### Test Directions for Common Formative Assessment

**Estimated Time:** _________

**Materials needed:**

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1. **Pass out the short-cycle assessment to students, and instruct them to write their names in the space provided. Distribute #2 pencils to the students who need them.**

2. **Say to the students:**

   You are now going to start your short-cycle assessment for (subject) ___________________. Please turn to the beginning of your assessment. (Pause.) In this session, you will answer (number of) ___________ questions. Some of the questions may be hard for you to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should make your best guess. Choose the best answer for each multiple-choice question, and plan your written answers so they fit in the answer spaces in your Student Answer Booklet. Do not mark your answers in the Question Booklet. Instead, mark your answers for this session in your Student Answer Booklet.

   Only what you write in the answer spaces in your Student Answer Booklet will be scored. Some questions have more than one part. Try to answer all the parts. If you are asked to explain or show how you know, be sure to do so. Does anyone have any questions? (Answer any questions the students have about the directions.)

3. **Say to the students:**

   It will probably take you about _______________ minutes to answer the questions in this session of the test, but you can have more time if you need it.

   When you are finished with all the questions, you may review your answers.

   If you get stuck on a word, I can read the word to you. I cannot read numbers, mathematics symbols, or a whole question to you. If you want help reading a word, raise your hand. (Pronounce the word to students who asked for assistance. Do not define the word or help the students in any other way.) Are there any questions? (Answer any questions the students have about the directions.) When you finish, please sit quietly and read until everyone is finished. You may begin.
Directions to Read to the Student

Today you will be taking the formative assessment. This is an indicator of how well you understand the material we have covered over the last grading period.

Different types of questions appear on this test: multiple choice, constructed response, and ___________________ (choose and add any that apply to your state).

All your answers must be marked or written on your answer sheet.

There are several important things to remember:

1. You may look at any part of the test as often as necessary.

2. Read each question carefully. Think about what is being asked. If a graph or another diagram goes with the question, read it carefully to help you answer the question. Then choose or write the answer that you think is best on your answer sheet.

3. When you are asked to draw or write your answers, draw or write neatly and clearly in the boxes provided.

4. When you are asked to select an answer, make sure you fill in the circle next to the answer on your answer sheet. Mark only one answer.

5. If you do not know the answer to a question, skip it and go on. If you have time, remember to return and complete the question.

6. If you finish the test early, you may check over your work. When you are finished and your test booklet and answer sheet have been collected, sit quietly until the time is up. (Other choices may appear here, such as “take out your silent work.”)

7. Write or mark your answers directly on your answer sheet. You may not use scratch paper. Use your test sheet to work out problems.

8. You may use the calculator that is provided, if applicable.