

Supplemental Instructions for English Audio CD Kits

The English Audio CD Kit provides a read-aloud administration of the test. This version may be administered to any student whose IEP or 504 Plan specifies an oral reading of a test or to a student who requests it in lieu of a foreign-language CD version of a test. These materials are packaged by grade. Each kit contains the materials needed to administer the test to one student.

Materials Included in the English Audio CD Kit:

- A CD or a set of discs containing each test at the grade level
- A regular Form A test booklet
- A scannable answer document (for grades 5–8 only)
- This sheet of supplemental instructions

Administering a Test Using an English Audio CD Kit

Because students at most grade levels will take more than one subject area test, it will be necessary to test students on multiple days. It is critical that the student be tested using the same kit for all tests. As with the regular test materials, these kits must be securely stored between administrations.

You will need a CD player to administer the tests. Each set of directions and group of questions are recorded as a separate track on the disc. A track listing for the disc is provided on the disc case. Do not allow young children to operate the CD player because it is necessary for the recording to be paused between questions to allow time to respond. Older students may operate the CD player and may be tested using headphones.

The student should be given as much time as reasonably necessary to respond to the questions. It is acceptable to replay the questions. The student should respond in the regular test booklet, which is included in the kit. **All student responses must be in English.**

After the Test Administration

The student's pre-identification label must be placed on the test booklet or answer document. If there is no pre-identification label, you must complete the demographic information on the back cover of the regular test booklet or answer document. Transcription of student responses is not necessary. Return the test booklet or answer document with the other scorable materials.

Do not add pages or separate sheets to the test booklet or answer document; they will not be scored. Place the CD inside the zip-lock bag and return it to your STC. The bag will be returned with the rest of the school's nonscorable materials.