

## Form Task Administration Instructions

### Before the Test

1. Make sure there are enough testing materials for each learner being tested.
  - Form Task (410 or 411)
  - Pencils or pens (learners may write in either pen or pencil)
2. Explain the general purpose of the test.
3. Pass out the Form Task (410 or 411).
4. Tell learners they cannot use dictionaries or other such aids. They may write in pen or pencil.
5. Read aloud the DIRECTIONS for the Form Task:
  - **Fill out this form for yourself or someone else.**
  - **Fill it out as completely as you can.**
  - **You have 30 minutes.**
6. Clarify the task as necessary by repeating test directions, but do not explain how to fill out the form. Tell students that they do not have to provide a social security number; this is a confidentiality issue. Tell students that they may not refer to personal identification during the test.
7. Note: Additional instructions to print or type and to write “N/A” appear at the beginning of the form. These instructions should not be read aloud to the examinees.
8. Begin the test.

### During the Test

9. Inform learners when 25 minutes have passed, and ask them to complete what they are writing and check their work in the remaining five minutes. After 30 minutes, students should stop writing. Those who finish early can use the extra time to check their work.
10. Call time after 30 minutes.

### After the Test

11. Collect all test materials. For test security reasons, always store the test prompts in a secure place.

I have fully read the form task test administration directions and understand the importance of adhering to the testing guidelines in order to ensure the integrity and validity of the assessment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date