

Part 3: After Testing

- Inspect all answer documents carefully. Determine the following:
 - Are bubbles completely marked?
 - Are stray marks removed?
 - Have any subtests or parts of subtests been accidentally omitted?
 - Is the data on the documents complete and accurate? (Review *Specifications*.)
 - Is the grade level marked correctly for scoring? (See *Specifications*.)
 - If the test has two separate answer documents, is the data identical?

- Complete the **Family Record Listing**. Enter the names and grade levels of the students on the appropriate lines. This information should match the answer documents. Attach any records of unusual occurrences.

- Affirm the validity of the testing by *reading* and *signing* the **Verification Section** of the Family Record Listing. NOTE: **Every** tester who helped or who was responsible for the students during a session **must** sign and indicate grade(s) tested. (Although each tester must be approved *prior to* testing, a signature is still required with every shipment of completed tests to verify who did the actual testing for each grade.)

- Return all test booklets, directions, answer documents, and **signed** Family Record Listing within 50 days of original receipt. A refund will be issued for any unused tests in reusable condition. Multiple shipments may be combined for return. If you are holding any test(s) for completion, please include a note of explanation and keep a copy of the Family Record Listing to return with your later shipment.

- Securely package all materials into the return envelope (or use the return label for boxes). Return materials by an INSURED and TRACEABLE method (UPS, other private service, or *insured* mail). When losses or damages occur, claims are generally handled more easily through UPS or another private delivery service. You will be held responsible for losses, damages, or missing tests.

- Computer-scored test results will be sent to *whoever ordered the test(s)* within 6–8 weeks of the **date our office receives the materials**. See the enclosed flier if you need hand scoring.

Ethics of Testing

- It is unethical for teachers to use standardized-test content on their own examinations or to reproduce (copy) the exact or similar items for discussion or to improve student performance or for any other reason.
- It is unethical for testers to assist a student beyond what the directions permit or to alter the directions without due reason and without disclosing alterations.
- It is unethical for anyone other than a preapproved, qualified tester to have access to or possession of test materials at any time, including following the testing.

Tips for Testing

- Motivate students to do their best as long as they do not become overly anxious about their performance.
- Explain the mechanics of taking a standardized test. Students may use practice materials, such as *Test for Success™* or *Better Test Scores*, or an abilities practice test (only *CogAT®* or *OLSAT®*).

Information for Parents

Test **content** covers the basics of each subject, emphasizing thinking skills. A student keeping up with a standard curriculum usually does fine.

Only a *preapproved, qualified* tester may have access to the materials, per the publisher's guidelines. Parents who need help choosing the correct test or selecting appropriate preparation tools should call the BJU Press Testing & Evaluation office for guidance.

The test questions **cannot** be reviewed either prior to or following the test session. The test scores will provide very specific data regarding the student's performance on each type of question, including number attempted.

Parents should do the following:

- Ensure a good night's rest and a nutritious meal
- Schedule testing over two to three days, allowing break time for the student to refresh himself
- Reassure the student that the test is not a "pass/fail" situation, and encourage him to do his best
- Know that a Homeschool Consultant is available to answer in-depth questions regarding testing, materials, and/or teaching methods
- Determine a student's strengths/weaknesses and recognize the possible need to adjust materials and/or teaching methods, based on the results. Always add your own observations to the evaluation.

Checklist and Guidelines for Testing

(Please read thoroughly prior to testing.)

Category 1 materials are

TIME SENSITIVE!

All Category 1 tests have a 50-day-use limit. Test materials **must** be on their way back to BJU Press Testing & Evaluation within 50 days, used or unused. Please help us to maintain test security and to control costs. Call us if special challenges arise.

Your Category 1 materials must be postmarked by



Thank you for your service to us
and to the young people you test.

Please read all instructions carefully. To help ensure efficient testing and valid scores, be sure **every** tester has a copy of this Checklist (make copies as needed). Check off each step as it is completed. We also recommend keeping the Checklist as a handy reference for any questions that may arise after the testing is completed.

Part 1: Before Testing

- Before you begin testing**, be sure that you and any others helping you have been preapproved by BJU Press Testing & Evaluation to administer the Category 1 tests in this order. Approvals are not interchangeable between Stanford and The Iowa Tests®. Tests administered by unapproved testers cannot be processed, so contact us if you have any doubts or concerns.

- Check your order **A.S.A.P.** Use the Packing Slip Extension to verify the contents of your order. If you have a different test from what you expected, check the Packing Slip (not the Extension) to see what test was actually ordered. Call us at 1.800.845.5731 if there is any problem with the contents.

- Confirm the dates and times for testing. Schedule two to five sessions (depending on levels). Plan adequate break times.

- Open this brochure and refer to the *Specifications* page that matches your test(s) to be sure that grades/tests are grouped correctly. Also, check that test levels match students' grade levels.

- Choose a comfortable, quiet, well-lit testing site. Be sure that the area is free from all charts, etc., related to potential test content.

- Read the information (at the end of the Checklist) on test security and ethical practices.

- Gather all necessary materials, including test books, answer documents, any reference sheets/rulers that were supplied (look inside answer documents), #2 pencils, scratch paper, and a timepiece.

- Study the directions before administering. Make note of important details on separate paper or sticky notes, *not* in book, as you practice reading the instructions.

- Special accommodations must be approved by BJU Press Testing & Evaluation **prior to** testing. The Vocabulary subtest is part of the Reading Total and therefore must follow the same guidelines used for Reading Comprehension. Remember that other subtests (such as Science or Math) are intentionally easier to read so that a student's reading ability does not significantly affect his performance in these other subjects.

Part 2: During Testing

- Administer tests in a professional manner, following and giving directions as presented. Be sure students understand directions before starting each subtest.

- Fill in required data portion of answer documents as shown on the samples under *Specifications*.

- Reassure students that this is not a pass/fail test.

- Keep interruptions to a minimum. Record any unusual incidents that occur during testing.

- Observe students. Be sure they seriously consider a question before answering, but do not assist them on specific questions.

- Circulate among students to encourage and motivate them. Check whether they are working on correct sections. Look for "double-marked" answers. (Direct students to make a single choice.)

- If students have marked answers in the wrong section or have lost their place, you may stop timing to correct the problem and then continue with the time remaining.

Checklist continued on page 4.

Stanford Specifications

Stanford/OLSAT® Test Levels

| Test Level | SESAT 2 | Primary 1 | Primary 2 | Primary 3 | Intermediate | | | Advanced | | TASK | | |
|-------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------|-----------|-----------|
| | | | | | 1 | 2 | 3 | 1 | 2 | 1 | 2 | 3 |
| Grade | K5 Spr./ 1 Fall | 1 Spr./ 2 Fall | 2 Spr./ 3 Fall | 3 Spr./ 4 Fall | 4 Spr./ 5 Fall | 5 Spr./ 6 Fall | 6 Spr./ 7 Fall | 7 Spr./ 8 Fall | 8 Spr./ 9 Fall | 9 Spr. | 10 | 11–12 |
| Grade Span | K.5–1.5 | 1.5–2.5 | 2.5–3.5 | 3.5–4.5 | 4.5–5.5 | 5.5–6.5 | 6.5–7.5 | 7.5–8.5 | 8.5–9.7* | 9.0–9.9* | 10.0–10.9 | 11.0–12.9 |
| OLSAT Level | | | C Spr./ D Fall | D Spr./ E Fall | E | E Spr./ F Fall | F | F | F Spr./ G Fall | G | G | G |

*For 9th graders, Advanced 2 is recommended in the fall and TASK 1 in the spring.

Combining Stanford Levels/Grades

The test levels within each shaded area above may be tested simultaneously. *The nonshaded test levels must be tested separately.* Word Study Skills (Intermediate 1 only) and Listening (Intermediate 1 through Advanced 2) must be administered to each level separately. OLSAT Levels E, F, and G may be administered together.

Testing Relatives

May parents administer tests to their own children?

Yes, if at least two children in the same grade grouping

- (1) Are not related to the tester **AND**
- (2) Do not live in the same home as the tester **AND**
- (3) Are tested simultaneously

Complete/Basic Battery Scores

To obtain a Complete Battery score, administer *all* subtests. If you need only a Basic Battery score, omit Environment (SESAT–Primary 2), Science, and/or Social Science (Primary 3–TASK 3). Listening is required for either of the batteries.

Math Tests

Calculators are optional for Math Problem Solving, but they are **not** allowed for Math Procedures.

Math Reference Sheets are provided *inside* each answer document (Advanced 1–TASK 3). These sheets list the formulas needed for the test, but the student must be able to identify which formula to use for each problem. Paper rulers are also provided.

Time Limits

The Stanford 10 is untimed. However, your *Directions for Administering* lists average testing times to help you plan your sessions. Removing the time limits allows most students to relax and better show their actual achievement level. This flexibility is designed to accommodate students who are *working productively*; it is *not* intended to give unlimited time to a student who is distracted or who cannot handle the material.

NOTE: The OLSAT is still a timed test.

Be sure to fill in **only** the following areas:

1. Student's Name, Teacher, School, School District, Grade: If student is homeschooled, provide parent's information.
2. Student's Name: Gridding determines how the name will print on the results.
3. Date of Birth: month, day and year
4. Gender: male or female
5. Race/Ethnicity: optional
6. Grade: Grade in which student is currently enrolled and with which he/she will be compared

Leave all remaining fields blank

The Iowa Tests Specifications

ITBS®/ITED®/CogAT® Test Levels

| Test Level | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15* | 16 | 17/18 |
|-------------|---------|---------|-------------------|-------------------|---------|---------|---------|---------|---------|----------|----------|-----------|-----------|
| Grade | K5 | 1 Fall | 1 Spr./ 2 Fall | 2 Spr./ 3 Fall | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11–12 |
| Grade Span | K.1–1.5 | K.7–1.7 | 1.7–2.3 | 2.3–3.2 | 3.0–3.9 | 4.0–4.9 | 5.0–5.9 | 6.0–6.9 | 7.0–7.9 | 8.0–9.7* | 9.0–9.9* | 10.0–10.9 | 11.0–12.9 |
| CogAT Level | | | | | A | B | C | D | E | F | F | G | G/H** |

*Level 15 is recommended for Grade 9. Level 14 may be used for a struggling student. Level 14 tests administered to ending 9th graders must be returned for scoring prior to August 15 and cannot be scored as 10th grade.

**Level G is used for 10th and 11th grades; Level H is used for 12th grade.

Combining Levels/Grades for The Iowa Tests

The test levels within each shaded area above may be tested simultaneously. *The nonshaded test levels must be tested separately.* All CogAT levels may be administered together. Please note that Level 9 contains two additional subtests that are not included in Levels 10–14.

Composite/Core Total Scores

To obtain a Composite score, administer *all* of the subtests. Please note that Math Computation is optional but recommended. If you need only a Core Total, administer the subtests preceded by a solid dot (•) under the “Nature of the Tests” on page 1 of the *Directions for Administration* (page 3 for Levels 7 and 8). Please note that Reading is optional for Level 6.

Answer Documents

The ITBS Levels 9–14 answer sheets automatically include a *Cognitive Abilities Test™* section. The ITED Levels 15–18 answer forms automatically include an *Interest Explorer™* section. Your students should complete only the sections that you ordered for them.

Math Tests

Calculators may be used for math subtests **only** when permitted by the *Directions for Administration*. Calculator use, if applicable, should be indicated on the student's answer document in the Y/N (Yes/No) bubbles at the end of the Math Problem Solving subtest.

Because Math Computation is designed as a speed drill, the time limit **cannot** be waived under **any** circumstances. The Math Computation score is listed separately and does not affect any of the totals.

Be sure to fill in **only** the following areas:

1. Teacher, School, City (System), State, Grade (Grade is the grade student is enrolled in.)
2. Date of Birth: month and year
3. Student's Name (spelled and bubbled correctly)
4. Gender: male or female (all students)
5. ITBS/ITED Form
6. CogAT Level (when applicable)
7. Race/Ethnicity (optional)

Leave OPTIONAL blank.

Leave TEST ADMINISTRATOR USE ONLY blank.

Disregard area; bar codes are not used.

Place bar code in the open space.

Leave STUDENT ID and OTHER INFORMATION blank.