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## Tips for Administering Group Assessments to Students

### Test Format:

- Show students often how to follow the items on the page. (Start on the left hand page...go DOWN the page...choose an answer from THIS row.)
- Explain the general procedure of the test and emphasize that students are not expected to complete the entire booklet in one sitting. Spread the test over a few days. Allow about 30 minutes for each testing time.
- Spend as much time as you need on each sample item to explain what the students are supposed to do and confirm that they understand.
- Show students how to correctly choose their answers by completely blackening only one bubble per question using a soft lead pencil. Explain that if they wish to change their answers, they must completely erase their previous choices.
- Have students check for and erase any stray pencil marks on the pages before turning in booklets each day.

### Assessment Privacy

Many students may not understand the concept of keeping their eyes on their own booklets or their answers to themselves. Here are some tips to discourage students from sharing answers:

- Explain to students that it is important for you to know what *they* think the answer should be even if they have to guess. Tell them that they should not share their answers with others. Tell them that there will be times when they will be allowed to share their answers (the samples), but you will tell them each time whether it's a sharing time or a time to keep their answers quiet. Remind them before you begin each section and any time a student attempts to shout out an answer.
- Prepare "offices" out of manila folders or open books.
- Space students as far apart as you can. Move any students who may become problematic to an area away from other students (next to teacher's desk, near a wall, etc.)

### Group Testing

- Most of the assessment can be administered in a small group setting. Choose group sizes that most appropriately meet your classroom needs. Refer to the Administration Outline to identify sections that should be administered individually.
- If necessary, you may choose to have an aide, parent helper, or other assistant monitor activities of the other students while you take small groups of test-takers to another room.
- Only trained, certified teachers should assist with the administration of the assessment.