



Directions for Administering
Word Study Skills

Form A – Primary 3

Full Length

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- Support is available Monday – Friday, 7:00am to 6:00pm CST

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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 made up of two words. 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 classroom has been filled in because it is the correct answer. Are there any questions?

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

SAY Now click Next to go to the next page. Look at number 1.

Check to make sure everyone has found Number 1.

1–4 You will do numbers 1, 2, 3, and 4 on your own. In each group of words, find the word that is made up of two words. Then mark the space for the answer you have chosen. After you finish number 4, 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? Are there any questions?

Answer any questions. Repeat the instructions, if necessary.

SAY You may begin 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 go on until they finish number 4. Do not give help on specific test questions.

This part of the subtest is untimed. Allow at least 2 minutes for students to finish.

After 2 minutes or when all students have finished,

SAY Stop. Now we will do a different activity. If you have not already finished, go to number 4 and click Next. Then click Exit Section, and then click OK. On the page with the Stop sign, click Continue. Look at the directions. Read them to yourself as I read them aloud. “Directions: Read each question and choose the best answer. Then mark the space for the answer you have chosen.”

B Now look at Sample B. Read the question and the answer choices to yourself as I read them aloud. In the word *submarine*, *sub* probably means—*very ... under ... not*. Which is the correct answer?

Pause for replies.

SAY Yes. That’s right. The *sub* in *submarine* means the same as *under*. That is why the space under it has been filled in. Does anyone have a question?

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

SAY

5–12 You will do some more questions on your own. Read the question and the answer choices and choose the best answer. Then mark the space for the answer you have chosen. After you finish these questions, 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? Are there any questions?

Answer any questions. Repeat instructions, if necessary.

SAY Now click Next and go to number 5. Start working.

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 go on until they finish number 12. 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 subtest is untimed. Allow at least 6 minutes for students to finish.

After 6 minutes or when all students have finished,

SAY Stop. If you have not already finished, go to number 12 and click Next. Then click Exit Section, and then click OK. On the page with the Stop sign, click Continue. Look at the directions. Read them to yourself as I read them aloud. “Directions: Look at the word with the underlined letter or letters. The underlined letter or letters stand for a sound. Decide which of the other three words has the same sound in it. Then mark the space for the answer you have chosen.”

C Now look at Sample C. Here you see four words. The word in the box is *sleep*. The letters */s/* in *sleep* have a line under them. Think of the sound of the letters */s/* in *sleep*. Now look at the three words below the box. Which word has the same */s/* sound as the letters */s/* in *sleep*?

Pause for replies.

SAY Yes. That's right. *Sled* has the same /sl/ sound as *sleep*. That is why the space for *sled* has been filled in to show that it is the right answer. Does anyone have a question?

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

SAY

13–30 You will do all of the questions like this on your own. For each question, look at the word in the box and say it quietly to yourself. Listen for the sound or sounds that are made by the letter or letters that have lines under them. Then say the other three words below the box quietly to yourself. Mark the space under the word that has the same sound or sounds as the underlined letter or letters in the first word.

After you work number 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? Are there any questions?

Answer any questions. Repeat the instructions, if necessary.

SAY You may begin working now. Click Next to see number 13.

While the students are working, walk around the room to make sure they are following directions. Check to see that students finish all the questions through number 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 subtest is untimed. Allow at least 12 minutes for students to finish.

After 12 minutes or when all students have finished,

SAY Stop. If you have not already finished, go to number 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