



Directions for Administering
Language

Form A – TASK 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
- 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
- Support is available Monday – Friday, 8:00am to 5:00pm EST

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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 Language page. Now click Next to see Sample A.**

Make sure all computers display the first page of the Language 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. Look at the underlined words in each one.

There may be a mistake in punctuation, capitalization, or word usage. If you find a mistake, choose the answer that is the best way to write the underlined section of the sentence. If there is no mistake, choose *Correct as is*.”

- A Now look at Sample A. Read the sentence to yourself as I read it aloud. “No I can’t go with you today.” Now read the answer choices. Should the underlined part of the sentence be written like the first answer, the second answer, the third answer, or is it *Correct as is*?

Pause for replies.

- SAY Yes. The second answer is the correct way to write the underlined words. The space next to the second answer has been filled in to show that it is correct. Does everyone understand what to do?

Answer any questions.

- B Now click Next and move to the next page. Look at Sample B. Read the sample and mark the space for your answer.

Pause while students mark their answers.

- SAY You should have marked the space next to *Correct as is* because there is no mistake in the underlined part of the sentence. Are there any questions?

Answer any questions. Explain further if necessary.

- SAY You will do more questions like these on your own. Read what to do for each part as you come to it. After you finish question 24, you will see directions, followed by Samples C and D. Then there will be some more questions, followed by Directions and Samples E and F. Then there will be more questions. Then after question 39 you will see more directions followed by Samples G and H and more questions. For each part, study the samples; then answer each question that follows.

After you finish question 48, you will see the Review page. You will be able to check your answers to questions 40-49 only. 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?

Answer any questions.

- SAY You will have at least 40 minutes to work on this part of the 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. 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 part of the subtest is untimed. Allow at least 40 minutes for students to finish.

After 40 minutes or when all students have finished,

SAY Stop. If you have not finished, go to question 48 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.

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