



# *Versant for English* Elementary School Level

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## Directions for Administering

## General Directions for Administering

The person responsible for administering the *Versant for English* Elementary School Level test does not need special training but must be able to carry out standard examination procedures. Please familiarize yourself with all examination materials and read through these directions carefully before administering any tests.

### Steps of Test Administration

Please administer the test as follows:

1. Review the Directions for Administration.
2. Review the test format with the test taker.
3. Monitor the test taker as he or she takes the practice test.
4. Answer any questions.
5. Monitor the test taker as he or she takes the actual test.
6. Collect the test materials.

### Materials Required by the Administrator

The following materials are required for **telephone delivery**:

1. A copy of these directions.
2. Two test papers (one for the practice test and one for the actual test) per test taker.
3. A push-button, land-line phone (No cordless phones, cell phones, speaker phones, or internet based phone services are allowed). The telephone should be in a quiet location that is free from distractions and competing noise.

The following materials are required for **computer delivery**:

1. A copy of these directions.
2. Two Test Identification Numbers (one for the practice test and one for the actual test) per test taker.
3. A computer with an Internet connection and Ordinate's testing software installed and tested. It is recommended that the software be installed and tested well before test takers are scheduled to take the test. For more information about hardware and software requirements, please refer to the Installation Guide at [idt.ordinate.com/idt](http://idt.ordinate.com/idt). The computer should be in a quiet location that is free from distractions and competing noise.
4. A microphone headset.

## Preparing Test Takers

Please follow the basic procedure described below to prepare test takers to take the *Versant for English* Elementary School Level test.

1. Please set aside approximately ten minutes to prepare the test taker to take the test. If appropriate, you may prepare test takers as a group before they begin the individually administered test.
2. Begin by letting the test taker(s) know he or she is going to learn how to take a new kind of English test, and you are going to explain how the test will work. It is important that the test be taken seriously and that the test taker does his or her best.
3. If necessary, make sure the test taker understands how to arrive at the test-taking location. Explain that you (or a teacher's aide) will help him or her get set up and will be with there while he or she is taking the test. The examiner voice for the test will tell the test takers what to do.
4. Be sure that the test taker understands what he or she will be asked to do during the test. Using the descriptions below, explain how each section of the test works:

### TEST FORMAT

Give the practice test paper to the test taker (see Appendix for reference) and review the examples for each section together. For test administration, each test taker should receive a unique Test Identification Number (TIN).

**SAY** In this test, you will be listening and talking. There are seven parts of the test. For each part, you will hear a voice tell you what to do. Let's practice.

**Part A. Choosing Words.** In Part A, each item has one picture and three printed words. Choose the word that best matches the picture. Read it clearly and loudly.

Do the first item together with the test taker. Point to the picture of the car and ask which of the words matches the picture. Answer any questions and then go on to Part B.

**SAY** **Part B. Reading Sentences.** In Part B, the voice will ask you to read sentences, one at a time. When the voice asks you to read a sentence, just read that sentence aloud. Let's do one together. Please read Sentence 1.

Help the test taker read the first sentence. Answer any questions and then go to Part C.

**SAY** **Part C. Repeating Sentences.** In Part C, the voice will ask you to repeat sentences out loud. Listen to each sentence and then repeat it. Repeat each sentence exactly as you hear it. Repeat as much of the sentence as you can. Let's do an example. "Close the door, please."

Ask the test taker to repeat the sentence by saying, "Close the door, please." Answer any questions and go on to Part D.

**SAY** **Part D. Describing Pictures.** In Part D, each item shows a picture. You will hear two sentences. Repeat the sentence that best matches the picture. Wait until the voice finishes saying both sentences before you start to talk.

Review the example with the test taker. Point to the picture of the car.

**SAY** Here are the two sentences: "This is a car." "I like to go shopping." Which of these sentences matches the picture?

Have the test taker repeat the sentence, "This is a car." Answer any questions and go to Part E.

**SAY** **Part E. Answering Questions.** In Part E, each item has three printed words. The voice will ask you questions, one at a time. Listen to each question and choose the word that best answer the question.

Review the example together. Point to the words "bed, shower, elephant."

**SAY** **What can you see in a bathroom?**

Have the test taker answer the question by saying, "shower." Answer any questions and move on to Part F.

**SAY** **Part F. Choosing Sentences.** In Part F, each item has three printed sentences. The voice will ask you questions, one at a time. Listen to each question and choose the sentence that best answers the question. Read the sentence out loud.

Review the example with the test taker. Point to the sentences, "I'm fine. I'm sixteen. You look nice."

**SAY** Here's an example: "How are you?"

Have the test taker read the sentence that best answers the question ("I'm fine.") Answer any questions and go on to the last section.

**SAY** **Part G. Story Retelling.** In Part G, you will hear a story. Then you will be asked to tell the story in your own words. Try to tell as much about the story as you can. Here's an example: "My best friend and I like to walk around. Yesterday, we walked to the park. A cat followed us the whole way."

Have the test taker retell the story. Answer any questions.

Give the test taker the following tips for doing well on the test:

1. Pay attention. Try to block out distracting sounds while taking the test.
2. Use a strong voice. Speak loudly and clearly. Don't be shy!
3. Speak as smoothly and as quickly as you can; try to sound like an English speaker.
4. If you don't know the whole answer, say as much as you can and as well as you can.

Tell the test taker that he or she will be given a practice test before the real test.

Once you feel the test taker understands the format of the test and what he or she will be asked to do, collect the practice test paper and start the testing procedure.

## Testing Procedure – Telephone Delivery

The test is individually administered. Allow about 10 minutes total for the practice test and 15 minutes for the actual test, for a total of 25 minutes.

1. Escort the test taker (or have an aide or volunteer escort the test taker) to a quiet area with a land-line telephone.
2. Pick up the phone and demonstrate how far the phone should be from the test taker's mouth:



Encourage the test taker to speak up and respond with confidence. Tell the test taker to say "I don't know" if he/she does not understand or cannot respond to a particular item.

3. Provide the test taker with his or her assigned practice test paper (the Test Identification Number should be different for each test taker). Answer any questions that the test taker may have. Make sure the test paper is in front of the test taker at a comfortable reading distance, and also make sure that the test taker is close to the phone.
4. When the test taker is ready to begin, pick up the phone and dial the phone number:

**1-800-335-6393**

When prompted to enter the Test Identification Number (TIN), pass the phone to the test taker and enter the TIN. At this point, the test taker begins the test.

5. Monitor the test taker as he or she takes the test. The test taker should listen to the instructions on the phone and respond into the phone with words and sentences.
6. The test taker should not hang up the phone until after the system has said that the test has ended. After the test taker completes the test and hangs up, collect the test paper.

7. Answer any questions the test taker may have.
8. Provide the test taker with his or her assigned test paper for the real test.
9. Repeat Steps 4 through 6 for administering the real test. (Dial the phone number, enter the TIN, monitor the test taker, and then collect the test paper when the test taker is finished.)
10. When the tests are done, escort the test taker back to the classroom.

**Notes**

- Each TIN should be used only once.
- Do not help the test taker respond to any item in the actual test, even if he/she is struggling.

SAMPLE

## Testing Procedure – Computer Delivery

The test is individually administered. Allow about 15 minutes total for the practice test and 20 minutes for the actual test, for a total of 35 minutes.

1. Make sure Ordinate’s testing software has been installed and tested on a computer in a quiet area. If it is not already open, launch Ordinate’s IDT software

by double clicking the IDT icon.  If asked about the Security of Ordinate Corporation, click **Yes**.

2. Escort the test taker (or have an aide or volunteer escort the test taker) to the computer.

3. Fit the test taker with the microphone headset. Make sure the microphone is directly in front of (but does not touch) the test taker’s mouth. Seat the test taker at a comfortable distance in front of the computer screen.

Encourage the test taker to speak up and respond with confidence. Tell the test taker to say “I don’t know” if he/she does not understand or cannot respond to a particular item. Answer any questions that the test taker may have.

4. When the test taker is ready to begin, enter the test taker’s Test Identification Number (TIN) for the practice test in the field labeled **Test Identification Number** (the TIN should be different for each test taker). Then click the **Submit** button.

5. Click the **Get Test** button and wait for the test to download.

6. Click **Start Test**. The system will calibrate the playback volume and microphone input.

7. Help the test taker adjust the playback volume by using the keys on the keyboard with up and down arrows.

If the test taker does not hear anything, check to make sure that the headset is plugged in correctly. If the test taker does not hear anything, consult Ordinate’s IDT User Guide for troubleshooting. The IDT User Guide can be found at the following web site: [idt.ordinate.com/idt](http://idt.ordinate.com/idt), Section 5.1.

When the test taker is comfortable with the volume help the test taker click the **Continue** button at the bottom of the screen.

8. The system will automatically bring the test taker to the next page to check the microphone input. You can help the test taker read the sentence on the screen. The system will make three attempts to adjust the input based on the test

taker's voice. If it cannot calibrate the input, it will show an error message and abort the test. Otherwise, the system will move on and administer the test.

If the system aborts a test, consult Ordinate's IDT User Guide for troubleshooting. The IDT User Guide can be found at the following web site: [idt.ordinate.com/idt](http://idt.ordinate.com/idt) Section 5.1.

9. At this point, the test taker begins the test. Monitor the test taker as he or she takes the test. The test taker should listen to the instructions and respond into the microphone with words and sentences.

10. After the test taker has finished the test, help the test taker click **End Test**.

11. After the test taker has completed the practice test, answer any questions the test taker may have before moving on to the actual test.

12. Enter the test taker's assigned TIN for the actual test. Click **Submit**.

13. Repeat Steps 5 through 10 for administering the real test. (Click **Get Test**, click **Start Test**, help the test taker during volume and microphone calibration, monitor the test taker during the test, and click **End Test**.)

14. When the tests are done, escort the test taker back to the classroom.

15. Multiple tests can be administered without exiting the software. When you are ready to exit IDT, go to the **Options** menu and select **Exit**.

When prompted for a password, click **Continue**. (The password is set to null after a new installation).

### Notes

- Each TIN should be used only once.
- Do not help the test taker respond to any item in the actual test, even if he/she is struggling.

## Appendix: Test Paper for Practice Test



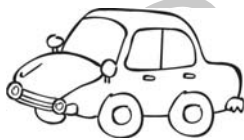
*Versant for English* – Elementary School Level

Test Identification Number  
**1234 5678**

Thank you for calling the Ordinate testing system.  
Please enter your Test Identification Number on the telephone keypad.  
Now, please say your name.  
Now, please follow the instructions for Parts A through G.

**Part A: Choosing Words.** Please read the word that describes the picture.

1.

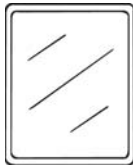


bike

bus

car

2.



chair

bed

mirror

3.



work

ride

study

**Part B: Reading Sentences.** Please read each sentence aloud when you are asked to do so.

1. I have eight dollars.
2. I don't want to study.
3. We will play video games.

**Part C: Repeating sentences.** Please listen to each sentence and then repeat it.

**Example:** a voice says, "Close the door, please."  
And you say, "Close the door, please."

**Part D: Describing Pictures. Look at the picture and listen to the two sentences. Repeat the sentence that best describes the picture.**

**Example:** You see a picture of a car.



when you hear, "This is a car. I like to go shopping."  
you say, "This is a car."

1.



2.



3.



**Part E: Answering questions. Please listen to each question and choose the best answer.**

**Example:** You see the words “bed, shower, elephant”.  
When a voice says, “What can you see in a bathroom?”  
you say, “shower”.

1.	teacher	sister	friend
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2.	cat	giraffe	elephant
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3.	blackboard	sofa	kitchen
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**Part F: Choosing sentences. Listen to the question. Then read the sentence that best answers the question.**

**Example:** You see the sentences “I’m fine. I’m sixteen. You look nice.”  
When a voice says, “How are you?”  
you say, “I’m fine.”

1. Twelve o’clock.  
Have a good time!  
Be careful next time.
2. It’s windy.  
I have a cold.  
I love to cook outside.
3. It’s time to go.  
You can take the bus.  
To the department store.

**Part G: Story Retelling. Now, listen to this short story. Make sure you pay attention. After the story, you will be asked to retell it in English as best you can.**