

Picture Task Administration Instructions

Before the Test

1. Make sure there are enough testing materials for each learner being tested.
 - Picture Task Response Sheet
 - Picture Task Prompt
 - Pencils or pens (learners may write in either)
 - Scratch paper
2. Explain the general purpose of the test. Pass out the Picture Task Prompts and Response Sheets.
3. Ask learners to complete the information (name, date, and site) on the top of the Response Sheet.
4. If appropriate for the level, ask if anyone would like any scratch paper. Scratch paper may be inappropriate to use at the lower levels. If scratch paper is used, remind students they still have only 30 minutes to complete the task.
5. Tell learners they cannot use dictionaries or other such aids. They may write in pen or pencil.
6. Read aloud the DIRECTIONS for the Picture Task:
 - **Look at the picture.**
 - **Write as much as you can about one or more things that are happening in the picture.**
 - **Use the best English you can.**
 - **You have 30 minutes. Check your writing when you finish.**
7. Clarify the task as necessary by repeating test directions. In order to obtain standardized results, it is important to give the test directions exactly as they appear. Do *not* elaborate or give suggestions on what to write or how to approach the task. For example, it is inappropriate to tell learners they can give names to the people in the picture, create a story, etc.
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 (Picture Task Response Sheets, Picture Task Prompts). For test security reasons, always store the test prompts in a secure place.

I have fully read the picture 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