



Directions for Administering  
Reading Comprehension

Form A – Primary 3–TASK 3

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](mailto: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](mailto:pearsonsupport@testsys.com)
- Support is available Monday – Friday, 8:00am to 5:00pm EST

Copyright © 2012 NCS Pearson, Inc. All rights reserved. This component may be printed for test administration purposes only and not for distribution or resale.

**Warning:** No other reproduction or transmittal in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without permission in writing from the copyright owner.

**Pearson** is a trademark in the U.S. and/or other countries of Pearson Education, Inc., or its affiliate(s). Portions of this work were previously published.

## 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 Comprehension page. Now click Next to see Sample A.**

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

**SAY** Look at the directions at the top of the page. Read them to yourself as I read them aloud. “Directions: Read each passage. Then read each question about the passage. Decide which is the best answer to the question. Mark the space for the answer you have chosen.”

Now read the sample poem to yourself.

Pause about two minutes while students read the sample poem.

**SAY**

**A** Now look at Sample A.

Read it to yourself as I read it aloud. *You can tell that the speaker does not like—  
hearing the alarm clock ... eating breakfast ... mowing the grass ... riding in a car.*  
Which is the correct answer?

Pause for replies.

**SAY** Yes. That’s right. The poem says that the speaker does not like *hearing the alarm clock*.

**SAY** The space next to *hearing the alarm clock* has been filled in to show that it is the correct answer. Are there any questions?

Answer any questions the students may have.

**SAY**

**B** Now click Next and look at Sample B. Read the question to yourself. Mark the space for your answer.

Pause while students mark their answer.

**SAY** Which space did you mark?

Pause for replies.

**SAY** That’s right. You should have marked the answer space for *Thinking about when you first wake up*. Does anyone have a question?

Answer any questions the students may have.

**SAY** Look at the poem again. Sometimes when you are reading a poem or passage you see something that you might want to remember to help you answer a question.

**You can highlight those parts of the passage so that they will be easier for you to see. Now practice highlighting in the passage. Point to the beginning of the text you want to highlight. Then left-click and drag through the text you want to highlight. Raise your hand if you want me to help you.**

Pause while students practice highlighting.

**SAY Now practice removing the highlighter. Left-click anywhere in the highlighted text. Raise your hand if you want me to help you.**

Pause while students practice removing the highlighting.

**SAY Does anyone have any questions about highlighting?**

Answer all questions.

**SAY You will work on your own for the rest of this test. Read each passage; then answer the questions about the passage. Choose the best answer for each question. If you cannot see all of the passage, remember that you can use the scroll bar to scroll down so you can read all of the passage. Does everyone understand what to do?**

Answer all questions.

**SAY You will have at least 50 minutes to read the passages and answer the questions for 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.**

**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 anyone have any questions?**

Answer all questions.

**SAY You may start working now. Click Next to read the next passage.**

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

This subtest is untimed. Allow at least 50 minutes for students to finish.

After 50 minutes or when all students have finished,

**SAY Stop. If you have not already finished, go to question 54 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