

# **New York City Gifted & Talented Assessment Program (GTAP) 2018-2019**

G&T Test Administrator Training

## **Responsibilities of the Test Administrator**



**Department of  
Education**

# Responsibilities of the Test Administrators

**GTAP tests should be administered on the same day. The Nonverbal assessment should be administered first and the Verbal assessment second. The *G&T Test Coordinator's Manual* supersedes any test-specific information relating to the scheduling of the test; materials needed; and any before-, during-, or after-testing instructions.**

*Follow a testing schedule that avoids a rushed session and/or student fatigue. You should also confirm families were given at least two days notice of testing date.*

## Preparing to Test

Be sure you have the following supplies available for use during testing:

- A sufficient quantity of sharpened #2 pencils with erasers
- Pencil sharpeners
- Appropriate test-specific materials
  - GTAP test booklets and *Directions for Administering*
- Supply of place markers for the Verbal assessment
- A timing device for Verbal assessment (wristwatch, wall/desk clock—no cell phones)
- A “TESTING—DO NOT DISTURB” sign to post on the classroom door

### **As Test Administrators, your responsibilities include:**

- Verifying the student preprinted information to the student demographic page of the GTAP test booklet.
- Completing the student’s information on the student demographic page of the GTAP test booklet for those students without preprinted information.
- Ensuring all information is printed legibly.
- Organizing the test materials after testing.
- Making sure your TA ID # is written and bubbled. Your TA ID will be given to you by your Testing Coordinator.

### **The Test Administrators must also:**

- Ensure that students are not allowed to examine the GTAP test booklet prior to testing and that no part of a GTAP test booklet be reproduced.
- Read and become familiar with pages 25–28 of the *G&T Test Coordinator's Manual*. The section **Responsibilities of the Test Administrators** contains valuable information concerning the 2017-2018 New York City Gifted & Talented Program and supersedes any directions given in the *GTAP Directions for Administering*.
- Become thoroughly familiar with all testing documents.

- Remove and/or cover any information from bulletin boards and walls that might supply answers to test questions.

## Completing the Demographic Page

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Please follow these instructions when filling out the demographic page. **Boxes 2, 3, and 4 need not be completed if the GTAP test booklet has preprinted student demographic information.** Refer to the example in Appendix B.

- **Box 1**  
**Must be completed even if a preprinted GTAP test booklet is used.** Print the requested information in all five sections. Ensure that the student name printed in Box 1 matches the student name on the preprinted GTAP test booklet.
- **Box 2**  
Print one letter of the student's name in each box and darken the appropriate bubbles.
- **Box 3**  
Darken the bubble for the month of the student's birth date. Print the day and year of the student's birth date and darken the appropriate bubbles.
- **Box 4**  
Print the student OSIS or GT ID and darken the appropriate bubbles.
- **Box 5**  
Darken the bubble for the month of the test date. Print the day of the test date and darken the appropriate bubbles.
- **Box 6**  
Print the TA ID number and darken the appropriate bubbles.
- **Box 7**  
Print the hour and minutes the student began testing and darken the appropriate bubbles.
- **Box 8**  
Darken the bubble for the language in which the student is testing, **including English.**

## Preprinted Student Demographic Information

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Preprinted student demographic information was generated for all students in grades Pre-K–2 for whom a *Request for Testing* form was submitted to the NYCDOE by the deadline of November 13, 2017.

Please verify the student’s demographic information is correct prior to using the GTAP test booklet. Also, verify that the GTAP test booklet is the appropriate level for the student’s age. **If the pre-ID student demographic information is not correct, write in the correct information and bubble in the new information. Discard the GTAP test booklet only if the year of birth is incorrect.**

If your school did not receive preprinted student demographic information, all information requested on the back cover of the GTAP test booklet must be completed by printing and gridding the student’s demographic information.

**In the event it is necessary to print and grid the student’s demographic information, and you do not know the student’s 9-digit OSIS or GT ID number, contact your G&T Test Coordinator.**

## Organizing the Scorable Documents After Testing

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Before organizing the machine-scorable documents to be sent to the scoring center in Cedar Rapids, Iowa, check each scorable document to be sure that:

- All responses have been marked with a #2 pencil. Light marks and marks made with colored pencil, ink, or felt-tip pen cannot be properly scored. These should be marked over with a #2 pencil.
- All pages have been administered and answer choices are clearly marked (bubbled in—not circled or X-ed).
- Items that have not been attempted should be specifically noted on the Testing Log.
- The name grids for students without preprinted student demographic information have been completed as specified, and one circle is filled in for each letter in the columns provided.
- The date-of-birth sections have been completed and are accurate. **This is very important when testing Nonverbal and Verbal because scores cannot be determined without exact birth dates.**

**NOTE:** The scorable documents need not be alphabetized; this will be done automatically by the computer.

## Checklist for the Test Administrators

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### Activities Before Test Administration

- Become thoroughly familiar with the *GTAP Directions for Administering* and these pages.
- Remove and/or cover any materials from bulletin boards and walls that might supply answers to test questions.
- Become thoroughly familiar with procedures related to scorable documents.
- Receive test materials from your G&T Test Coordinator.
- Follow your school's testing schedule and announce the test dates and schedule to students and/or parents at least two days in advance.
- Be sure to establish/follow a test schedule that avoids a rushed session and student fatigue.

### Activities During Test Administration

- Provide the proper testing environment.
- Have an extra supply of sharpened #2 pencils.
- Administer the tests.
- Follow all start and stop commands as stated in the *GTAP Directions for Administering*.

### Activities After Test Administration

- Check all scorable documents to make sure erasures are complete and neat.
- Check all scorable documents to make sure all light marks are erased and marks made with pen or colored pencil have been marked over with a #2 pencil.
- Return ALL test materials, *Directions for Administering*, and unused GTAP test booklets to your G&T Test Coordinator.
- Check that all pages of the Nonverbal portion of the test have been administered to be sure all answers have been accurately recorded and items that have been attempted are clearly marked (bubbled in).
- Check that all pages of the Verbal portion of the test have been administered to be sure all answers have been accurately recorded and answer choices are clearly marked (bubbled in).
- Fill out a Testing Log for each tester, whether or not irregularities occurred during testing (see Appendix F).