



Directions for Administering  
Spelling

Form A – Primary 3, Intermediate 1–3

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)
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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 You should be on the Spelling page. Now click Next to see Sample A.**

Make sure all computers display the first page of the Spelling 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 sentence carefully. If one of the words in the**

sentence is misspelled, mark the space for that word. If all the words are spelled correctly, then mark the space for No mistake.”

- A Now look at Sample A. This sentence has three underlined words, and a fourth choice for *No mistake*. Read the sample to yourself as I read it aloud. *The unlucky man steppt on a tack. No mistake*. Is any underlined word misspelled, or is there No mistake?

Pause for replies.

- SAY That’s right. *Steppt* should be spelled *s-t-e-p-p-e-d*. The word *steppt* has been marked because it is the word that is not spelled correctly. Does anyone have a question?

Answer all questions.

SAY

- B Now click Next and move to the next page. Look at Sample B. Read the sample to yourself as I read it aloud. *I guess Mary has the front page of the newspaper. No mistake*. Mark the space for your answer.

Pause while students mark their answers.

- SAY Which space did you mark?

Pause for replies.

- SAY Yes, you should have marked *No mistake* because all of the underlined words are spelled correctly. Does everyone understand what to do?

Answer all questions. Make sure the students understand the *No mistake* option.

- SAY You will work on your own for the rest of this test. Remember, if one of the underlined words is spelled incorrectly, mark the space next to that word. If all the underlined words are spelled correctly, mark the space for *No mistake*. Keep working until you come to the last question. If you finish early, you may check your work. Does anyone have a question?

After all questions have been answered,

- 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 35 minutes to work on this test. If you're not sure about an answer, 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 35 minutes for students to finish.

After 35 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 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