
Test Administrator Manual

Table of Contents

1. The Role of a Test Administrator.....	3
1.1. Preparations Before Testing.....	3
1.2. The Testing Materials.....	3
1.2.1. Student Tracking Form	4
1.2.2. Test Administration Form.....	5
1.3. Timing of the Testing Sessions	6
1.4. Rules for Supervising the Testing Sessions.....	6
2. Administering the Assessment.....	7
2.1. Administering the Achievement Test.....	7
2.1.1. Test Administration Script.....	7
3. Returning Testing Materials to School Coordinator.....	9
Appendix: Test Administration Form	10

1. The Role of a Test Administrator

The role of a Test Administrator (TA) is to ensure that the SAM assessment in the school is administered according to the standardized procedures. In order to ensure that the tests are administered in exactly the same way in all participating schools, it is essential that TA strictly follows the procedures described in this manual. In particular, work of a TA includes the following tasks and responsibilities:

- *Study this manual at least one week before the testing takes place.*
- *Contact School Coordinator if he (she) have any questions or concerns.*
- *Ensure the correct timing of the testing sessions, and record the time when the sessions start and end on the Test Administration Form.*
- *Record student participation on the Student Tracking Form.*

1.1. Preparations Before Testing

The following preparations should take place prior to the testing sessions.

One Week Before Testing

About one week before the testing day, TA should:

- *Be sure that you understand your responsibilities.*
- *Meet with the School Coordinator to resolve any questions he/she have before administering the test.*
- *Plan all the steps required for the testing sessions with the School Coordinator and the school principal (e.g., arranging room locations, ensuring that there is sufficient number of desks or tables, ensuring sufficient supply of pens).*
- *Contact the classroom teacher and inform him or her that students should have something to read quietly at their desks in case they finish the test early.*
- *Familiarize him/her/self with the procedures for scheduling and timing the testing sessions, administering the test, and completing the Student Tracking Form and Test Administration Form.*

One Hour Before Testing

About one hour before testing TA should make sure that he/she has all the materials for the test procedure and its administration. Also, confirm that the room is ready for the testing session.

1.2. The Testing Materials

The School Coordinator will provide TA with the necessary testing materials shortly, but at least one hour before the testing session. For the test administration, you will need the following:

- *a Student Tracking Form for the tested class, indicating all students in the class*
- *one achievement test booklet assigned to each student in the class, plus two extra copies*
- *a Test Administration Form prepared for the tested class*
- *a supply of pens and rulers.*

Five minutes before the start of test session, you should put test booklets on the students' desks. There must be two different versions of the test at one desk; also, there must be pens and rulers. No other items should be located on the desks. The last two sheets in the exercise books are intentionally left blank for the students to use for rough calculations. In addition, TA should write on the board the name of the city/village, district and republic, name of school and label of class that is participating in assessment session.

1.2.1. Student Tracking Form

The Student Tracking Form is important to the test administration.

TA should code the participation status of the students as follows:

Code 1 Student participated in the session

Code 0 Student was absent from the session

Code E (+description) Student expelled from the assessment testing session. In a specially provided space please explain the reasons for the students expulsion .

An example of a completed Student Tracking Form is provided in Figure 1.1.

STUDENTS TRACKING FORM

Area _____

District _____

City/Town/Village _____

School name _____ Class _____

Number	Student full name	Date of birth (dd.mm.yy)	Exclusion status*	Gender (male/female)	Participation status	Description
1	Ivanova Elena Arkadievna	07.08.02		female	E	-
2	Petrov Vasily Evgeni evich	12.12.02		male	E	Felt sick during test session
	Ostrov Nikolay Ivano vich	10.04.02		male	C	
4	Liubimova Tatiana Viacheslavovna	05.03.02		female	E	-

4						
5						

Test Administrator: _____
(Full name) (signature)

School coordinator: _____
(Full name) (signature)

Figure 1. Students tracking form

1.2.2. Test Administration Form

You should use the Test Administration Form prepared and provided by the School Coordinator to document the timing of the sessions and to provide responses to a few questions on any special circumstances or problems during the assessment administration. A blank Test Administration Form is provided in the appendix # какой номер аппендикса of this manual.

1.3. Timing of the Testing Sessions

Duration of assessment is 80 minutes (two 40 minute lessons with a break in between up to 20 minutes). Assessment can be carried out during two days: a half of the test booklet (13 blocks of items) is to be completed on the first day, and the second half (12 blocks) – on the second day.

The timing of the achievement testing sessions should be as follows:

- *5-7 minutes for preparation, including preparation of students, reading instructions, etc.*
- *35 minutes for working on test items in the first half of the achievement test booklet*
- *a short break up to 20 minutes*
- *1-2 minutes for preparing students for working on test items in the second half of the achievement test booklet*
- *38 minutes for working on test items in the second half of the achievement test booklet.*

It is essential that you strictly follow the time limits indicated above. You will need to record the actual timing of the testing sessions on the Test Administration Form.

1.4. Rules for Supervising the Testing Sessions

As a Test Administrator, you should observe the following general rules during the test administration:

- *Do not answer questions about the content of the test items, or provide any specific information, answers, or instructions about any test item. The best response to any such requests is, "I am sorry, I can't answer any questions. Just do your best to answer the question."*
- *Be sure that all students understand what they are to do and know how to record their answers. You may answer students' questions about these matters.*
- *Students may not use calculators.*
- *All electronic devices, such as cell phones, portable computers, photo or videocameras, must be stored away for the duration of the test administration.*
- *While students are working, move around the room to see that they are following directions and answering questions in the appropriate part of the test booklet. Students who ask to leave the test session may do so only in an emergency (e.g., because he or she becomes ill). If a student cannot complete a session, collect the student's booklet and record on Student Tracking Form the reason why the student left the session. If a student leaves the session and returns, he or she can continue answering the questions in the booklet for the remainder of the testing session.*
- *Students should not leave the room with any of the testing materials.*
- *If a student refuses to participate, collect his or her test booklet and record the incident on the Student Tracking Form.*
- *If a student arrives late, but before the testing session has begun, give the student his or her booklet. No latecomers should be admitted to the session once the actual testing has begun (that is, once the students have opened their booklets, and you have begun reading the instructions).*
 - *If a student has completed answering test items in the whole test booklet before the achievement testing session is over, he/she may use the time to review his/her answers to the items or read quietly at his or her desk.*
- *Make note of any problems encountered during the test administration on the Test Administration Form.*

2. Administering the Assessment

2.1. Administering the Achievement Test

The instructions are printed in **bold font style** in the administration script must be read aloud to the students word for word to ensure that the testing sessions are conducted in the same way in all schools. Although TA should become familiar with these instructions before the actual testing, he/she should not attempt to memorize them. TA should read these instructions exactly as they are written. Comments that are not in bold are not to be read aloud. They are instructions for TA only.

To begin the testing session TA should

- **Make sure that students are seated quietly, with nothing on the desk except for a pen and ruler.**
- **Record the current time in Cell (9a) of the Test Administration Form.**
- **Begin reading the Administration Script**

2.1.1. Test Administration Script

Dear Students! Today you will be requested to solve a set of tasks. The aim is to identify your ability to solve such tasks. Please solve the tasks in the same sequence that they are given in the test booklet. If you feel it difficult to give an answer, skip the item and revisit it as soon as you have reached the end of the test booklet. You have only 80 minutes to perform all the items.

There are test booklets lying on the table in front of you; do not open them without my permission. Write down your first name and your family name (in the nominative case), and the date of your birth on the cover page. Have you written down everything? If all of you have done this, then look at the board and copy the name of our city/village, district, republic, name of school and label of your class. (The teacher goes along the rows of desks to confirm that all students have filled in the cover page of exercise books). You will have 80 minutes to do all tasks in the booklet with a short break.

To do the work, you will need a pen and a ruler.

The exercise book contains instructions on how to perform the tasks. Let us read the instructions together.

Then TA should read the instructions on how to mark the answers, which are specified on the second page of the exercise book, and pay the students' attention to the procedure of making corrections to the answers.

Please, open your test booklets on the second page. Here you can see the directions how to fill the answers. Please read along as I read the directions aloud.

Firstly, you should read the task carefully. In some tasks you need to choose the answer from several alternatives. In this case you should circle the letter of the correct answer as it shown below:

How many days a week?

A) 2 days

B) 4 days

C) 7 days

D) 10 days

Some tasks have more than one correct answers. Be sure to mark all.

Some tasks require to write an answer on the lines:

When you are asked to write an answer, be sure that your handwriting is clear. Think carefully about each question, and answer as completely as possible. If you are not sure about the answer, give the answer you think is best, and move on to the next task.

Remember! If you need to change your answer, first cross out your previous answer with a horizontal line and circle the new answer. If you have time left after you have performed all the items, do not fail to check how you filled them out.

How many days a week?

A) 2 days

B) 4 days

C) 7 days

~~D) 10 days~~

Solve tasks in the order in which they are given.

If you cannot solve some task, skip it and try to solve the following.

Try to complete all tasks.

If you need to do the calculation or to draw the scheme - use blank pages at the end of your test booklet.

When finished, check out everything that you did. Correct the errors, try to answer the questions missed.

Do you have any questions?

When all problems are resolved and TA has the students' attention again, TA should record the current time in appropriate Cell of the Test Administration Form. Then say:

Turn the page and start working immediately.

During test taking, the teacher should check the time, availability of pens, see that the neighbors do not communicate, whisper or interfere with each other, do not look into other's test book, and also keep an eye on how the students are feeling.

5 minutes before the first half of testing session ends, TA should say the following:

You have 5 minutes left to work before the break.

After 5 minutes have passed, TA should say:

Please close your booklets, and put your pens down. You can leave for the break. Сколько минут будет break? Это надо объявлять и лучше еще писать на доске

If the room will be left unattended during the break, collect the booklets from the students one by one. Keep the booklets secure during the break time. You will then redistribute the booklets after the break, making sure each student receives the same test booklet he/she was working on during the first half of the testing session.

After the break the students must resume their seats. As soon as TA has checked that everybody has taken their seats, he/she should ask the students to open their exercise books at the place where they had stopped before the break. The work should continue in the same classroom and under the same conditions as during the first part of the test. TA should record a second half test sessions' start time in the Test Administration Form.

5 minutes before the second half of testing session ends, TA should say the following:

You have 5 minutes left to finish. Make sure you try to finish answering all of the tasks

After 5 minutes have passed, say:

Your time is up. Please close your booklets, and put your pens down. Do not write anything more.

TA should record the current time in appropriate cell of the Test Administration Form, then say:

Thank you for your work. Please stay seated while I collect your booklets.

Collect all test booklets and keep them secure. Check against the Student Tracking Form to make sure that you have received all test booklets.

3. Returning Testing Materials to School Coordinator

Once you have ensured that all the steps have been completed accurately and that everything is in order, please return all of the testing materials, including any spare materials, to the School Coordinator. You should also return the completed Student Tracking Form and the completed Test Administration Form. Review all of these materials with the School Coordinator so that both of you agree that everything is in order.

Appendix: Test Administration Form

Write down the answer or mark it with (**V**) it in a special place mark .

1. Full Name of School Coordinator:

2. Full name of Test Administrator:

3. Status of the person conducting the test:

- Representative of the Region
- The teacher of the school, not working in a test class
- The teacher who teaches in a test class
- Other (write, please, in the box below)

4. Name of the test session observer (if any):

5. Observer status:

- Representative of a regional assessment organisation
- The representative of the region
- The representative of the school
- Other (fill in, please, in the box below)

6. Date of the test session _____

7. The scheduled start time of test session _____

8. Duration time of the test session:

Start (Part 1) _____ End (part 2) _____

The organizational part 1 (time) _____

Duration of the first part of the test session (time) _____

Start (part 2) _____ End (part 2) _____

The organizational part 2 (time) _____

Duration of the secondpart of the test session (time) _____

9. Please mark whether there were unforeseen circumstances, the accident during the test session:

() - No () - Yes

Describe them below:

10. Please mark whether there were problems with students during the test session (eg, tasks were too difficult, not enough time, the children were overworked)

() - No () - Yes

Describe them below:

11. Please mark whether there were problems with the test materials (eg, errors or omissions in the list of students who improperly signed notebooks, not enough exercise books, etc.)

() - No () - Yes

Test Administrator _____

signature

Observer of the test session _____

signature