STANFORD 10
O·N·L·I·N·E

Directions for Administering
Reading Vocabulary

Form A – Advanced 1–2

Full Length

Customer Support

If you need to order more inventory for test administrations, please have your school or district administrator contact:

Customer Service

- 800-328-5999 or eacustomerservice@pearson.com
- Support is available Monday – Friday, 7:00am to 6:00pm CST

If you are in need of technical assistance, please contact:

Technical Support

- 800-514-8494 or pearsonsupport@testsys.com
- Support is available Monday – Friday, 8:00am to 5:00pm EST

DIRECTIONS FOR ADMINISTERING

Before you begin to administer this online test, please be sure you have read the Stanford 10 Online Administration Guide. This guide can be found on the online testing system under the Ancillaries tab. It contains important information concerning the preparation of the computers and the students for testing and includes an overview of the test content and the test administration time schedules. In addition, it provides explanations of the various screens you will see on the testing website and offers suggestions for navigating through them. Reading this guide prior to administering a test session will help ensure your test administration runs more smoothly and efficiently. The Appendix at the end of this document also lists other resources available for your reference that may assist your online test administration.

Once students have been approved into the test session and have navigated past the Welcome screen, they will be presented with a Tutorial feature. You may choose to have students take the Tutorial, or you may decide to skip the Tutorial. The Tutorial gives students practice with marking, changing, and reviewing their answers.

When you are ready to begin testing, please make sure all computer work stations have been cleared. To administer the test, you will read all text in bold to the students. Text that is not in bold contains instructions for you to read silently to yourself.

If you have decided to skip the Tutorial, you will need to guide students in navigating past the Tutorial by reading the instructions below.

SAY **At the bottom of the Welcome page, click Next to begin the test. Then at the top of the next page, click Skip Tutorial. Then click OK.**

Continue reading the bold text at the asterisk (*) below.

If you want students to practice with the Tutorial, you will begin the Tutorial by reading the instructions below.

SAY **At the bottom of the page, click Next to begin the Tutorial. Read the instructions on each page. When you complete the Tutorial, click Exit Section and then click OK. Raise your hand if you have any questions.**

Pause while students work through the Tutorial. When all students are finished, continue by reading the bold text below.

*SAY **You should be on the Reading Vocabulary page. Now click Next to see Sample A.**

Make sure all computers display the first page of the Reading Vocabulary test, Sample A.

SAY   **Look at the directions at the top of the page. Read them to yourself as I read them aloud. "Directions: Choose the word or group of words that means the same, or about the same, as the underlined word. Then mark the space for the answer you have chosen."**

A   **Now look at Sample A. Read the sample to yourself as I read it aloud. Something that is *excellent* is —*plain … great … ready … quiet*. Which word correctly completes the sentence?**

Pause for replies.

SAY   **Yes. The word *great* is the right answer. *Excellent* means *great*. The space for the second answer has been marked because it is the correct answer, *great*.
You will do questions 1 through 12 in the same way we did Sample A. Does everyone understand what to do?**

Answer any questions students may have.

SAY   **After you have finished question 12, you will find different kinds of questions. Read the directions for each section as you come to it, study the sample, and then answer each question. If you do not understand what to do on any part, raise your hand and I will help you.**

If you finish before I say "Stop," you may check your work. On the toolbar, you can use Go to Question to see the questions you either skipped or bookmarked to work later. Be sure to use the Review page to check your answers before you click Exit Section.

Does everyone understand what to do?

Answer all questions.

SAY   **You will have at least 20 minutes to work on this test. If you're not sure about the answer to a question, do the best you can, but don't spend too much time on any one question. You may start working now. Click Next to go to the next page.**

While the students are working, walk around the room to make sure they are following directions. Do not give help on specific test questions.

This subtest is untimed. Allow at least 20 minutes for students to finish.

After 20 minutes or when all students have finished,

SAY   **Stop. If you have not already finished, go to question 30 and click Next. Then click Exit Section and OK.**

Pause while students exit the section. All screens should display the page with the Stop sign.

SAY   **Now click Exit.**

If testing is to continue, give students a rest period of about 10 minutes; then continue with the directions for administering the next subtest.

If testing is finished, follow the Program Coordinator's instructions for leaving the computers.

APPENDIX

Additional resources located on the Ancillaries tab:

- Learning Assessments Online User's Guide

- Stanford 10 Online Administration Guide

Additional resources located just below the Test Administrator Login area:

- FAQ and Support

- System Check

Additional resources located on the Help folder:

- 5 Easy Steps

- Troubleshooting Tips