

# Checklist and Guidelines for Testing

(Please read immediately and keep for reference.)

## Part 3: After Testing

- Inspect all answer documents carefully.
  - Are bubbles completely marked?
  - Are stray marks removed?
  - Is the student's name written *inside*?
  - Were any sections accidentally omitted?
  - Is the information on the document(s) complete and accurate?
  - Is the grade level correctly marked for scoring?
- Review and sign the **Student Roster** (required for scoring). Include the number of months completed, since this ensures accurate scoring. This information should match the answer documents.
  - Although each tester must be approved *before* testing, *each* tester *must* sign each **Student Roster** and note which grade he or she administered.
- Return **all** test booklets, directions, answer documents, and **signed Student Roster(s)** by the due date. Multiple shipments may be combined for return.
  - A partial refund will be issued for any unused tests in reusable condition.
  - If you are holding any tests for completion, please include a note of explanation and make a copy of the **Student Roster** to return with your later shipment.
- Our address is as follows:
  - BJU Press Testing & Evaluation  
1430 Wade Hampton Blvd Ste 210  
Greenville, SC 29609-5066
- Securely package all materials and use the return envelope or label. Return materials by an insured and trackable method (UPS and FedEx automatically insure up to \$100).
- You will be held responsible for losses, damages, or missing tests.
  - We recommend insuring at the amount it would cost to retest.
  - If your carrier is unwilling to insure our test materials, refer to **After Testing** on our FAQs page online.
- Test results will be available electronically on the ordering account, usually within 10 business days **after our office receives the materials**. Please allow two extra weeks in May and June.

### Ethics and Procedures

- It is unethical for parents/teachers to use standardized test content on their own exams, to use exact or *similar* questions for discussion to improve student performance, or to use the content for any other reason.
- It is inappropriate to review **test questions** prior to or following the test session.
- 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 changes.
- It is unethical for *anyone* other than a preapproved tester to have any access to test materials at any time in the testing process.
- It is unethical to use these tests as practice for any other test administration or to administer any additional achievement/abilities test to the same student within a 3-month time period.
- Motivate students to do their best, but be careful to avoid causing test anxiety.
- Explain the mechanics of taking a standardized test.

### Parents should do the following:

- Ensure a good night's rest and a nutritious meal.
- Schedule testing over two to three days, allowing break times for the student.
- Reassure the student that the test is not a "pass/fail" situation and encourage the student's best effort.
- Be aware that a homeschool consultant is available here 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 textbooks, teaching methods, and so forth, based on the scores. Always add your own observations to the results.
- Remember that students may use practice materials, such as *Better Test Scores* or a practice test.

### More Information for Parents

Test content covers the basics of each subject, emphasizing thinking skills. A major purpose for standardized testing is to evaluate long-term instruction.

Parents may contact BJU Press for help with choosing materials.

Standardized tests are

## TIME SENSITIVE!

Your standardized tests are due in our office by the date printed on the enclosed **Student Roster**.

Contact us if you need an extension due to special circumstances.

Thank you for your service!

### Please read all instructions carefully.

- To help ensure efficient testing and valid scoring, please distribute a copy of this Checklist and Guidelines (also available online) to every tester. Check off each step as it is completed.
- Make no marks in or on the reusable books. In case of loss or damage, testers are responsible for replacement costs.

### Part 1: Before Testing

- Check your order ASAP. Use the **Packing Slip Extension** to do so. Contact us if anything is missing or incorrect.
  - Illustrations IA1 and S1 show which tests are designed for which grades.
- Confirm that everyone who will be administering for your group is preapproved by BJU Press Testing & Evaluation. **Tests administered by unapproved testers cannot be processed.**
  - Approvals are not interchangeable between Stanford and *Iowa Assessments*™.
- Decide testing dates and times. Schedule two to five sessions (as needed). Plan adequate break times.
- Refer to Illustrations IA1 and S1 to be sure that grades/ tests are grouped correctly.
- Choose a comfortable, quiet, well-lit testing site. Be sure the area is free from all charts and other items potentially related to test content.

- Read the box with Ethics and Procedures (p. 4).
- Gather all necessary materials: test books, answer documents, any reference sheets or rulers that were supplied, #2 pencils, scratch paper, and a timepiece.
- Study the directions before administering. Note important details on separate paper or sticky notes, not in book, as you practice reading the instructions.
- **Special accommodations must be noted** and are appropriate only for students with documented or defensible disabilities. *Reading subtests should not be read aloud, or they will be considered invalid.*

Record accommodations in a note attached to the **Student Roster**. Specify which subtests used which accommodations.

### Part 2: During Testing

- Fill in required data portions of answer documents as shown in IA2 and S2. Also, **write the student's name on the blank on the inside page of the answer document**, if an answer document is used.
  - Answer documents for Stanford include OLSAT, and the *Iowa Assessments* answer document includes *CogAT*®.
  - Do not include Social Security numbers!*
- Reassure students that this is not a pass/fail test.
- Administer tests in a professional manner, following and giving directions as presented. Be sure students understand directions before starting each subtest.
  - This is a key part of standardization.
- Keep interruptions to a minimum. Record any unusual incidents that occur during testing.
- Observe students. Remind them to seriously consider each question before answering, but do not assist them on specific questions.
- Make sure students are working on correct sections. Look for "double-marked" answers.
- **Carefully follow time limits given, if any.** If students have marked answers in the wrong section or lost their place, you may stop timing to correct this and continue with the time remaining.

(checklist continued on page 4)





# Iowa Assessments™/Cognitive Abilities Test™ (CogAT®)

## Iowa Assessments/CogAT Levels

Illustration IA1

Test Level	5*	5/6*	7	8	9	10	11	12	13	14	15	16	17/18
<b>Iowa Assessments Grade Span</b>	K.5–K.9*	K.7–1.9*	1.7–2.5	2.5–3.5	3.0–3.9	4.0–4.9	5.0–5.9	6.0–6.9	7.0–7.9	8.0–8.9	9.0–9.9	10.0–10.9	11.0–12.9
<b>CogAT Levels</b>		5/6	7	8	9	10	11	12	13/14	15/16			17/18

\*Level 5 scoring begins at the **middle** of Kindergarten while Level 5/6 scoring begins with the **spring** trimester (about the 7th month of the school year).

### Combining Levels/Grades for Iowa Assessments™

The test levels within each shaded area above may be tested together. Note that *CogAT* and *Iowa Assessments* differ.

*The non-shaded test levels must be tested separately.*

Level 9 contains two additional subtests that are not included in Levels 10–14.

### Math Tests

Calculators may be used for math subtests *only* when permitted by the *Directions for Administration*.

Since *Computation* is designed as a speed drill, the time limit cannot be waived under any circumstances.

*Computation* is **optional** but **recommended** and is *not* calculated in any of the *Totals* or *Composite Scores*.

### Core/Complete Composite Scores

To obtain a Complete Composite score, administer *all* the subtests. If you need only a Core Composite, administer the subtests that are **bolded** on the Test Descriptions chart toward the front of the *Directions for Administration*.

The *Word Analysis* and *Listening* subtests (Levels 5–9) are optional but recommended. If taken, they *will* be part of the Extended Language Arts Total (Extended ELA) as well as the Core and Complete Composites; however, they *will not* be part of the Language Total (ELA Total).

Illustration IA2

# Stanford/OLSAT®

## Stanford/OLSAT Test Levels

Illustration S1

Test Level	SESAT 1	SESAT 2	Primary 1	Primary 2	Primary 3	Intermediate			Advanced		TASK		
						1	2	3	1	2	1	2	3
<b>Grade</b>	K5 Fall	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
<b>Grade Span</b>	K.0–K.5	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
<b>OLSAT</b>				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 together. *The nonshaded test levels must be tested separately.* Word Study Skills (Intermediate 1) and Listening (Intermediate 1 through Advanced 2), however, are administered to each level separately.

### Early Elementary Levels

For the SESAT or Primary levels, each student uses two separate answer books, not one. Please double-check the back covers of both books for correct identifying information. Discrepancies can cause scoring errors.

### Math Tests

Calculators are optional for Math Problem Solving, but they are **not** allowed for Math Procedures (through grade 8). Calculators are allowed on all TASK levels.

You will find paper rulers and Math Reference Sheets *inside* each answer document (Advanced 1–TASK 3). Although these sheets list formulas, the student must decide which formula to use for each problem.

### 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 both batteries (SESAT–Advanced 2).

### Time Limits

The Stanford 10 is untimed. However, your *Directions for Administering* lists average times so you can plan.

- Removing time limits is designed to accommodate students who are working productively, not to give unlimited time to a student who is distracted or cannot handle the material.

**NOTE:** The OLSAT is still a timed test.

Illustration S2