

TEST WISENESS TIPS FOR TEACHERS

Even when you have prepared students to be better test takers and are working to involve parents in their child's education, your task is still not complete. You, too, need to prepare yourself to give tests. The following are some suggestions for teachers to do to be prepared.

Prepare Yourself

1. Review the examiner's manual:
 - a. Be especially familiar with the directions for students.
 - b. Mark the directions which need to be emphasized.
2. Make sure you have enough test booklets, answer sheets, scratch paper, and pencils.
3. Know which students are to be tested.
4. Decide what you will do with students who come late and with students who finish the test early.
5. Know the dates of testing and make-up testing.
6. Be positive about the testing.

Prepare the Place

1. Arrange for rooms well before the test is to be given; students' regular classroom should be first choice.
2. Provide students with comfortable seats with smooth, hard, writing surfaces large enough for a folded test booklet and an answer sheet.
3. Seat students so that they are not able to easily see the answers of others.
4. Make sure you will be heard clearly by all students.
5. Decide if you need proctors to assist you and the students.
6. Test in a room that has good lighting, adequate ventilation, and is free of noise and interruptions.
7. Test in classroom-size groups, when possible.

Setting the Time

1. Try to avoid testing on Monday morning and Friday afternoon.
2. For untimed tests, schedule enough time for all students to finish the test. (However, SAT 9 is a timed test)
3. Remember test fatigue and don't schedule any one test session for longer than one hour
 - a. Elementary students should be limited to one one-hour session per day
 - b. Older students may be able to handle two sessions per day -- one in the morning and one in the afternoon.
4. Have students go to the lavatory before testing starts.

Before Testing

1. Tell students the purpose of the test is to identify classroom and school needs and not to "grade" individual students.
2. Encourage students to try to complete all items without spending too much time on any one item.
3. Explain that no student is expected to know all the answers, since standardized tests cover a broad range of knowledge.
4. Administer a practice test on the day before testing. Use it as an instructional tool to familiarize students with the various formats.

During the Testing

1. Move about the room to ensure that students are following the test directions and have the materials they need.
2. Clarify the test directions for students who have questions, but do not assist in selecting answers.
3. Near the end of the session, post the time remaining by writing it on the chalkboard so that students can pace themselves toward trying all of the items.
4. Note any behavior that may invalidate a test score, such as distractions, illness, or late arrival.