

Computation Administration Directions



1. Provide each student with a pencil and a student worksheet. Hand out the worksheets face-down to each student. As you are handing out the worksheets, say ***I am going to hand out a math worksheet. Please leave the paper face-down and wait for further instructions.***
2. OPTIONAL: Use the following instructions if the worksheets have not been labeled with student names. If you have already labeled the worksheets with student names, then you can skip this step. The purpose of this step is to prevent the students from taking time to write their name during the timed test administration. Say ***Leave the paper face-down, but write your name on the back.***
3. Read the following specific directions to the student(s). Indicate the correct number of minutes based on the grade level of the worksheet you are administering. ***We're going to do a math worksheet that will take ____ minutes*** (see table below).

Grade	Time Limit per Worksheet
Grade 1	2 minutes
Grade 2	2 minutes
Grade 3	3 minutes
Grade 4	5 minutes
Grade 5	6 minutes
Grade 6	6 minutes

There will be several types of math problems. Look at each problem carefully before you answer it. When I say “begin,” turn the page over and start with the first problem. Continue working across the page before going on to the next row. Try to solve each problem. If you cannot solve a problem, skip it and go on to the next one. If you reach the end of the page, stop and put your pencil down. Are there any questions?

4. Say ***Begin*** and start your stopwatch.
5. Monitor students and use reminders as needed.
6. At the end of the time limit (see table above), say ***Stop, and put your pencils down.***
7. Collect all the Computation worksheets.

During benchmark assessment, two worksheets are administered to the student(s). Administer the second worksheet immediately after the first. When administering the second worksheet, use the following shortened directions:

8. As you are handing out the second worksheet, say ***I am going to hand out a second math worksheet. Please leave the paper face-down*** (optional: ***and write your name on the back.***) ***When I say “begin,” turn the page over and start with the first problem.***
9. Say ***Begin*** and start your stopwatch.

-
10. Monitor students and use reminders as needed.
 11. At the end of the time limit (see table on previous page), say ***Stop, and put your pencils down.***
 12. Collect all the Computation worksheets.

Computation Reminders

These reminders may be used as often as needed:

- If a student is not working the problems across the rows, or is skipping problems without trying to solve them, say ***Try to solve each problem.***
- If a student stops working before the test is done, say ***Keep doing the best work you can.***
- If a student asks you to help with the task, say ***Just do your best.***