

SECTION EIGHT

TEST ADMINISTRATION

8.1 Administration

It is recommended that schools take the Home Test first. Students should be familiar with the item format, and test practice can be maximised where relevant. Practice material for specific tests can be incorporated into teachers' instructions.

Administration of Foreign Tests should not involve any additional problems. However, teacher manuals, student response types, material compilation and teacher preparation need to be considered given time, familiarity, curriculum relevance and other issues that may arise.

8.2 Storage and management of testing and data

Storage and management of testing and data will occur at the Phase Two research headquarters. At this location all test materials, administration manuals and personnel involved in dispatch will need to be assembled.

8.2.1 Responsibilities of Phase Two personnel

Phase Two administration tasks will include

- collecting materials from each State/Territory: test, manuals, school lists, sampling frames
- packaging materials for dispatch
- dispatching materials
- monitoring delivery
- prompting schools for returns
- handling calls for assistance
- collecting materials from schools
- follow-up of outstanding materials
- packaging materials for scanning/scoring
- liaison during scanning
- management of central marking

- collecting and checking data sets
- compilation of data sets
- provision of data to data analysis
- archiving student scripts.

8.3 Delivery

It is important that correct test forms in the correct quantity are delivered on time to schools. The Phase Two research team will be responsible for organising the delivery of test forms.