

Test Administration  The manner in which the instrument is employed.  Both the reliability and the validity of a test are highly dependent on the test administration.  Improper administration can impair the performance of individual examinees.  A ‘perfect’ test administration would be one that allowed all examinees to perform at their-best under identical conditions.

Test Administration  Most good standard tests include fairly detailed instructions for examiners or testing supervisors, usually in the form of a separate manual.  If such instructions are not available, or if the teacher is preparing his/her own test, a set of guidelines may prove useful: 1. Preparing for the Test 2. Conducting the Testing Preliminaries 3. Conducting the Test

Preparing for the Test  A smooth test administration depends in large part on thorough preparations.  These are largely the responsibility of the examiner or the test supervisor and should include the following steps: a. Selecting the testing room b. Checking materials and equipment c. Reading the test materials in advance

Preparing for the Test Selecting the Testing Room:  Test must be conducted in a quiet, well-lighted room located where there will be a minimum of outside noise and interference.  No other group has reserved the testing room for the period of the test administration.  The testing room should be large enough to permit the seating of examinees at a reasonable distance from one another.  The layout of rooms (placing of tables) should be arranged well in advance.

Selecting the Test Room (cont.)

 For listening tests, the rooms must have satisfactory acoustic qualities.

 Most tests require a good deal of writing space such as MCQ.  Students holding all their materials on their lap is extremely unsatisfactory and will certainly affect test result.

Preparing for the Test  Checking Materials and Equipment  At least a day in advance of the test – and considerably earlier if materials must be ordered from an outside source – the examiner must take a careful count of all testing materials to ensure that an adequate supply is available.  He/she should have a few extra copies of the materials for use in case of emergencies – the arrival of an additional candidate, the replacement of a defective copy, the replacement of an answer sheet that an examinee has begun to mark in an improper way.

Checking Materials and Equipment …  If audio or audio-visual equipment are used, the examiner must ensure the followings: 1. Ensure that the machines are in good working condition 2. Play through the tapes or records to see that they are of satisfactory quality 3. Check on the location of electrical outlets in the testing room and obtain any necessary extension cords.  If possible, try out the equipment in the testing room prior to the administration.  Check that there are sufficient keys for scorers, and that these are free of error.

Checking Materials and Equipment …

 Finally, the examiner must obtain an accurate watch for timing the test.  It is extremely helpful to have a wall clock in the testing room by which the examinees can check their own time.

Preparing for the Test  Reading the Test Materials in Advance:  The examiner must familiarize himself with all the test materials in advance of the administration.  If an examiner’s manual is provided, he/she must read this carefully and take special note of the timing.  If he/she is required to read test directions aloud, he should practice these and try to anticipate questions that examines might raise.  If several subtests are to be given, the examiner must decide at what point (if any) a rest period will be given.

Reading the Test Materials in Advance …  For example:  If there are two short subtests and one long one, it is normally better to give the two short subtests first, then have the rest period, and finally administer the long subtest.  If one of the subtests involves concentrated listening to tapes or records, it is wise to administer this part of the test before the examinees have grown tired.

Conducting the Test Preliminaries 1. Seating the Examinees:  As the examinees arrive at the testing room, the invigilator(s) should have them take alternate seats within the rows.  If possible, empty rows should be left between examinees.  All examinees should be assigned to their seats in a random order to prevent friends from sitting near each other according to a prearranged cheating plan.

Conducting the Test Preliminaries 2. Calling the Examination to Order:  When the examinees have all been seated, the examiner should call the group to order and briefly introduce the test.  A calm, unhurried, yet businesslike manner can help put examinees at ease.  In his/her opening remarks the examiner should include the some issues:

Calling the Examination to Order … a. Emphasize the need for absolute quiet throughout the testing period. b. Explain under what circumstances the examinees should summon an invigilator. c. Indicate what examinees should do if they complete the test before time is called.  Ordinarily, it is best to keep all examinees in their seats until time is called. Otherwise, the group is very likely to be disturbed by the activity that necessarily attends an individual’s departure, and the slower examinees may be upset by seeing that someone has already completed the test.

Calling the Examination to Order … 3. Distributing the Test Materials:  Following his introductory remarks, the examiner should signal the invigilators to distribute the test materials.  Materials should be given individually to each examinee.  Multiple copies should not be entrusted to any examinee for distribution, even within his/her own row.

Calling the Examination to Order … 4. Instructing Examinees on Filling out the Answer Sheet:  When all materials have been distributed, the examiner should explain how the personal data portion of the answer sheet is to be filled out.  The examiner should clear instructions to candidates about what they required to do. They should instruct candidates to provide the required details (examination number, date) on the answer sheet or test booklet.  The invigilator should check to see that examinees understand and are following the examiner’s instructions.

Calling the Examination to Order … 5. Giving Test Directions:  Clear, complete directions to examinees should be included in the test itself.  If spoken test instructions are to be given in addition to those written on the test paper, the examiner should be read slowly and distinctly.  If the test specifies that examinees may be allowed to ask questions about the directions, the directions may be paraphrased but must on no account be added to any substantive way.  Any unrelated questions should not be permitted to ask.

Conducting the Test 1. Beginning and Timing the Test:  At the conclusion of the preliminaries, the examiner should pause briefly and then announce the start of the test. (e.g. ‘Now open your test book to problem number 1 and begin working’.)  As he does so, he must start his timing.  Probably the single greatest source of error during test administrations is the improper timing of tests which have precise time limits.  It is essential that the examiner times the test precisely, making sure that everyone starts on time and does not continue after time.

Beginning and Timing the Test

 To ensure maximum test reliability and validity, the examiner must concentrate on the following: 1. See that all examinees begin the work together. 2. Keep accurate time throughout the testing period. 3. Stop all examinees exactly on schedule.

Beginning and Timing the Test

2. Invigilating the Test:  As soon as the actual test administration begins, the invigilators should walk quietly around the room checking to see that examinees are marking their answers in the prescribed manner.  If a candidate clearly has not understood how he is to answer the problems, the invigilator should offer brief instruction in soft voice.  Throughout the testing period, the invigilator should frequently walk about the room to make sure that examinees are not cheating.

Invigilating the Test …  Invigilators should move as silently and unobtrusively as possible and never stand beside an examinee so long as to disturb or embarrass him.  Invigilators should at all times pay strict attention to their duties; they should not read or engage in conversation with one another while the test is in progress.  If possible, the door should be locked, in any event, the invigilator should go quickly to the door if anyone attempts to enter during testing, and discussion with the latecomers should be conducted outside the room.

Invigilating the Test …  During the test, candidates should be allowed to leave the room only one at a time, ideally accompanied by an invigilator.  Instances of cheating or other irregularities which invigilator observe should be reported at once to the examiner who should remain at his desk at the front of the room.  It is the examiner’s responsibility to make decisions about the handling of serious irregularities.

Invigilating the Test …  Any irregularities occurring during testing should be recorded in writing by the examiner.  These notes may later prove extremely useful in interpreting test results.  In most large-scale testing programs, examiners are required to fill out a report form noting such irregularities and submit the form when the answer sheets are returned to the organization for scoring.

Concluding the Test 3. Concluding the Test:  When the testing time is exactly up, the examiner should call time (e.g. ‘Stop work on the test. Put down your pencil and close your test books’).  The invigilator should check quickly to see that these directions have been followed by all examinees.  Examinees should then be told to remain quietly in their seats until all the test materials are collected and counted.  When the examiner is sure that he has a full set from