

Concepts and Applications 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 2	5 minutes
Grade 3	12 minutes
Grade 4	10 minutes
Grade 5	14 minutes
Grade 6	16 minutes

There will be several types of math problems. Look at each problem carefully before you answer it. Some problems may have multiple parts. When I say “begin,” turn the page over and start with the first problem. 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, go on to the next page. If you reach the end of the packet, 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 Concepts and Applications worksheets.

Concepts and Applications 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 provide a word for him/her or help with the task, say ***Just do your best.*** Words and test items cannot be read to the student when doing a standardized administration.