

# Wyoming's Legislators Back to School Program



## Detailed Instructions for Administering the *Test for Middle School Students*

Please administer the pre-tests and the post-tests during the timeframes noted in the intervention or control classroom instructions. No time limit should be imposed, but the test is designed to be completed by most students in approximately 12 minutes. Please ensure that students are given sufficient time to read and respond to all items; that students do not discuss the items or their responses during the testing period; and that distractions are minimized throughout the testing period. On the day you administer the *Test for Middle School Students* (please note: the same test is given for both the pre-test and post-test), please distribute tests and the *General Purpose Answer Sheet* (purple bubble sheet) sent to you and guide students through preliminary steps as follows:

1. Ask every student *who is willing to do so* to take the test. If a student whose parents have not signed the consent form wishes to take the test, you may permit him or her to do so, but data for those students will not be analyzed. TPACT will discard those students' answer sheet when we match answer sheets with parental consent forms to protect parents' right to refuse participation.
2. Ask students to turn to the back of their answer sheets (the side with spaces for name, sex, birth date, etc.—not the side showing a pencil)
3. Ask students to print their last name, first name, and middle initial in the boxes at the top of the grid, then to bubble-in the letters in the columns below the boxes.
4. Ask students to complete the sex, grade, and birth date sections.
5. Write your two-digit class identification code on the board and ask students to write this code in the first two boxes (boxes A and B) under "Identification No."
6. Also ask them to bubble-in the code just below the boxes. *[This code is important for research design and bookkeeping purposes. Results will not be reported on a class-by-class basis.]*
7. Ask students to turn their answer sheets to Side 1 (the side showing a pencil).
8. Ask them to mark their answers to items 1 through 20 in the corresponding answer sheet fields on Side 1.
9. If any confusion occurs when students reach items 12 through 20, please tell them to base their choices on their own opinions in answering these items. There are no right or wrong answers to items in this section of the test.
10. Please use the enclosed envelope to return the parent consent forms and answer sheets to: Kathleen Sullivan, 253 County Road 325, Oxford, MS 38655. Note: please do not send different class periods or pre- and post-tests together in the same envelope. A coded envelope is provided for each class period for each test administered to simplify research compilation.
11. Please direct questions to Kathleen Sullivan, TPACT Senior Associate, at 662-513-4222 (office) or 662-816-6610 (cell) or to Wendy Madsen at the Legislative Service Office at 307-777-7881.

**WE EXTEND A SINCERE THANK YOU TO YOU AND YOUR STUDENTS FOR PARTICIPATING IN THIS STUDY**