

Suggested Verbal Instructions – Paper

When everyone is comfortable and ready to begin, explain that the purpose of the test is to find out what they know and what they need to study. Encourage students to relax and do their best. Instruct students to skip a test item if they do not know the answer and continue to the next question without answering – i.e., leave it blank and not guess. Tell students that if they guess, they might be placed in a level that is too difficult for them.

You can use this script when administering Appraisals and Progress Tests.

Open your test booklet to page 1.

- Find the directions at the top of the page.
- Look at the directions as I read them. [Read directions.]

Look at the practice questions.

- Find the box on your answer sheet for answering the practice questions.
- Go ahead and read practice 1 and 2 and mark your answers.

What's the answer to the first practice question?

- The answer is _____. Did you mark _____? [Explain.]
- The answer to the second practice item is _____. [Explain and help and students that need assistance.]

We're ready to begin the test.

- You will mark your answer for the first question on line 1 of your answer sheet.
- Do not write in the test booklet.

There are _____ items on the test.

- You have _____ minutes.

If you don't know the answer, that's OK.

- You don't have to mark an answer.
- Just go to the next question.
- Stop when the questions get too difficult.

Do your own test

- Don't get help from other people.
- No dictionaries or other electronic devices.

When you're finished, or if you can't answer any more questions, put your pencil down and wait.

- I will collect your testing materials.
- Any questions?
- **Turn the page and begin the test.**