

# **TEACHER ADMINISTRATION STRATEGIES**

## ***Before Test Administration***

- Notify students of the test dates in advance.
- Explain the purposes for testing.
- Create an uncluttered testing environment.
- Use a variety of test formats during the school year.
- Become familiar with the materials and procedures to be used with the tests.
- Identify which students may need and/or be eligible for test accommodations.
- Read the Test Administration Manual carefully for instructions and information.
- When pre-coding student-specific data on the answer documents, be sure to read and follow coding instructions completely and carefully.
- Encourage all students to be present on test dates.

## ***During Test Administration***

- Adhere to time limits specified for tests.
- Read carefully the directions to the students.
- Expect every student to read all test content material without assistance unless otherwise noted in the Test Administration Manual.
- Do not read the test, unless specially instructed to do so in State manuals or for student test accommodations.
- Monitor to ensure that students begin marking answers in the proper area of the answer sheet.
- Anticipate and eliminate test disruptions.
- Make sure students work independently.

## ***After Test Administration***

- Collect and account for all test materials.
- Assure student demographic information on the answer documents is marked accurately.
- Document any absent students and arranged for them to make-up tests, if possible.
- Adhere to all test return instructions.
- Analyze test reports for instructional strengths and weaknesses.
- Develop a plan to modify instructional strategies to address any identified test weaknesses.

## **TEACHER ADMINISTRATION STRATEGIES CONTINUED**

### ***TEST ANXIETY***

Students may experience anxiety about tests and may experience heightened anxiety before a testing situation. A certain degree of test anxiety is normal and may help students prepare more effectively, work more efficiently, and remain focused during testing. Too much anxiety, however, can negatively affect performance. The following strategies may assist students, parents, and teachers in reducing test anxiety.

#### ***Teacher Strategies for Reducing Test Anxiety***

- Discuss the purpose of the test and how it can help students progress academically.
- Have realistic expectations of students' performance while encouraging students to do their best.
- Allow students to express their anxiety verbally or in writing.
- Be careful not to over emphasize the importance of the test.