



# **Administration Manual**

## **Detailed Directions for Writing Subtest**

**October 2009**

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## DETAILED DIRECTIONS FOR TEST ADMINISTRATION

### INSTRUCTIONS FOR USING PREPRINTED ANSWER DOCUMENTS

Answer sheets with preprinted student information on them and preprinted labels for the Writing Answer Document (need to be placed correctly on the answer documents before the test begins) were supplied for all students identified to take the UBSCT. When distributing the answer documents, ensure that students receive answer documents with their specific information preprinted on them. Allow sufficient time before testing begins to distribute to students their specific answer documents.

**Ensure all students with preprinted or pre-labeled answer documents, do NOT edit the demographic information grids unless preprinted information for a particular section is missing.** If preprinted information on an answer document is **incorrect**, do not use it. Instead, have the student complete a blank answer document as described in the next section. If a student does not use his or her answer document because the preprinted information is incorrect, mark the answer document “VOID,” attach a note of explanation, and return the voided answer document(s) to your Site Coordinator with instructions to place the voided answer documents in your school’s “VOID” envelope.

Please note that students completing blank answer documents should enter their LEA student number, **not** their statewide student identifier (SSID). Please contact your Site Coordinator if you have questions regarding the difference between students’ LEA student numbers and their SSIDs.

### INSTRUCTIONS FOR COMPLETING BLANK ANSWER DOCUMENTS

Many students will have preprinted and/or pre-labeled answer documents. **For those students, ensure that they do NOT edit the demographic information grids unless preprinted information for a particular section is missing.**

If any students in your group do not have a preprinted or pre-labeled answer documents, or if the preprinted information is incorrect, use these instructions to complete the demographic portion of a blank answer document. Schedule approximately 10 minutes **before the first testing session** for students without preprinted or pre-labeled answer documents to fill in the student information section. Note: There is a separate answer document for each subtest.

During this session, students without preprinted or pre-labeled answer documents will complete the student information sections on their answer documents. Put a rough representation of these sections on the board. Provide specific examples of how each student should enter his or her name, LEA student number, gender, and other information.

**IMPORTANT**

All directions following the word “SAY” are to be read to students. “PAUSE” means to pause briefly.

**SAY:**

*Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may not use a pen on this test.*

Ensure that each student has a sharpened #2 pencil.

**SAY:**

*I am now going to distribute one answer document and two answer sheets to each of you. Do not write on them at this time.*

Distribute the answer documents and sheets to each student. PAUSE while students look through their materials. Note that the Writing answer document is different from the Reading and Mathematics answer sheets.

**SAY:**

*Look at the Writing Answer Document. If your name is preprinted on the answer document, do not edit this information unless any preprinted information is missing. If your name is not preprinted on your answer document, you will now complete the demographic information sections.*

*It is very important that you complete all the information correctly. Listen carefully and follow the instructions exactly as I give them. You will need to complete each step of the instructions for the answer sheets I have given you as well. If at any time you are not ready to continue with the next step, please raise your hand.*

*Turn the answer document so that the lines labeled “Last Name,” “First Name,” and “M” are at the top of the page. Print your last name, first name, and middle initial in the boxes provided. Carefully fill in the corresponding circle for each letter of your name. Use the name that matches your school records.*

PAUSE while students write.

Provide a specific example on the board. There may be a few students whose last names are too long for the space provided. In that case, only the first fourteen letters should be entered. Similarly, only twelve letters of the first name are to be entered. The last column is reserved for the middle initial. Students should **not** enter apostrophe marks or hyphens.

Check all students’ answer documents before you go on. **It is the responsibility of school personnel to verify that students correctly encode their names and all other demographic information if they do not have preprinted or pre-labeled answer documents.**

**SAY:**

*Look at the section labeled “LEA Student Number.” If you are unsure of your LEA student number, I can provide it to you. Please enter your LEA student number into the boxes. Enter only one number per box. Make sure you enter the number correctly.*

If the LEA student numbers used in your LEA have fewer than ten digits, use zeros to fill in the left-hand columns; for example, 0001234567. Students should enter their LEA student number, not their statewide student identifier (SSID), on their answer document. Please contact your Site Coordinator if you have questions regarding the difference between students’ LEA student numbers and their SSIDS.

**SAY:**

*Now carefully darken the circles below the boxes that match the numbers you have written.*

PAUSE.

Ensure students with fully preprinted answer documents are not changing the information grids on their answer documents.

**SAY:**

*Find the section that is labeled “Gender.” Fill in the appropriate circle.*

PAUSE.

Write your LEA/school code on the board for the students to see. Your LEA/school code is available from your Site Coordinator.

**SAY:**

*Now, look at the section labeled “LEA/School Code.” In the empty boxes, write the LEA/school code you see on the board. Put one digit in each box. Then carefully fill in the circles that match those digits.*

PAUSE.

**SAY:**

*Now find the section labeled “Grade.” Fill in the circle that corresponds to your grade.*

PAUSE.

**SAY:**

*Locate the “Birth Date” space on your answer document. Record your date of birth in the boxes provided and fill in the corresponding circles.*

PAUSE.

**SAY:**

*Locate the “Race/Ethnicity” space on your answer document. Fill in the circle that corresponds to your race or ethnicity. Mark only one circle.*

PAUSE.

**SAY:**

*Do not mark in the “Special Codes” box, the “Test Date” box, the “Form” box, or the “Accommodations” box at this time.*

PAUSE.

**SAY:**

*This completes the demographic section of the answer document. If you have answer sheets, fill them out in the same manner now.*

After you have collected the answer documents and answer sheets, follow the security procedures in effect for your building until the test materials are needed again. Remember that each individual in possession of test materials at any time will be held accountable for the security of his or her test inventory.

## SPECIFIC DIRECTIONS FOR ADMINISTERING THE WRITING SUBTEST— TUESDAY, OCTOBER 20, 2009

As the person responsible for administering the UBSCT, you do not need special training, but you must be able to carry out standard examination procedures. To ensure accurate and reliable results, you should become thoroughly familiar with these procedures before administering the Writing subtest.

**Please make sure that preprinted student labels have been applied to answer documents.**

Try to maintain a natural classroom atmosphere during test administration. Encourage the students to do their best. Check periodically to be sure that the students are recording responses until they have completed the subtest.

Be sure all student desks or tables are cleared of books or other materials not needed for the test. See that each student has a sharpened #2 pencil and an eraser.

Be certain that you have a test booklet and an answer document for demonstration purposes. Draw a rough representation of the “Test Date” box from the answer document on the board so you can demonstrate how to record the date and form information.

**SAY:**

*Today you will be taking the Writing subtest of the Utah Basic Skills Competency Test. This subtest has two sections. Section 1 contains multiple-choice questions. Section 2 contains a writing prompt. This subtest is not timed. We have scheduled 90 minutes to complete the subtest; however, if you need additional time, let me know at the end of the testing session and more time will be made available for you.*

*Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil,*

*please raise your hand. You may not use a pen on this test.*

Ensure that all students have a sharpened #2 pencil.

**SAY:**

*I am now going to distribute a test booklet and an answer document to each of you. Do not write on the test booklet or answer document at this time.*

Distribute the test booklets and answer documents to the students. **Be sure each student has the answer document on which his or her name has been either preprinted or hand recorded.**

**SAY:**

*Look at the test booklet and the answer document I have given you. Be sure both items are for the Writing subtest. Locate the box on the front of your test booklet for your name and school name. Print your **FIRST** and **LAST** name and your school's name on the lines provided.*

Ensure that all students have completed this box.

**SAY:**

*Now look at your answer document. Be sure your name is on the answer document. If you do not have your own answer document, please raise your hand.*

Once all students have their own materials, read the following instructions.

**SAY:**

*Locate the "Test Date" space on page 1 of your answer document. Record today's date in the boxes provided and fill in the corresponding circles.*

PAUSE.

Note: All students, regardless of whether or not they have a preprinted answer document, should complete the "Test Date" portion of their answer document. Check all students' answer documents before you go on. **It is the responsibility of school personnel to verify that students either have a preprinted answer document or have correctly encoded their names and all other demographic information if a preprinted answer document was not provided.**

**SAY:**

*Now arrange your answer document so that you are looking at the page where you will mark your multiple-choice answers.*

PAUSE.

**SAY:**

*If you need a new pencil during testing, raise your hand and I will bring one to you.*

*Do your best so that your work shows what you know about writing. When you have found the answer to a multiple-choice question, fill in the corresponding circle in your answer document. Mark only one answer for each question.*

*Open your test booklet to page 1 and read the General Directions to yourself as I read them aloud:*

*“The Writing subtest of the Utah Basic Skills Competency Test has two sections.*

*“Section 1*

*“Section 1 has multiple-choice questions. Work carefully. You will have sufficient time to answer all of the questions. When you reach the end of Section 1 you may check your answers for Section 1 before going on to Section 2.*

*“Read each question carefully. If you do not know the answer to a question, go on to other questions in the same section and return to the unanswered questions later. If you skip a question, make sure that you leave the corresponding circle blank in your answer document.*

*“Multiple-choice questions require you to choose the BEST answer from four answer choices. After you choose an answer, fill in the circle for your answer in the space provided in your answer document. Mark only one answer to each question. No credit will be given for multiple marks. If you wish to change an answer, erase the old mark completely before marking a new one.*

*“Section 2*

*“Section 2 is a writing prompt. You will be asked to respond to the prompt by writing an essay in the space provided on the answer document. To receive credit on the writing prompt:*

- *Your essay must be written on the given topic.*
- *Your essay must be written in English.*
- *Your essay must be contained within the answer document. You may not use additional paper to complete your essay.”*

*Are there any questions about how or where to mark your answers on the answer document?*

Answer any procedural questions the students ask.

**SAY:**

*Once you have completed Section 1, you may go directly on to Section 2. Once you have gone on to Section 2, you may not go back to Section 1 questions.*

*When you reach the stop sign, you have reached the end of the subtest.*

*You may turn the page and begin.*

While students are working, walk around the room to ensure that they are answering all of the questions.

You may **not** reword any test question.

If your students seem to be looking to others for answers, remind them that each must work alone.

Ensure that students do not return to Section 1 after they have begun responding to the writing prompt in Section 2.

When the students have finished the subtest, read the instructions below.

**SAY:**

*This concludes the Writing subtest of the Utah Basic Skills Competency Test.*

Collect the test booklets and answer documents. Verify that all booklets and other materials have been collected. **Check each test booklet to ensure that the student's and school's names have been recorded on the front cover. Next, check each answer document to ensure that all information, including the student's name, LEA student number, and test date is properly recorded.**

**For all preprinted answer documents that were not used by a student during regular or makeup testing, the "Special Codes" box must be filled in. (Mark only one box).** Choose the code that best explains why the answer document was not used by the student. The circle labeled "RT" denotes that a student refused to test. If a student did not use his or her preprinted answer document because the information was incorrect, mark the answer document "VOID", attach a note of explanation, and return the voided answer document(s) to your Site Coordinator with instructions to place the voided answer documents in your school's "VOID" envelope.

For all students who received accommodations, modifications, or other nonstandard participation allowances, mark the appropriate option in the "Special Codes" box and, if applicable, mark the specific accommodation(s) a student was given in the "Accommodations" box.

When you have finished checking all materials, return them to your Site Coordinator.

