

Test Administrator's Guide

for Stanford Testing







About A Beka Testing

All materials are to be returned to

A Beka Testing

240 Waveland St.

Suite E

Pensacola, FL 32503

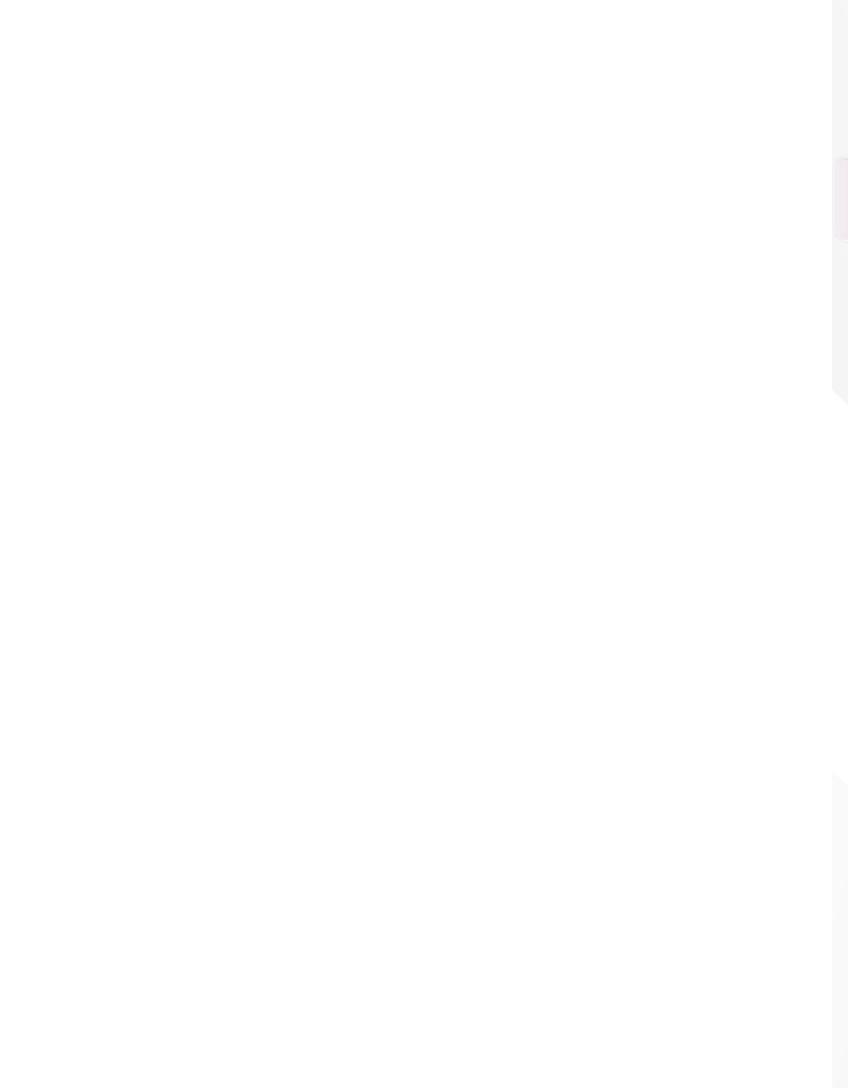
Questions regarding *A Beka Testing:*Please contact
1-888-722-0044 customer service
Office hours: 8:00 a.m.-4:45 p.m. CT
or e-mail
customerservice@abekatesting.org

Table of Contents

for Test Administrator's Guide

(Stanford Testing)

Before Testing Begins	
A Beka Testing Dates	4
Important deadlines to remember	4
Getting Started	5
Testing Schedule Worksheet for Test Administrators	6
Scope and Sequence for Stanford	7
During Testing	
Supplemental Coding: Stanford/Pearson® Answer document	ts10
After Testing	
Stanford/Pearson® Scoring Service Identification Sheet	14
Packaging and Returning Materials for Scoring	15
Scoring / Reporting Packages	16
A Beka Testing Reports Request Form	17
Please remove and return with scoring	18
Interpreting Scores	
Interpretation for Stanford Student Profile with Letter	21
Interpretation for Stanford Student Profile with Objectives .	
School List for Stanford	24
School Summary for Stanford	25
Sample Parent Letter	
General Scoring Definitions for Achievement Tests	
General Scoring Definitions for OLSAT® Ability Tests	30



Before Testing Begins

A Beka Testing Dates for Test Coordinator

Please remember these important dates while you are administering your standardized tests.

Reminders

- Inventory testing materials when received: This must be completed within 10 days of receiving the materials.
- Testing Date: Tests must be administered within the testing windows.
 - Fall testing window: October 1-31
 - Spring testing window: March 3-April 30
- Deadline for all materials to be returned to *A Beka Testing*:
 - *Fall Testing: November 30
 - *Spring Testing: May 31

If you have questions concerning any of these dates, please contact A Beka Testing customer service at 1-888-722-0044 or e-mail customer service at customerservice@abekatesting.org.

^{*}All materials listed on the return authorization list must be returned by this date or a missing material fee will be applied to your account.

Getting Started

Listed below are some suggestions to help you as you prepare for your standardized testing.

- 1. Inventory your tests.
 - a. Please take the time to check your invoice and make sure all items are included in your shipment. If you are missing any part of your shipment, please contact A Beka Testing within 10 days.
 - b. Make sure you have ordered enough testing materials for all students.
 - c. Keep the invoice for your records.
- 2. Maintain test security before, during, and after testing.
 - a. Only test administrators or students taking the test should have access to the testing materials.
 - b. Store test materials in a secure, locked area that is accessible only to authorized persons.
 - c. All test materials are protected by copyright laws.
 - d. Test content, whether actual or similar, should not be used for discussion, demonstration, review, practice, or any other reason.
 - e. Do not paraphrase or alter directions when administering tests.
 - f. Return test booklets, answer documents, and directions for administration via a traceable shipping method to A Beka Testing immediately after each test session. Tests must be received within 30 days from testing date.
- 3. Read through the directions for administration booklet. Please do not write in these books. If you need to make notes, please use a separate piece of paper or a sticky note.
- 4. Read through the instructions for supplemental coding on pages 10–11. Please code answer sheets before testing. If you have questions, please call A Beka Testing at 1-888-722-0044.
- 5. Administer the tests.
 - a. For the levels in which a separate answer document is provided, be sure not to write in the test booklets.
 - b. Be sure your students are using a No. 2 pencil.

Testing Schedule Worksheet

for Test Administrators

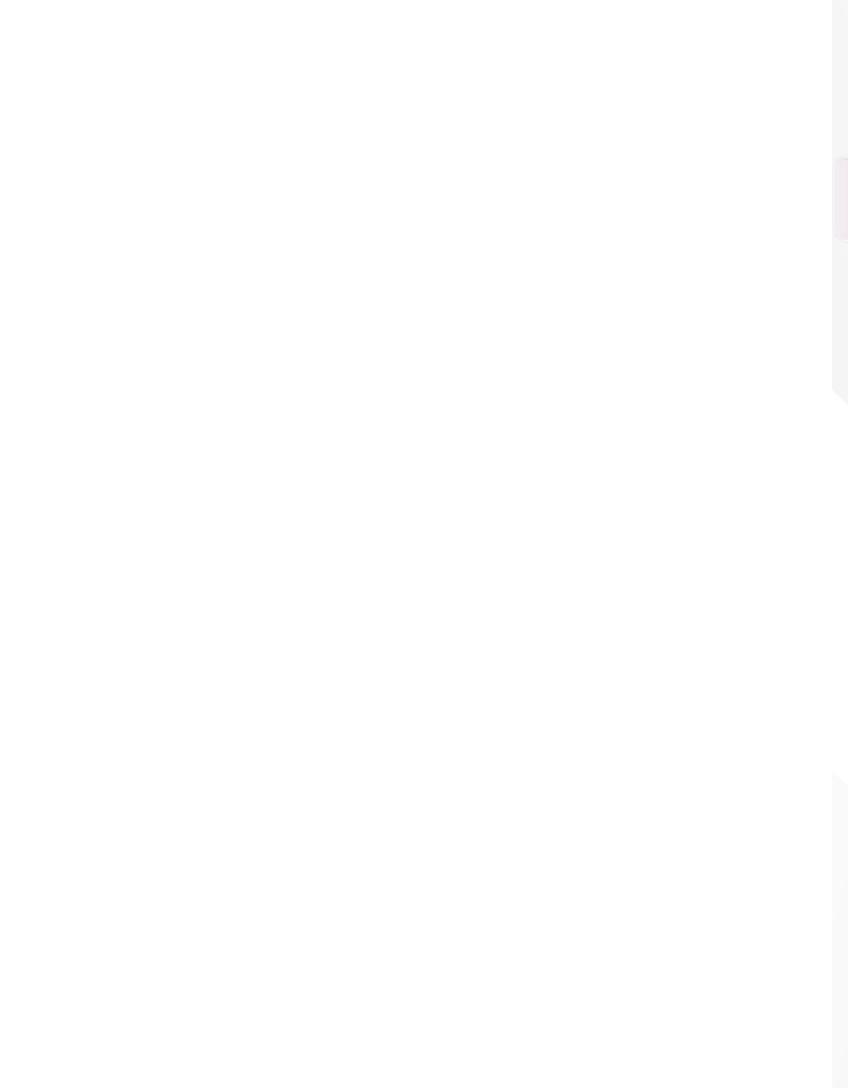
Please feel free to copy the worksheet below for your test administrators to organize their testing schedule. Please write on this worksheet instead of inside the directions for administration books.

Test Date	Subtest giving	Start time	Time suggested for subtest*	End time

As a test administrator, you may also want to include any breaks to be given in between tests.

^{*}For times suggested for each subtest, please see the scope and sequence following this worksheet.

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Particular Par	Test Levels	SESAT 1 Grade K.O-K.5	SESAT 2 Grade K.5-1.5 X T	Primary 1 Grade 1.5-2.5 K T	Grade 2.5-3.5	Grade 3.5-4.5	Intermediate 1 Grade 4.5-5.5	Intermediate 2 Grade 5.5-6.5 K	Intermediate 3 Grade 6.5-7.5	Advanced 1 Grade 7.5-8.5 K T		TASK 1 Grade 9.0-9.9	TASK 2 Grade 10.0-10.9	TASK 3 Grade 11.0-12.9 K T
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During Testing

Supplemental Coding: Stanford/Pearson_® Answer Documents

Before the test is administered, the back cover of each student's answer document must be completed according to the instructions below.

Section 1: Complete all fields. Please note the following:

- Homeschools, write the test administrator's name in the "School" field.
- In the "School District" field, write "A Beka Testing."

Sections 2–6: Complete all fields.

Section 7: Optional for schools. Homeschools, please omit.

Section 8: Darken the bubble that corresponds to:

Column A—Your program of study.

- Bubble 0 = A Beka Book traditional school (use A Beka 50% or more)
- Bubble 1 = *A Beka Book* homeschool (use *A Beka* 50% or more)
- Bubble 2 = A Beka Academy traditional
- Bubble 3 = A Beka Academy DVD
- Bubble 4 = *A Beka Academy* streaming
- Bubble 5 = A Beka Academy master video school
- Bubble 6 = *A Beka Academy* supplemental video school
- Bubble 7 = Non-*A Beka* homeschool (use *A Beka* for 0 to 49%)
- Bubble 8 = Non-A Beka school (use A Beka 0 to 49%)

Column B—The number of years the A Beka curriculum has been used consecutively

- Bubble 0 = 0 years
- Bubble 1 = 1 year
- Bubble 2 = 2-5 years
- Bubble 3 = 5 + years

Column C—The extent to which A Beka curriculum is currently used

- Bubble 0 = Do not use A Beka
- Bubble 1 = 1-49%
- Bubble 2 = 50-99% (use *A Beka* primarily)
- Bubble 3 = 100% (use *A Beka* exclusively)

Column D—Your primary curriculum (Please omit Column D if A Beka is your primary curriculum.)

- Bubble 0 = ACE
- Bubble 1 = Alpha Omega
- Bubble 2 = Apologia
- Bubble 3 = BIUP
- Bubble 4 = Christian Liberty
- Bubble 5 = Rod and Staff
- Bubble 6 = Saxon
- Bubble 7 = Seton
- Bubble 8 = Sonlight
- Bubble 9 = Other

Column E—Your A Beka Academy curriculum (Please omit Column E if you are not using *A Beka Academy* curriculum.)

- Bubble 0 = Accredited Full Grade
- Bubble 1 = Independent Study (non-accredited) Full Grade
- Bubble 2 = Accredited 1–2 Course(s)
- Bubble 3 = Independent Study (non-accredited) 1–2 Course(s)
- Bubble 4 = Subject Combination—Language Arts & Bible
- Bubble 5 = Subject Combination—Arithmetic, Science, History, & Bible

Column F—Your current school enrollment (Homeschools, please omit Column F.)

- Bubble 0 = 5-25
- Bubble 1 = 26 75
- Bubble 2 = 76 150
- Bubble 3 = 151-250
- Bubble 4 = 251-500
- Bubble 5 = 500 +

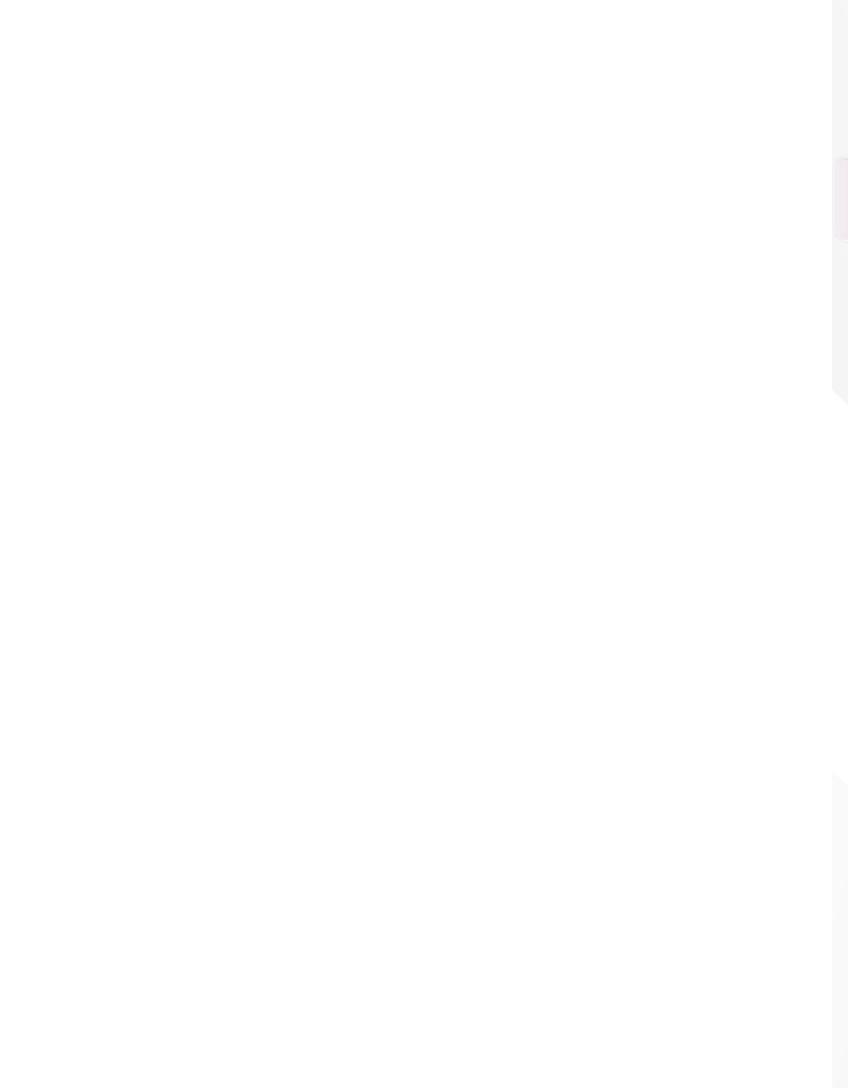
Section 9: Omit.

Section 10: Omit bubbles 1–13, 19, and 20. For bubbles 14–18, darken the bubble(s) for subject(s) that you use the *A Beka* curriculum.

- Bubble 14 = Bible
- Bubble 15 = History
- Bubble 16 = Language Arts (includes Language, Reading, and Spelling)
- Bubble 17 = Math
- Bubble 18 = Science

Section 11: Darken the bubble that corresponds to the student's English proficiency.

Section 12: Omit.



After Testing

Stanford/Pearson_® Scoring Service Identification Sheet

For each class, a Scoring Service Identification Sheet will need to ensure accurate and timely reporting of your scores. Use a No. 2 be completed. Be sure to follow these instructions carefully to pencil. Also, be certain each bubble is darkened completely.

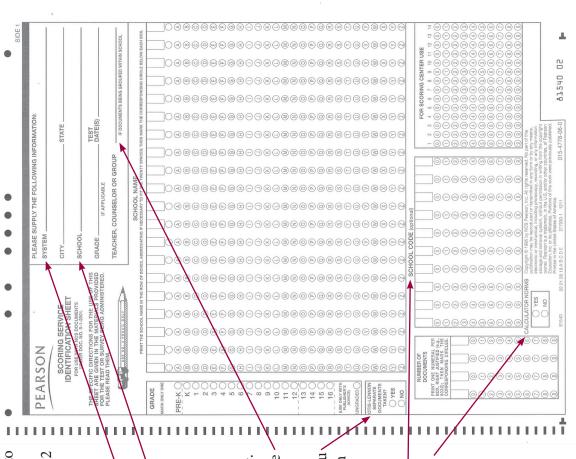
Complete every field on the Scoring Sheet, except the "For Scoring Center Use" field.

Please note the following:

- System: A Beka Testing
- School: ٦i
- A. Schools: Please list your school's name.
- B. Homeschool: Please list the test administrator's name.
- Teacher, Counselor or Group: Teacher's name if there are multiple classes per grade. 3
- Otis-Lennon Separate Answer Documents Taken?: If you administered the OLSAT® and recorded your answers on a separate, OLSAT®-only answer document, then mark "Yes." If not, mark "No." 4
- School Code: A Beka Testing account number.

5

- Calculator Norms: If calculators were used for the math subtest, mark "Yes." If not, mark "No." 9
- corresponding field on side 2 and mark the circle If #3 above was applicable, please complete the indicating side 2 was used. ζ.



Packaging and Returning Materials for Scoring

Inspect the completed documents

- 1. Inspect all documents for improper marks. All marks should be very dark. Marks made with ballpoint pen, felt-tip pen, or hard or colored pencils will not be scored properly.
- 2. Darken all light marks with a soft-lead (No. 2) pencil.
- 3. Also, make sure all erasures are complete.
- 4. Do not use paper clips, string, etc. to bind class or building groups together. Use of these or other devices may tear the edges of your documents or cause them to be unscannable.
- 5. Be sure all items on the return authorization list are included in your package when you ship back your tests for scoring. Also, place the return authorization list in your return package.

Stanford 10/OLSAT_®-8

If you are returning the Stanford 10 or the OLSAT®-8, please follow these directions for packaging and returning materials for scoring.

- 1. Include the directions for administering in the bottom of the original box.
- 2. Next include the test booklets. To prevent the book spines from bending, please stack the test booklets in groups of 5. Alternate the spines of the booklets, placing the stapled edge of the first group on the right and the stapled edge of the second group on the left. Continue alternating the remaining groups of 5.
- 3. For each class, place the answer documents together with the Scoring Service Identification Sheet on top. The placement of this sheet identifies the Basic Reporting Unit, which establishes the groupings of the reports.
- 4. Place the return authorization list on top.
- 5. Please be sure to pack all items tightly in the box to prevent damage/shifting when they are returned.
- 6. Please make sure to close box securely.
- 7. Return items by a <u>traceable</u> method to

A Beka Testing

240 Waveland Street

Suite E

Pensacola, Florida 32503

Tests that are already taken by students are irreplaceable. Please be sure to use a shipping method that can be tracked if it does not arrive to *A Beka Testing* in a timely manner.

Note: It is not necessary to return any practice tests, practice test directions, or support materials (e.g., guides).

Scoring/Reporting Packages Stanford/Pearson®

Basic Package for Schools (included in test price—no additional charge)

- 1. Student Report: Administrator can pick the Student Profile with Letter *or* Student Profile with Objectives—1 copy per student (see pages 21–23 for examples)
- 2. School List: list of student scores by teacher—1 copy per teacher (see page 24 for example)
- 3. School Summary: average percentile rank of students for each teacher—1 copy (see page 25 for example)

Basic Package for Homeschoolers (included in test price—no additional charge)

Student Report: Administrator can pick the Student Profile with Letter or Student Profile with Objectives—1 copy per student (see pages 21–23 for examples)

Optional Reports (additional charges apply)

- 1. Student Report (\$15): additional copies of Student Profile with Letter or Student Profile with Objectives (see pages 21–23 for examples)
- 2. Student Labels (\$15): label to attach to student's cumulative folder
- 3. Administrator Report (\$15): item analysis per teacher
- 4. Administrator Report (\$15): objective summary by grade level
- 5. Administrator Report (\$15): school history report—gives average grade equivalent per teacher

Please call Customer Service at 1-888-722-0044 to order additional reports.

A Beka Testing Reports Request Form Stanford/OLSAT®

Customer information————————————————————————————————————	
A Beka Testing Account Name:	
A Beka Testing Account Number:	
Contact Name:	Title:
Number of packages shipped:	
Information on reports/scoring: Indicate how the	e final reports are to be received.
\square E-mail (to the e-mail address on the account)	
\square Mailed (to the address on the account)	
Indicate which reports you would like to receive	2.
Student Reports (choose one—included in test price) ☐ Student Profile with Letter	School Reports (included in test price) ☐ School List
- or - ☐ Student Profile with Objectives	☐ School Summary
Optional Reports	
Additional Student Reports (\$15)	Administrator Reports (\$15)
☐ Student Profile with Letter	☐ Item Analysis per Teacher
☐ Student Profile with Objectives	\square Objective Summary by Grade Level
Class Reports (\$15)	☐ School History Report
☐ Student Labels	
Payment Method (check one)	VISA
☐ Check Enclosed \$ ☐ Charge \$	Visa®/MasterCard®/Discover®
	processing credit card: credit card number, expiration code, ZIP code, <u>and</u> name
Credit Cal	rd Number Security Code (include last 3 digits from strip on back of card)
Expiration Month	· · · · · · · · · · · · · · · · · · ·
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Please place this form in Box 1 with your answer documents. Be sure to complete both sides of the form.

Answer Document Count by Grade:

grade.
each
for
administered
the test(s)
Check

	□ SAT □ OLSAT	OSAT OSAT OLSAT OL	□ SAT □ OLSAT										
Class or Teacher Name	K	1	2	3	4	5	9	7	8	6	10	11	12
Total Count													

Information on return shipment:

Are you returning any tests or answer documents for a refund? If yes, please indicate which tests and how many.

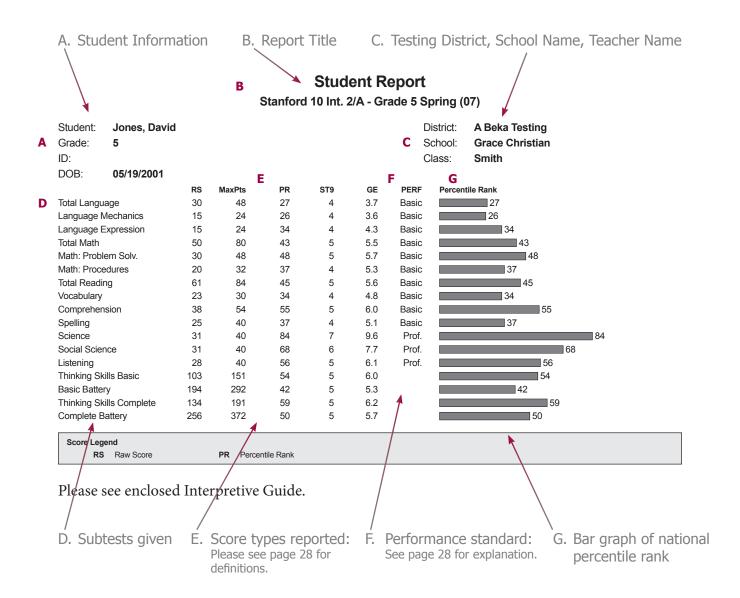
Grade Level	K	1	2	3	4	5	9	7	8	6	10	11	12
Type of test	□ SAT □ OLSAT	OSAT OSAT OLSAT OL	□ SAT	□ SAT	□ SAT □ OLSAT	□ SAT	□ SAT	□ SAT	□ SAT	□ SAT □ OLSAT	□ SAT □ OLSAT	□ SAT □ OLSAT	□ SAT □ OLSAT
Number of tests returned unused													

Please place this form in Box 1 with your answer documents for scoring.

Interpreting Scores



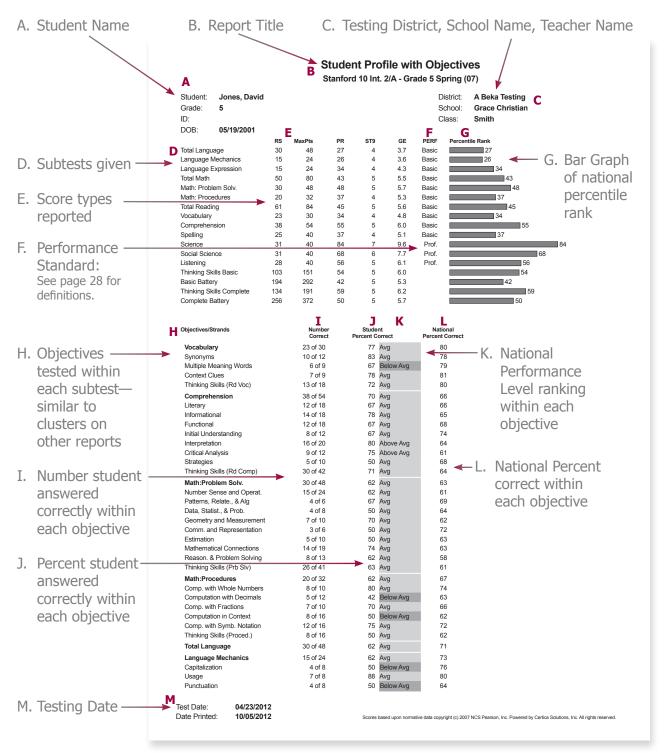
Interpretation for Stanford Student Profile with Letter





Scores based upon normative data copyright (c) 2007 NCS Pearson, Inc. Powered by Certica Solutions, Inc. All rights reserved.

Interpretation for Stanford Student Profile with Objectives



p. 1

Student Profile with Objectives Stanford 10 Int. 2/A - Grade 5 Spring (07)

District: A Beka Testing School: Grace Christian Grade: Class:

Objectives/Strands	Number Correct	Student Percent Correct	National Percent Correct
Language Expression	15 of 24	62 Avg	69
Sentence Structure	3 of 9	33 Below Avg	71
Prewriting	3 of 5	60 Avg	74
Content and Organization	9 of 10	90 Above Avg	66
Thinking Skills (Lang.)	10 of 12	83 Above Avg	67
Spelling	25 of 40	62 Avg	68
Phonetic Principles	10 of 18	56 Avg	64
Structural Principles	7 of 10	70 Avg	68
No Mistake	6 of 7	86 Avg	81
Homophones	2 of 5	40 Avg	62
Science	31 of 40	78 Above Avg	61
Life	10 of 11	91 Above Avg	64
Physical	8 of 11	73 Avg	57
Earth	9 of 11	82 Above Avg	62
Nature of Science	4 of 7	57 Avg	61
Models	11 of 14	79 Above Avg	56
Constancy	10 of 13	77 Above Avg	64
Form & Function	10 of 13	77 Above Avg	63
Thinking Skills (Science)	15 of 20	75 Above Avg	61
Social Science	31 of 40	78 Above Avg	67
History	8 of 10	80 Avg	60
Geography	8 of 10	80 Avg	70
Political Science	7 of 10	70 Avg	68
Economics	8 of 10	80 Above Avg	69
Appl. of Knowlg & Compr.	12 of 16	75 Avg	64
Org, Summ, Intrp, of Info	11 of 13	85 Avg	72
Detm. of Cause and Effect	8 of 11	73 Avg	65
Thinking Skills (Soc. Sci.)	16 of 20	80 Above Avg	70
Listening	28 of 40	70 Avg	67
Vocabulary	8 of 10	80 Above Avg	66
Comprehension	20 of 30	67 Avg	68
Initial Understanding	4 of 8	50 Avg	72
Interpretation	8 of 12	67 Avg	68
Analysis	5 of 7	71 Avg	63
Strategies	3 of 3	100 Above Avg	63
Literary	8 of 10	80 Avg	74
Informational	7 of 10	70 Avg	64
Functional	5 of 10	50 Avg	64
Thinking Skills (Listen.)	16 of 22	73 Above Avg	66

Please see enclosed Interpretive Guide.

Test Date: Date Printed: 04/23/2012 10/05/2012

DOB:

05/19/2001

School List Stanford 10 Int. 2/A - Grade 5 Spring (07)

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School List for Stanford

Subtest Legend	gend							
READING	READING Total Reading	Vocab	Vocab Vocabulary	RdgCom	RdgCom Comprehension	MATH	Total Math	Problm Math: Problem Solv.
Proced	Proced Math:Procedures	LANG	TotalL	LngMac	LngMac Language Mechanics	LngExp	Language Expression	Spell Spelling
Scienc	Scienc Science	SocSc	Social Science	Listen	Listen Listening	ThinkB	ThinkB Thinking Skills Basic	BasBat Basic Battery
ThinkC	ThinkC Thinking Skills Complete	ComBat	ComBat Complete Battery					
Score Legend	pue							
RS	RS Raw Score	P.	PR Percentile Rank					
Statistic Legend	pueße							
SS	RS (Mean)	PR (MeanN	MeanNCE)					

Parameters that have been customized for this report:
School: 1 School Grace Christian
Teacher Type: Current Location

04/23/2012 10/05/2012

Test Date: Date Printed:

Mean 3.0 School - Student List

Statistics: Report Name:

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A Beka Testing **Grace Christian**

Grade: District: School:

School Summary for Stanford

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Parameters that have been customized for this report:
School: 1 School Grace Christian
Display Score: Percentile Rank
Report Name: 3.4 School - Class Summaries

PR (MeanNCE)

Statistics: Teacher Type:

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10/05/2012

Date Printed:

A Beka Testing Sample Parent Letter

A Beka Testing has provided a sample parent letter. If an administrator would like to use this letter, please feel free to copy the next page and include it with the students' scores that are sent out to parents.



Dear Parents,

Your student has completed testing with your school. Testing gives your student's administrator and teacher an objective report of how your student is doing overall. These scores do not determine if your student passed or failed. Also, they do not determine grade placement for your student. However, they do show how your student compares with other students in the nation.

Enclosed are the results for your student. These results along with your student's daily work are tools to help you evaluate your student's progress for this year.

Basic interpretation:

On your student's report, there are three main scores that you will want to focus on.

- 1. Percentile rank: It shows how your student ranked with other students in the nation who have taken this test. For instance, if your student scored a 72%, then he did as well as or better than 72% of his peers in that area.
- 2. Stanine: This score also shows how your student performed compared to a group. Students can receive a score of 1 through 9. 1, 2, or 3 is considered below average. 4, 5, or 6 is considered average. 7, 8, or 9 is considered above average.

Both of these scores can also be used to compare how your student is doing from one subject to another.

3. Grade equivalent: Please remember this does not indicate grade placement. Grade equivalent shows how your student did compared to the average student. For example, if a sixth-grade student obtained a GE of 7.8, his performance matches what would typically be expected of a student that had taken the same test at the end of the eighth month of seventh grade.

If you have questions on how to interpret these results, please contact your local school. Your local school can look at the results in conjunction with your student's daily work to evaluate your student's strengths and areas that he may need to improve.

Sincerely,

A Beka Testing



General Scoring Definitions for Achievement Tests

- Number Correct (Raw Score)—Its interpretation depends on the difficulty and number of test questions (Maximum Points).
- **Percent Correct**—Like Number Correct, it has little meaning by itself.
- Percentile Rank (PR)—Not to be confused with Percent Correct, PR is a norm-referenced score that ranges from 1 to 99. It indicates the relative standing of a student in comparison to other students in the same grade in the norm group who took the test around the same time of year. For instance, a PR of 72 indicates that the student scored higher than 72% of the students in the national norm group. Conversely, 28% of the norm group scored higher than the student.
- **Stanine**—a norm-referenced score that ranges from 1 to 9. Stanines are essentially singledigit PRs, which allow a quick interpretation of achievement as below average (1-3), average (4–6), or above average (7–9). Conversely, they do not provide the detail to do more in-depth analysis.
- Grade Equivalent (GE)—Represented by a decimal number that describes performance in terms of grade level and month. For example, if a sixth-grade student obtained a GE of 7.8, his performance matches what would typically be expected of a student that had taken the same test at the end of the eighth month of seventh grade. In other words, his performance was above grade level. GEs are also useful for measuring individual growth from one year to the next. Typically students progress one grade level (1.0) each year. However above-(below-) average students usually progress more than (less than) one grade level each year. Caution: Do NOT use GEs for grade placement decisions. They do not indicate that the student has mastered all material up to that grade level.

Performance Standards

- Adv: Advanced, signifies superior performance beyond grade level mastery
- **Pro:** Proficient, represents solid academic performance, indicating that students are prepared for the next grade
- Basic: Basic, denotes partial mastery of the knowledge and skills that are fundamental for satisfactory work
- **Basic:** Below Basic, indicates less than partial mastery.

General Scoring Definitions for OLSAT_® Ability Tests

- Age-Based Scores—Ability tests provide both grade-based and age-based scores. Age Percentile Ranks (APR) and Age Stanines (AS) are the most commonly used age-based scores. Unlike grade-based scores, age-based scores compare a student's score to the norm groups in reference to the student's age, not grade level. When a student's age is typical for the grade, the student's age and grade scores will be identical or nearly so. However, if students are very young (old) for the grade, their age scores will be higher (lower) than their grade scores. For individuals who are younger or older than the typical student in a grade, grade norms (rather than age norms) are more appropriate to use when trying to understand the students' academic performance.
- School Ability Index (SAI) Score—Derived from the verbal and nonverbal scores, the SAI is an age-based score with a mean of 100 and a standard deviation of 16. A student with an SAI of 100 has a rate and level of cognitive development that is typical for his/her age. The maximum score is 150. Most frequently, the term 'gifted' is assigned to a student whose score falls 2 or more standard deviations above the mean, which translates into a score of 132 or higher.





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