\_. [Explain and help and students that need assistance.]

***We're ready to begin the test.***

- You will mark your answer for the first question on line 1 of your answer sheet.
- Do not write in the test booklet.

***There are \_\_\_\_\_ items on the test.***

- You have \_\_\_\_\_ minutes.

***If you don't know the answer, that's OK.***

- You don't have to mark an answer.
- Just go to the next question.
- Stop when the questions get too difficult.

***Do your own test***

- Don't get help from other people.
- No dictionaries or other electronic devices.

***When you're finished, or if you can't answer any more questions, put your pencil down and wait.***

- I will collect your testing materials.
- Any questions?
- ***Turn the page and begin the test.***