



Directions for Administering  
Word Study Skills

Form A – Intermediate 1

Full Length

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## 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 Raise your hand when you see the Word Study Skills page. Now click Next to see Sample A.**

Make sure all computers display the first page of the Word Study Skills subtest, Sample A.

**SAY** Look at the directions at the top of the page. Follow along as I read them aloud. “Directions: In each question, there are three words. Decide which word is a compound word. Then mark the space for the answer you have chosen.”

**A** Now look at Sample A. Here you see the words *classroom ... about ... and honey*. Which one of these words has two words in it?

Pause for replies.

**SAY** Yes. That’s right. Classroom is made up of two words—*class* and *room*. The space for the letter “A” has been filled in because “A” is the letter of the correct answer, *classroom*. Are there any questions?

Answer any questions students may have. Repeat the sample if necessary.

**SAY** Now click Next and go to question 1.

Check to make sure everyone has found question 1.

**You will do questions 1 through 4 in the same way we did Sample A. Remember, find the compound word and mark the space for the answer you have chosen. Does everyone understand what to do for questions 1 through 4?**

Answer any questions.

**SAY** When you have finished question 4, you will find different kinds of questions. You will see directions, followed by Sample B. After Question 12, you will see another set of directions, followed by Sample C.

**Read the directions for each part as you come to it and study the sample. Note that the answer spaces for the correct answers have been filled in. Then answer each question that follows. Mark the space for your answer. If you do not understand what to do on any part, raise your hand and I will help you.**

**You are to do all the questions through question 30. If you finish before I say “Stop,” you may check your work.**

**Does everyone understand what to do for this test?**

Answer any 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.

**After you have answered question 30, you will see the Review page. Check any questions you have bookmarked or skipped. Do not click Exit Section until you are sure you are finished. Once you click Exit Section, you will not be able to work these questions again. Does everyone understand?**

**You may start working now.**

While the students are working, walk around the room to make sure they are following directions and marking their answers correctly. Check to see that students finish all the questions through question 30. If a student has trouble understanding what to do, explain as quickly and quietly as you can, but try not to waste any testing time. Do not give help on specific test questions.

This part of the test 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 click exit. All screens should display page with the stop sign. If this is the end of the testing session,

**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