



Directions for Administering  
Mathematics Procedures

Form A – Primary 3–Intermediate 3

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 and all students have scratch paper and pencils to work the problems. 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 Mathematics Procedures page. Now click Next to see Sample A.**

Make sure all computers display the first page of the Mathematics Procedures 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 question or problem carefully. Then answer the question or work the problem. Mark the space for your answer. If a correct answer is *not here*, mark the space for NH.” Now look at Sample A.

**A** Read the sample to yourself as I read it aloud. Fifty-three plus twenty-one.

**What answer did you choose?**

Pause for replies.

**SAY** Yes. The correct answer is *seventy-four*. The space under *seventy-four* has been marked because it is the correct answer. Does anyone have a question?

Answer any questions the students may have.

**SAY**

**B** Now click Next and move to the next page. Look at Sample B. Read the question to yourself as I read it aloud. *Myra sold six hundred and seventy-three tickets to the school fair. Jacob sold four hundred and ninety-four tickets. How many more tickets did Myra sell than Jacob did?* Mark your answer.

Pause while students mark their answers.

**SAY** Which answer did you mark?

Pause for replies.

**SAY** Yes. You should have marked the space under NH because the answer to this question, *one hundred seventy-nine*, is *not here*. Are there any questions?

Answer any questions students may have. Make sure students understand the *not here* option.

**SAY** You will work on your own for the rest of this test. Use the scratch paper for working the problems or doing any necessary computations. Be sure to mark the space for your answer. Does everyone understand what to do?

Answer any questions.

**SAY** 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 will have at least 30 minutes to work on this test. If you have any trouble reading a question, raise your hand, and I will help you. 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. If students ask about sales tax on any of the problems involving purchases, tell them there is no sales tax unless otherwise stated.

This subtest is untimed. Allow at least 30 minutes for students to finish.

After 30 minutes or when all students have finished,

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

Pause while students click Exit Section. All screens should display the page with the Stop sign.

**SAY Now click Exit.**

Collect the scratch paper and dispose of it.

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