**BASIC TEST ADMINISTRATION SKILLS**

*From Observation of Test Administration*

<table>
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<tr>
<th>Student</th>
<th>Test Administered</th>
<th>Observer</th>
<th>Date</th>
<th>Circle One: Live or Video</th>
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**Rating Scale:**  + (proficient),  √ (emergent),  - (needs improvement)

### Rapport

- 1. Explains test & purpose appropriate to S age & disability
- 2. Obtains identifying information via natural conversation
- 3. Smiles frequently
- 4. Uses S’s name frequently
- 5. Looks at S when providing instructions
- 6. Appears genuinely interested in S’s answers/performances
- 7. Provides appropriate encouragement, especially when encountering difficulty
- 8. Observant of S’s needs (e.g., breaks)
- 9. Maintains S’s attention & engagement
- 10. Uses touch appropriately to orient S
- 11. Redirects S to task as needed
- 12. Engages in conversation when readying test materials, including between (sub)tests
- 13. Debriefs test & experience at closure

### General Administration

- 1. Seating allows appropriate S & E view of easel or test materials
- 2. Testing materials (e.g., tape player, stopwatch, pencils) unobtrusively available
- 3. Protocol is behind easel & out of S’s view
- 4. Points w/ left hand while recording w/ right hand (reversed for left-handed E’s)
- 5. Watches own pointing
- 6. Allows appropriate response time before moving to next question
- 7. Exactly words instructions (or varies only as permitted by standardization)
- 8. Provides supplementary instructions & demonstrations as indicated for standardization
- 9. Appropriately Q’s vague or incomplete responses
- 10. Records responses consistently
- 11. Scores unobtrusively without stopping

### Use of Audio-Tape Player

- 1. Efficiently locates tape player before starting (sub)test
- 2. Explains purpose of tape player before starting (sub)test
- 3. Breaks eye-contact when S listens & makes eye-contact when S expected to respond
- 4. Pauses tape player when S slow to respond
- 5. Sets aside tape player after (sub)test (out of S’s reach)

### Use of Stopwatch

- 1. Efficiently locates stopwatch before starting (sub)test
- 2. Explains purpose of stopwatch before starting (sub)test
- 3. Times (sub)test accurately
- 4. Uses stopwatch unobtrusively
- 5. Sets aside stopwatch after (sub)test (out of S’s reach)
- 6. Other

### Summary: Overall

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<tr>
<th>Strengths</th>
<th>Weaknesses</th>
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