

Silent Reading Administration Directions

Directions: Follow these directions exactly each time with each student. Say the words in bold italic type verbatim.

1. Before you begin testing, hand out a copy of the Student Response Sheet and the Assessment Packet to each student.
2. Then say ***You should have an Assessment Packet and a Student Response Sheet. Please raise your hand if you do not have both of these items. This is important. You will write only on the Student Response Sheet.*** (Hold up the Response Sheet and Assessment Packet and show them to the students).
3. Then say ***Please write the date, your school, your grade, and your name on the Student Response Sheet.*** Pause for up to 30 seconds for students to write the information on the Student Response Sheet.

4. After the students have filled out the information on the Student Response Sheet, say the following:

Look at the cover of the Assessment Packet. You are going to read three passages to yourself. Please do your best reading. After reading each passage, you will answer some questions by filling in the correct bubble on your Student Response Sheet.

Look at the sample. Most weeks of the school year, the first day of the school week is: A) Friday, B) Monday, C) Wednesday, or D) Sunday. The first day of the school week is Monday so answer B is the correct answer. Find the sample item on your Response Sheet (hold up Response Sheet and point to the sample item) and fill in answer B for the sample.

(Pause to make sure that everyone has filled in answer B on the sample item).

You will have up to 36 minutes to read the three passages and answer the multiple-choice questions. If you finish reading the passages and answering the questions before I say “Stop,” close your packet and bring your assessment to me. Then return to your seat and quietly work on homework or read.

Turn the page to Passage 1 in your packet.

(Pause to make sure that everyone has turned the page to Passage 1).

Start reading silently when I say begin. Ready, begin. Start your stopwatch after you say “begin.”

5. Monitor as students are reading. Use any reminders that are necessary.
6. After **12 minutes**, ask students who have not completed the first passage to please move to the second passage. After **24 minutes**, ask students who have not completed Passage 2 to move forward to Passage 3.
7. As each student brings the completed assessment to you, you have the option to note the time it took the student to complete the assessment. Write the time at the bottom of the Student Response Sheet.
8. At the end of **36 minutes**, if all students have not finished the assessment say ***Stop. Put your pencils down and bring your assessment to me.***

Timing	Up to 36 minutes to read three passages and answer 30 multiple-choice questions. Start your stopwatch after you say “begin.”
Reminders	<ul style="list-style-type: none">• If the student starts reading the passage out loud, say <i>Remember to read the story silently. This reminder may be used as often as needed.</i>• If the student is not working on the task, say <i>Remember to circle the word in each box that makes the most sense in the story. This reminder may be used as often as needed.</i>• If the student asks you to provide a word or for general help with the task, say <i>Just do your best. This reminder may be used as often as needed.</i>