

# ADULT EDUCATION TESTING PRACTICES

Test Administrator and Student Tips



# Test Administrator

- Inform student about the test experience
  - Purpose of testing and use of results
  - When and where the test will be given
  - What subject matter will be tested
  - Types of questions
  - Timing and length of test
  - Practice questions
- Explain
  - Won't know all the answers
  - No trick questions
  - Educated guess vs Blind guess
- Create and maintain appropriate testing environment
  - Trained administrators and proctors
  - Appropriate spacing/seating of students
  - NO cell phone or devices
  - “Do not Disturb – Testing in Progress” sign on door
  - Read scripts verbatim
  - Follow test directions
  - Write start and stop times on board

# Variables that can affect test results

- Student

- Fatigue
- Motivation level
- Physical discomfort
- Test anxiety

- Environment

- Light levels
- Temperature
- Noise level
- Ventilation
- Other distractions

# Tips for Examinees

- Relax. It is normal to be somewhat nervous before a test. Don't worry.
- Be sure you can hear the directions. Let the examiner know if you cannot hear or do not understand the directions.
- Listen to and read all the directions for each test carefully. Careless mistakes are sometimes made because examinees fail to follow the directions. Be sure you understand what you are being asked to do. Ask for clarification if you do not.
- Plan your time. Most of the test sections are timed. Do not spend too much time on any one question. If a question seems to take too long, skip it and return to it later if time permits. First respond to all questions of which you are certain of the answer.
- Listen to the directions and read each test question carefully. Before responding to a question, be sure you know what is being asked. Do not read into a question something that is not there. Test questions are written to mean exactly what they say. There are no hidden meanings or trick questions.
- When marking your answers on a separate answer sheet, be careful that they match the item numbers in the test book. Be sure to fill in the answer circles neatly and completely; carelessness can cause you to get a low score. If you realize you have been marking your answers in the wrong place, let the proctor or examiner know immediately.
- Trust your instincts. More often than not, if you know the content, the first answer you select is the best. When rechecking, change an answer only when you are sure that your first answer choice was wrong.
- If you are not sure how to answer a question, eliminate answer choices that you know are incorrect and choose from among the remaining options. Do not guess blindly.
- Keep a positive attitude about your ability to do well on the test. You cannot fail the test. Remember that the score you receive on the test is only one measure of your skills.

# Classroom Assessments - Be Prepared

- Find out what will be on the test
- Never procrastinate!
- Take great notes
- Keep an eye out during class time.
- Study with others
- Organize your space
- Draft a study plan
- Study when you are alert
- Utilize your free time
- Go over notes
- Take practice tests when available
- Write out a set of flashcards
- Read out loud
- Acronyms are great for memorization
- Don't neglect your basic needs
- Grant yourself incentives
- Be positive!

# Test Anxiety Tips

- Get enough sleep the night before a test. Being well rested allows you to maximize your concentration and focus.
- Give yourself plenty of time to get up and get ready the day of the test. Being rushed automatically forces your body into an anxious state.
- Pick a seat away from distractions, including others who may be complaining or expressing negative attitudes.
- Before beginning the test, take a few slow, deep breaths to relax your body.
- Give yourself enough time on each section so that you are not forced to rush to finish. If you do not know an answer, skip it and go back later.
- If begin to feel anxious during the exam, shift your position, roll your shoulders, and take deep breaths to relax your body.
- Additional test anxiety tips: <http://www.testanxietytips.com/>