# (Children, Tweens, and Teens) Instructions for Group Administration

Ages: at least 6 years 6 months, younger than 10 years 6 months.

# Sample test

The sample questions and answer sheets are provided for use with children who are young and/or unfamiliar with testing. Going through the samples does require about 5 minutes, but can increase the number of test items such students complete, as they get used to the process before taking the actual test. Children already used to testing and marking answer sheets may not need the sample test.

You may allow &/or provide a simple 4-function (non-programmable) calculator.

Do not allow watches, clocks, phones, tablets, laptops, computers, or other electronic devices.

Set or pass out:

- sample test questions
- sample answer sheets
- pencils.

Keep for yourself one copy of the sample test questions and sample answer sheet.

Say:

"On the answer sheet, write your name, your date of birth, and whether you are a boy or a girl." Explain, check, demonstrate. In case of objection you may state that they don't have to fill in anything their parents don't want them to.

## Now say:

"Now look at the sample test. It is like the real test, but shorter. You *read questions* and *mark the answer sheet*. The first three questions are picture puzzles. Each puzzle shows *five* pictures or drawings. *Four* of them *go together in some way* or *are the same in some way*. One is *different from the other four*. Tell the different one by marking box A, B, C, D, or E on the answer sheet."

### Then say:

"The next two questions show some blocks. Your job is to say how many blocks there are. Question 4 is easy, it shows two blocks, you mark box B on the answer sheet. Question 5 is harder, you need to count blocks you cannot see. Each block on a higher row must be held up by one under it, so there are 8 blocks, so you mark box D on the answer sheet.

#### Before question 6, say:

"In this question, there are five numbers. The numbers are all getting larger. *Four* of them *get larger* according to some *rule* or *plan* or *pattern*. However, there is one *extra* number that does *not* fit the rule. Which *one* does not fit the rule? The answer is E so mark box E on the answer sheet.

## Before question 7, say:

"This question is like the last question. However, here the numbers are becoming *smaller* according to some *rule* or *plan* or *pattern*. Which *one* extra number does not fit the rule? The answer is C so mark box C on the answer sheet.

Instruct the test-taker to mark on their answer sheet, whether they did or did not use a calculator. Now collect the sample tests and sample answer sheets, leaving the pencils. Verify the name, date of birth, male/female, and whether or not a calculator was used.

# (Children, Tweens, and Teens) Instructions for Group Administration

Ages: at least 6 years 6 months, younger than 10 years 6 months.

## Real test

You may allow &/or provide a simple 4-function (non-programmable) calculator.

Do not allow watches, clocks, phones, tablets, laptops, computers, or other electronic devices.

You will test using items/questions 1 through 43. If you did not use the sample test you may need to modify the below instructions and include some explanations from Page 1 of these instructions.

### Pass out:

- The test booklet, still closed.
- The answer sheet with 43 boxes for answers. They are numbered 1 through 43.
- Pencils, if you did not pass them out during a sample test.

### Say:

"Here is the real test. The questions are like the ones you just did; with puzzles, blocks, and numbers."

"Now on your answer sheet write your name, date of birth, and whether you are a boy or a girl."

"There is extra room on your answer sheet. You may use it as 'scratch paper'. That means that you can use the white space to write on, if you need to do arithmetic problems, make notes, or sketch things. Do not write in or mark your test booklet."

"There are 43 questions for you but you might not finish them all. If you do finish them all, you may check your work, your answers, and make sure you checked the right boxes on the answer sheet. Or you can try going on to the harder questions for older kids, just for fun. If you still have time you may use the scratch paper to draw or write on."

"When I say 'begin', open your test booklet to the first page and start answering the questions beginning with question 1."

When everyone and everything is ready, say:

"Begin."

Begin timing.

After 45 minutes, say:

"Time is up. Please put down your pencils and close your test booklets."

Instruct the test-takers to mark on their answer sheet, whether they did or did not use a calculator. Collect all materials.

Verify the name, date of birth, male/female, and whether or not a calculator was used.

# (Children, Tweens, and Teens) Instructions for Group Administration

Ages: at least 10 years 6 months, younger than 14 years 6 months.

# Sample test

The sample questions and answer sheets are provided for use with children who are young and/or unfamiliar with testing. Going through the samples does require about 5 minutes, but can increase the number of test items such students complete, as they get used to the process before taking the actual test. Children already used to testing and marking answer sheets may not need the sample test.

You may allow &/or provide a simple 4-function (non-programmable) calculator.

Do not allow watches, clocks, phones, tablets, laptops, computers, or other electronic devices.

Set or pass out:

- sample test questions
- sample answer sheets
- pencils.

Keep for yourself one copy of the sample test questions and sample answer sheet.

Say:

"On the answer sheet, write your name, your date of birth, and whether you are male or female." Explain, check, demonstrate. In case of objection you may state that they don't have to fill in anything their parents don't want them to.

## Now say:

"Now look at the sample test. It is like the real test, but shorter. You *read questions* and *mark the answer sheet*. The first three questions are picture puzzles. Each puzzle shows *five* pictures or drawings. *Four* of them *go together in some way* or *are the same in some way*. One is *different from the other four*. Tell the different one by marking box A, B, C, D, or E on the answer sheet."

### Then say:

"The next two questions show some blocks. Your job is to say how many blocks there are. Question 4 is easy, it shows two blocks, you mark box B on the answer sheet. Question 5 is harder, you need to count blocks you cannot see. Each block on a higher row must be held up by one under it, so there are 8 blocks, so you mark box D on the answer sheet.

#### Before question 6, say:

"In this question, there are five numbers. The numbers are all getting larger. *Four* of them *get larger* according to some *rule* or *plan* or *pattern*. However, there is one *extra* number that does *not* fit the rule. Which *one* does not fit the rule? The answer is E so mark box E on the answer sheet.

## Before question 7, say:

"This question is like the last question. However, here the numbers are becoming *smaller* according to some *rule* or *plan* or *pattern*. Which *one* extra number does not fit the rule? The answer is C so mark box C on the answer sheet.

Now collect the sample tests and sample answer sheets, leaving the pencils.

# (Children, Tweens, and Teens) Instructions for Group Administration

Ages: at least 10 years 6 months, younger than 14 years 6 months.

## Real test

Before the test session, place one bookmark in each test booklet, before question 11. Close all booklets.

You may allow &/or provide a simple 4-function (non-programmable) calculator.

Do not allow watches, clocks, phones, tablets, laptops, computers, or other electronic devices.

You will test using questions 11 through 53. If you did not use the sample test you may need to modify the below instructions and include some explanations from Page 1 of these instructions.

#### Pass out:

- The test booklet, still closed.
- The answer sheet with 43 boxes for answers. They are numbered 11 through 53.
- Pencils, if you did not pass them out during a sample test.

#### Say:

"Here is the real test. It has questions like the ones you just did; with puzzles, blocks, and numbers."

"Now on your answer sheet write your name, date of birth, and whether you are male or female."

"There is extra room on your answer sheet. You may use it as 'scratch paper'. That means that you can use the white space to write on, if you need to do arithmetic problems, make notes, or sketch things. Do not write in or mark your test booklet."

"There are 43 questions for you, numbered 11 through 53. You might not finish them all. If you do, you may check your work, your answers, and make sure you checked the right boxes on the answer sheet. Or you can try the last two hardest questions, just for fun. If you still have time you may use the scratch paper to draw or write on."

"Now look at your test booklet and notice that there is a bookmark in it."

"When I say 'begin', open your test booklet to the bookmark and begin with question 11."

When everyone and everything is ready, say:

"Begin."

Begin timing.

After 45 minutes, say:

"Time is up. Please put down your pencils and close your test booklets."

Instruct the test-takers to mark on their answer sheet, whether they did or did not use a calculator. Collect all materials.

Verify the name, date of birth, male/female, and whether or not a calculator was used.

# (Children, Tweens, and Teens) Instructions for Group Administration

Ages: at least 14 years 6 months, through 16 years or older.

# Sample test

The sample questions and answer sheets are provided for use with children who are young and/or unfamiliar with testing. Going through the samples does require about 5 minutes, but can increase the number of test items such students complete, as they get used to the process before taking the actual test. Children already used to testing and marking answer sheets may not need the sample test.

You may allow &/or provide a simple 4-function (non-programmable) calculator.

Do not allow watches, clocks, phones, tablets, laptops, computers, or other electronic devices.

Set or pass out:

- sample test questions
- sample answer sheets
- pencils.

Keep for yourself one copy of the sample test questions and sample answer sheet.

Say:

"On the answer sheet, write your name, your date of birth, and whether you are male or female." Explain, check, demonstrate. In case of objection you may state that they don't have to fill in anything their parents don't want them to.

## Now say:

"Now look at the sample test. It is like the real test, but shorter. You *read questions* and *mark the answer sheet*. The first three questions are picture puzzles. Each puzzle shows *five* pictures or drawings. *Four* of them *go together in some way* or *are the same in some way*. One is *different from the other four*. Tell the different one by marking box A, B, C, D, or E on the answer sheet."

### Then say:

"The next two questions show some blocks. Your job is to say how many blocks there are. Question 4 is easy, it shows two blocks, you mark box B on the answer sheet. Question 5 is harder, you need to count blocks you cannot see. Each block on a higher row must be held up by one under it, so there are 8 blocks, so you mark box D on the answer sheet.

## Before question 6, say:

"In this question, there are five numbers. The numbers are all getting larger. *Four* of them *get larger* according to some *rule* or *plan* or *pattern*. However, there is one *extra* number that does *not* fit the rule. Which *one* does not fit the rule? The answer is E so mark box E on the answer sheet.

## Before question 7, say:

"This question is like the last question. However, here the numbers are becoming *smaller* according to some *rule* or *plan* or *pattern*. Which *one* extra number does not fit the rule? The answer is C so mark box C on the answer sheet.

Now collect the sample tests and sample answer sheets, leaving the pencils.

# (Children, Tweens, and Teens) Instructions for Group Administration

# Ages: at least 14 years 6 months, through 16 years or older.

## Real test

Before the test session, place one bookmark in each test booklet, before question 16. Close all booklets.

You may allow &/or provide a simple 4-function (non-programmable) calculator.

Do not allow watches, clocks, phones, tablets, laptops, computers, or other electronic devices.

You will test using questions 16 through 55. If you did not use the sample test you may need to modify the below instructions and include some explanations from Page 1.

#### Pass out:

- The test booklet, still closed.
- The answer sheet with 40 boxes for answers. They are numbered 16 through 55.
- Pencils, if you did not pass them out during a sample test.

#### Say:

"Here is the real test. It has questions like the ones you just did; with puzzles, blocks, and numbers."

"Now on your answer sheet write your name, date of birth, and sex."

"There is extra room on your answer sheet. You may use it as "scratch paper". Do not write in or mark your test booklet."

"There are 40 questions for you to answer, numbered 16 through 55. You may not finish them all. If you do, you may go back and check your work, your answers, and that you checked the right boxes on the answer sheet. If you still have time you may use the scratch paper to draw or write on."

"Now look at your test booklet and notice that there are two tabs, marked A and B."

"When I say 'begin', open your test booklet to the tab marked "B" and start with question 16."

When everyone and everything is ready, say:

"Begin."

Begin timing.

After 45 minutes, say:

"Time is up. Please put down your pencils and close your test booklets."

Instruct the test-takers to mark on their answer sheet, whether they did or did not use a calculator. Collect all materials.

Verify the name, date of birth, male/female, and whether or not a calculator was used.