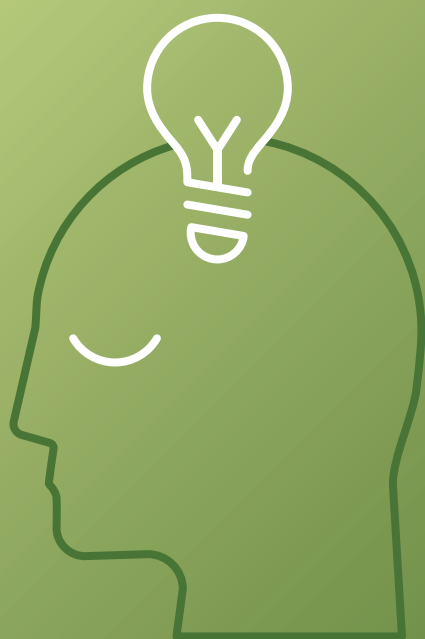


AGAT

Test administration instructions



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Preparation

Plan your testing schedule. Students' focus and energy levels are important factors in their capacity to accurately demonstrate their ability on the assessment. For this reason, it is generally best to test students in the morning and not immediately before or after an exciting school event.

Before testing begins, you should check that the following materials are available for the test day:

- a copy of these administration instructions, a test booklet and an answer sheet for teacher use
- enough test booklets to provide each student with a personal copy
- enough OMR answer sheets for each student
- a supply of spare 2B pencils and erasers
- a watch or clock for timing the test
- spare scrap paper.

Conditions

AGAT Secondary Transition Edition assessments should be administered under standard testing conditions with invigilation.

The recommended test administration time is 50 minutes. This should be sufficient for most students to complete their tests. If a student requires more time to complete the test, an additional 10 minutes can be given at the school's discretion. It is recommended that any additional time given is noted and taken into consideration when viewing reports.

It is intended that all instructions be read verbatim to the students.

Changes to conditions

If you determine that some students require changed testing conditions (for example, provision of additional time or breaks) due to specific learning needs, these changes should be recorded for future reference. The process for determining and implementing any changes to test conditions should be consistent between classes and across the school.

Instructions

Before the test

When the students are seated comfortably in the desired arrangement, have them remove all materials from their desks except for a pencil and eraser.

Distribute an AGAT test booklet, OMR answer sheet and working paper to each student.

Say:

I am going to give you some test materials. Please keep the test booklet closed. Do not write anything until you are told.

Please look at your answer sheets.

Hold up an OMR answer sheet and point to the top of the page.

Say:

I am pointing to the top of the answer sheet. Please write your name, class (if applicable), secondary school name and today's date.

Do not write anywhere else yet.

Point to the SURNAME/FIRST NAME/ MID INIT section.

Say:

I am pointing to the part of the answer sheet where you can see the word 'SURNAME'. There is a row of boxes across the top of this section. Please print your surname by writing one letter in each box. Start in the first box. Put your first name and middle initial in the next two sets of boxes.

Do not write anywhere else yet.

Allow time for students to do this. Help them as necessary.

Say:

Below each letter you have written is a column of bubbles with letters in them. Fill in the bubble for each letter in your name without going over the edge. There is an example on the left side of the page to help you. If you make a mistake, use an eraser to rub out your first mark completely and then fill in the correct bubble.

It is important to fill them in properly so that the computer can read them.

Allow time for students to do this. Help them as necessary.

Point to the DATE OF BIRTH SECTION and say:

I am pointing to the next part to fill in. This time you fill in bubbles with a number in them.

In the section labelled 'DATE OF BIRTH', fill in the bubbles to show when you were born. Do this now.

Allow time for students to do this. Help them as necessary.

In the same way, work through the sections labelled 'GENDER' and 'TEST BOOKLET'. Give the students an opportunity to ask questions about the preparation of the OMR answer sheets and answer them. Do not answer questions about the content of the test.

Say:

Are there any questions?

Dictate these directions to your students:

Now open your test booklets to page 1.

Please listen carefully and read silently along with me so you understand the instructions.

Please do not begin the test until you are told to do so.

'This is a test of your understanding and skill in reasoning. You will have 50 minutes to complete the test. Carefully read each question before answering. You may use a blank piece of paper for working out your answers – do not write on this question booklet.'

Point to the response section at the bottom of the answer sheet.

Say:

This is where you will record your response to each question in the test booklet.

Remember that you mark only the one best answer for each question. If you want to change your answer, rub out your first mark completely, then create another mark to show your new answer.

Try each question as you come to it. Work as quickly and carefully as you can. Do not spend too long on one question, even if it is hard. Follow the question numbers down the columns on your answer sheet. Do not write on the test booklet. Use some spare paper if you want to make notes.'

Check that the instructions have been understood.

Say:

Are there any questions?

Answer questions about the instructions, but not about the content of the test. Make sure that the students understand the ordering of the question numbers on the answer sheet.

Say:

Now turn to page 2 of your test booklet. When marking your answer, make sure that you have the right question number.

Start NOW.

During the test

To assist students' time management, periodically inform them of the elapsed time.

Move around the room unobtrusively and check that students are marking the answers in the correct manner.

After 45 minutes, say:

You have 5 more minutes to finish your work.

Finishing the test

After 50 minutes, instruct students to end the test:

Put down your pencils and close your booklets.

After the test

Collect all test booklets, answer sheets and working paper. Set aside the working paper. Check to see that the answer sheets have been correctly completed.

Check the booklets for pencil markings. Store the test booklets for future use.