

Create a Positive Testing Atmosphere and Environment

- If students become disruptive remove them from the testing environment.
- Preface the test in a positive way. Remove student anxiety.
- Tell students the purpose of the test is to see what they know as well as find out what additional skills need to be addressed in greater detail.
- Tell students they may not know all answers but to put forth their best effort. Partial credit may be earned for many of the items.
- Tell students if they do not know an item, go on to the next item and come back to it before handing in the test booklet--- at the end of the session. Tell students to make an attempt at all items.
- Have parents help with the breakfast and snacks.
- For untimed sessions, it is a good idea to give students a suggested time frame for completing the test **so they can effectively budget their time**. Tell students to put forth their best effort on every item, to work at a steady but unhurried pace, and to budget their time accordingly. Students who have not finished in the suggested time and are making adequate progress, should be allowed to remain in the testing session to finish.
- Quiet atmosphere with a "Do Not Disturb Sign" on door to prevent disruptions.
- Make sure room has adequate ventilation and is not too warm.
- If students are used to it, soothing music may be played.
- Have supplies on hand such as pencils, etc.
- Person administering test should proctor and avoid sitting behind desk.
- Use attitude and effort scoring guide. (Do not give any type of feedback or check to see if all items are completed. Effort is judged by observation of outward "on task" behavior.)
- Share up front with students the incentives and how an attitude and effort scoring guide will be used.