

Checklist and Guidelines for Testing

(Please read immediately and keep for reference)

Standardized tests are

TIME SENSITIVE!

Your standardized tests are due by the date printed on the enclosed Student Roster.

Contact us if you need an extension due to special circumstances.

Thank you for your service!

- ☐ Please read all instructions carefully.
- ☐ To help ensure efficient testing and valid scoring, please distribute a copy of this Checklist and Guidelines (also available online) to every test administrator. Check off each step as it is completed.
- ☐ Make no marks in or on the reusable books. In case of loss or damage, testers are responsible for replacement costs.

Part 1: Before Testing

- ☐ Check your order ASAP. Use the **Packing Slip Extension** to do so. Contact us if anything is missing or incorrect.
 - ☐ Illustrations IA1 and S1 show which tests are designed for which grades.
- ☐ Confirm that everyone who will be administering for your group is preapproved by BJU Press Testing & Evaluation. **Tests administered by unapproved testers cannot be processed.**
 - ☐ Approvals are not interchangeable between Stanford and *Iowa Assessments™*.
- ☐ Decide testing dates and times. Schedule two to five sessions (as needed). Plan adequate break times.
- ☐ Refer to Illustrations IA1 and S1 to be sure that grades/tests are grouped correctly.
- ☐ Choose a comfortable, quiet, well-lit testing site. Be sure the area is free from all charts and other items potentially related to test content.
- ☐ Read Ethics of Testing and Information for Parents (p. 4).

- ☐ Gather all necessary materials: test books, answer documents, any reference sheets or rulers that were supplied, #2 pencils, scratch paper, and a timepiece.
- ☐ Study the directions before administering. Note important details on separate paper or sticky notes, *not* in book, as you practice reading the instructions.
- ☐ **Special accommodations must be noted** and are appropriate only for students with documented or defensible disabilities. *Reading subtests should not be read aloud, or they will be considered invalid.*
 - ☐ Record accommodations in a note attached to the **Student Roster**, not on the document. Include which subtests used which accommodations.

Part 2: During Testing

- ☐ Fill in required data portions of answer documents as shown in IA2 and S2. Also, **write the student's name on the blank on the inside page of the answer document**, if an answer document is used.
 - ☐ *Do not include Social Security numbers!*
- ☐ Reassure students that this is not a pass/fail test.
- ☐ Administer tests in a professional manner, following and giving directions as presented. Be sure students understand directions before starting each subtest.
 - ☐ Following this point is a key part of standardization.
- ☐ Keep interruptions to a minimum. Record any unusual incidents that occur during testing.
- ☐ Observe students. Remind them to seriously consider each question before answering, but do not assist them on specific questions.
- ☐ Make sure students are working on correct sections. Look for "double-marked" answers. (Direct students to make only one choice per question.)
- ☐ **Carefully follow time limits given, if any.** If students have marked answers in the wrong section or lost their place, you may stop timing to correct this and continue with the time remaining.

Checklist continued on page 4

Iowa Assessments™/Cognitive Abilities Test™ (CogAT®)

Illustration IA1

Test Level	5*	6	7	8	9	10	11	12	13	14	15	16	17/18
Iowa Assessments Grade Span	K.5-K.9*	K.7-1.9*	1.7-2.5	2.5-3.5	3.0-3.9	4.0-4.9	5.0-5.9	6.0-6.9	7.0-7.9	8.0-8.9	9.0-9.9	10.0-10.9	11.0-12.9
CogAT Levels		5/6	7	8	9	10	11	12	13/14		15/16		17/18

*Level 5 scoring begins at the **middle** of Kindergarten while Level 6 scoring begins with the **spring** trimester (about the 7th month of the school year).

Combining Levels/Grades for Iowa Assessments™

- The test levels within each shaded area above may be tested together. Note that *CogAT* and *Iowa Assessments* differ.
- The *non-shaded* test levels must be tested separately.
- Level 9 contains two additional subtests that are not included in Levels 10–14.

Math Tests

- Calculators may be used for math subtests *only* when permitted by the *Directions for Administration*.
- Since *Computation* is designed as a speed drill, the time limit cannot be waived under any circumstances. *Computation* is **optional** but **recommended** and is *not* calculated in any of the Totals or Composite Scores.

Core/Complete Composite Scores

- To obtain a Complete Composite score, administer *all* the subtests. If you need only a Core Composite, administer the subtests that are **bolded** on the Test Descriptions chart on pages 2–3 of the *Directions for Administration*.
- The *Word Analysis* and *Listening* subtests (Levels 5–9) are **optional** but **recommended**. If taken, they will be part of the Extended Language Arts Total (Extended ELA) as well as the Core and Complete Composites; however, they will *not* be part of the Language Total (ELA Total).

Results

Test results for *Iowa Assessments* will be available electronically on the ordering account, usually within 10 business days **after our office receives the materials**. Please allow two extra weeks during May and June.

Iowa Assessments™ Complete/Core Cognitive Abilities Test™ Form E, F, or G Level 14 Form 7 or 8

LAST NAME FIRST NAME M.I.

Last Name First Name

Grade

Street Address

City & State

Optional

Date of Birth

Correct Form

Parent

Homeschool

Leave Blank

Gender

Leave Blank

Place barcode label in the space above.

1 2 3 4 5 6 7-SNT-22 21 20 19 18 17

Manufactured in the United States

EN-300822-1-054321

1698259

Illustration IA2

Stanford

Illustration S1

Test Level	SESAT 1	SESAT 2	Primary 1	Primary 2	Primary 3	Intermediate			Advanced		TASK		
						1	2	3	1	2	1	2	3
Grade	K5 Fall	K5 Spr/ 1 Fall	1 Spr/ 2 Fall	2 Spr/ 3 Fall	3 Spr/ 4 Fall	4 Spr/ 5 Fall	5 Spr/ 6 Fall	6 Spr/ 7 Fall	7 Spr/ 8 Fall	8 Spr/ 9 Fall	9 Spr	10	11–12
Grade Span	K.0–K.5	K.5–1.5	1.5–2.5	2.5–3.5	3.5–4.5	4.5–5.5	5.5–6.5	6.5–7.5	7.5–8.5	8.5–9.7*	9.0–9.9*	10.0–10.9	11.0–12.9
OLSAT	A	A Spr/ B Fall	B Spr/ C Spr	C Spr/ D Fall	D Spr/ E Fall	E	E Spr/ F Fall	F	F	F Spr/ G Fall	G	G	G

*For 9th graders, Advanced 2 is recommended in the fall and TASK 1 in the spring.

Combining Stanford Levels/Grades

The test levels within each shaded area above may be tested together. *The nonshaded test levels **must** be tested separately.* Word Study Skills (Intermediate 1) and Listening (Intermediate 1 through Advanced 2), however, are administered to each level separately.

Math Tests

Calculators are optional for Math Problem Solving, but they are **not** allowed for Math Procedures (through grade 8). Calculators are allowed on all TASK levels.

Math Reference Sheets are provided *inside* each answer document (Advanced 1–TASK 3). Although these sheets list formulas, the student must decide which formula to use for each problem. Paper rulers are also provided.

Complete/Basic Battery Scores

To obtain a Complete Battery score, administer all subtests. If you need only a Basic Battery score, omit Environment (SESAT–Primary 2), Science, and/or Social Science (Primary 3–TASK 3). Listening is required for both batteries.

Time

The Stanford 10 is untimed. However, your *Directions for Administering* lists average testing times to help you plan your sessions. Untimed subtests are designed to accommodate students who are *working productively*, *not* to give unlimited time to a student who is distracted or cannot handle the material. **NOTE: The OLSAT is still a timed test.**

Results

Test results for the Stanford 10 will be available electronically on the ordering account within **6 weeks** after our office receives the materials. Testing & Evaluation is not responsible for delays.

Limits

Be sure to fill in **only** the following areas:

- Student's Name, Teacher, School, School District, Grade: If student is homeschooled, provide parent's information.
- Student's Name
- Date of Birth: month, day and year
- Gender: male or female
- Race/Ethnicity: optional

Leave all remaining fields blank

Place Pre-ID Label Here

Part 3: After Testing

- ☐ Inspect all answer documents carefully.
 - Are bubbles completely marked?
 - Are stray marks removed?
 - Is the student's name written *inside*?
 - Is the date of birth filled in?
 - Were any sections accidentally omitted?
 - Is the information on the document(s) complete and accurate?
 - Is the grade level correctly marked for scoring?
- ☐ Review and sign the **Student Roster** (required for scoring). Include the number of months completed, since this ensures accurate scoring. This information should match the answer documents.
 - Although each tester must be approved *before* testing, *each* tester *must* sign each **Student Roster** and note which grade he or she administered.
- ☐ Return **all** test booklets, directions, answer documents, and **signed Student Roster(s)** by the due date. Multiple shipments may be combined for return.
 - A partial refund will be issued for any unused tests in reusable condition.
 - If you are holding any tests for completion, please include a note of explanation and make a copy of the **Student Roster** to return with your later shipment.
- ☐ Our address is as follows:

BJU Press Testing & Evaluation
1430 Wade Hampton Blvd Ste 210
Greenville, SC 29609-5066
- ☐ Securely package all materials. (We have included a return envelope or label to assist you; envelopes and labels do not contain prepaid shipping.) Return materials by an *insured* and trackable method.
- ☐ You will be held responsible for losses, damages, or missing tests.
 - We recommend insuring at the amount it would cost to retest.
 - If your carrier is unwilling to insure our test materials, refer to **After Testing** on our online FAQs page.

Ethics of Testing

- It is unethical for parents/teachers to use standardized test content on their own exams, to use exact or *similar* questions for discussion to improve student performance, or to use the content for any other reason.
- It is inappropriate to review **test questions** prior to or following the test session.
- It is unethical for testers to assist a student beyond what the directions permit or to alter the directions without due reason and without disclosing changes.
- It is unethical for *anyone* other than a preapproved tester to have any access to test materials at any time in the testing process.
- It is unethical to use these tests as practice for any other test administration or to administer any additional achievement/abilities test to the same student within a 3-month time period.

Tips for Testing

- Motivate students to do their best, but be careful to avoid causing test anxiety.
- Explain the mechanics of taking a standardized test. Students may use practice materials, such as *Better Test Scores* or a practice test.

Information for Parents

Test content covers the basics of each subject, emphasizing thinking skills. A major purpose for standardized testing is to evaluate long-term instruction.

Parents may contact BJU Press for help with choosing materials.

Parents should do the following:

- Ensure a good night's rest and a nutritious meal.
- Schedule testing over two to three days, allowing break times for the student.
- Reassure the student that the test is not a "pass/fail" situation and encourage the student's best effort.
- Be aware that a homeschool consultant is available here to answer in-depth questions regarding testing, materials, and/or teaching methods.
- Determine a student's strengths/weaknesses and recognize the possible need to adjust textbooks, teaching methods, and so forth, based on the scores.
- Always add your own observations to the results.