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## Assessing Students Individually: Practical Tips

Individually administered assessments will provide informative student-teacher interaction and helpful information about students' language and reading skills. Careful planning is essential so that individual administered portions of T-PRO go smoothly. Each classroom is different and will need to make its own schedule and plans to accommodate differences in availability of teaching assistants, maturity of the students, and behavioral issues. Listed below are some tips to assist teachers in completing individually administered assessments effectively.

- Plan ahead. Read through the materials thoroughly so that you are familiar with assessment procedures.
  - Keep an accurate record of which students have already been tested and which tests they have taken. The "Individually Administered Sections Checklist" is provided on the Test Administration Tools page for each grade.
  - Plan to use small increments of availability throughout the day to interview a few students at a time.
  - Assign student "leaders" to complete small duties while you interview other students.
  - These duties might include: lining the class up for lunch, turning pages for a recorded reading, playing a game, calendar time.
  - Teach students to complete independent work prior to testing so that they will understand the expectations and be familiar with the routine.
  - Consider using centers or activity stations between which students will rotate.
  - Use independent silent reading time to interview and assess students.
  - Explain the testing procedures to students prior to testing.
  - Set up a classroom routine that will limit the amount that you are interrupted. For example, routines such as getting a book from the classroom library after completing independent work or the procedure for going to the restroom should be familiar to students.
  - Consider making a small sign to remind students to wait to speak with you after testing is completed unless it is an emergency.
  - Have a second student ready for testing nearby so that testing time is efficient. As you complete testing for one student, have that student tap another student on the shoulder to get ready for testing.
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## **Assessing Students Individually: Practical Tips continued**

- Be creative in getting assistance from other adults. Have an administrator or other staff member read a book to the class or a nurse come share the benefits of hand washing, etc. Enlist parent or grandparent helpers during this time.
- Plan joint activities with another teacher that allow both of you to complete individual testing or other similar activities.
- At the school level, hire a substitute or two for the day who can travel from classroom to classroom to allow several teachers time to complete assessments.

### **Some cautions:**

- Do not have classroom volunteers administer the assessment. This could lead to breach of test content and threatens federal confidentiality restrictions.
- Only trained, certified teachers should assist with the administration of the assessment.
- During the assessment, do not tell students if they answered questions correctly or incorrectly. A simple “great job” or “good” should suffice.
- Check with your principal or other teachers before taking students out of their special classes such as art, music, gym, etc. for assessment.
- If a student is not able to handle independent or small group work, ask for assistance in keeping the student occupied with meaningful learning activities for a portion of the day.