GETTING STARTED

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

1. Inventory your tests.
    -   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 Abeka Testing within 10 days.

2. Maintain test security before, during, and after testing.
    -   Only test administrators or students taking the test should have access to the testing materials.
    -   Store test materials in a secure, locked area that is accessible only to authorized persons.
    -   All test materials are protected by copyright laws.
    -   Test content, whether actual or similar, should not be used for discussion, demonstration, review, practice, or any other reason.
    -   Do not paraphrase or alter directions when administering tests.
    -   Return test booklets, answer documents, and directions for administration via a traceable shipping method to Abeka 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 enclosed instructions for supplemental coding on pages 10–11. Please code answer sheets before testing. If you have questions, please call Abeka Testing at 1-888-722-0044.

5. Administer the tests.
    -   For the levels in which a separate answer document is provided, be sure not to write in the test booklets.
    -   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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Forms E Scope & Sequence
for Complete and Core Batteries

The Scope and Sequence describes each level and subtest, provides the testing times, and lists the number of questions for each subtest and by level. Administration times are approximate for Levels 5–8 and are expected to vary with different test administrators and groups of students. Allow enough time so most students can finish each test. Administration for Levels 9–17/18 is timed, and the testing times listed correspond to the standard time limits.

Levels 5–5/6 (Grades K–1) Testing Times

Test	Number of Items		Approximate Working Time (minutes)	
	Level 5	Level 5/6	Level 5	Level 5/6
Vocabulary	23	27	20	20
Word Analysis	29	33	20	20
Phonological Awareness & Decoding				
Identifying & Analyzing Word Parts				
Listening	23	27	30	30
Literal Comprehension				
Inferential Comprehension				
Language	27	31	25	25
Verb Tense				
Classification				
Singular-Plural Usage				
Operational Language				
Spatial-Directional Language				
Prepositions to Denote Relationships				
Comparative & Superlative Adjectives				
Math	27	35	25	25
Number Sense & Operations				
Algebraic Patterns & Connections				
Geometry				
Measurement				
Reading (Parts I and II)	17	34	30	40
Words				
Comprehension				
TOTALS— COMPLETE	**146**	**187**	**2 h. 30 min.**	**2 h. 40 min.**