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# Test Administration and Scoring Guide

The following tests for *Interchange Fourth Edition* Intro and Levels 1–3 are progress tests (also known as criterion reference tests), which only test what Ss have actually studied, learned, and practiced in a unit or set of units. These tests assess Ss' learning of grammar, conversational expressions, productive vocabulary, and listening and reading skills. Tests for Units 1–8 draw on the first eight units of the Student's Book. Tests for Units 9–16 draw on the last eight units of the Student's Book. Only items actively presented and practiced in the Student's Book are tested. For testing convenience, there are two versions, A and B, of each test. Both versions test the same areas. Each test takes approximately 45–60 minutes to complete.

## When to give a test

- Give the appropriate test after the class has completed half of the Student's Book, i.e., eight units and the accompanying Progress checks.

## Before giving a test

- Photocopy, collate, and staple the test pages – one test for each S in the class.
- Schedule a class period of about 45–60 minutes for the test.
- Locate the listening selection on the Audio CD.
- Tell Ss that they are going to have a “pencil and paper” test. Oral production will not be tested. Suggest that they prepare for the test by reviewing the appropriate units. In studying for the test, Ss should pay particular attention to the Conversations, Perspectives (in Levels 2–3), Grammar Focus points, and Word Power exercises. Tell Ss that the test will also contain a listening section and, in Levels 1–3, a short reading section.

## How to give a test

- Explain that the point of the test is not to have Ss compete with each other for the highest grade; rather, the test will inform each S and the teacher about how well the material was learned and what material, if any, may need extra review and practice.
- On the day of the test, hand out one photocopy of the test to each S.
- Encourage Ss to take about five minutes to look through the test, without answering any of the test items. Make sure Ss understand the instructions,

e.g.: “Check (✓) the correct answers.” “Complete the conversations.” “Circle T true and F false.”

- Tell Ss that about five minutes of the test time will be used for the listening section, parts A and B, which is the first portion of the test. However, it is up to the teacher to decide whether to give the listening section near the beginning or the end of the test-taking time.
- Tell Ss that they are not allowed to use their Student's Books or dictionaries during the test.
- To help Ss use their time efficiently and to finish on time, write the total time for the test on the board before beginning, e.g., *Total time: 45 minutes*.
- After the test begins, revise the time shown on the board every ten minutes or so to let the class know how much time is left.
- When giving the listening section of the test, direct the class to parts A and B, and go over the instructions. Advise Ss just to listen the first time they hear the audio program, and then to listen and mark their answers during the second playing. Then play the audio program twice, without stopping or pausing.

## Alternative presentation

- If there is a limited class time to administer the test, tell Ss to complete all but parts A and B of the test at home. Advise Ss to complete the test in 40 minutes and not to use their Student's Books or dictionaries. During the following class, take five minutes to play the audio program and to complete parts A and B of the test.

## How to score a test

- Either collect the test and use the Test Answer Key to score it, or go over the test with the class while allowing each S to correct his or her own test. Alternatively, tell Ss to exchange tests with a partner and correct each other's tests as you elicit the answers or read them aloud.
- Each test has a total score of 50 points. If a letter grade is useful to the teacher and the Ss, this scoring system can be used:  
45 – 50 points = A or Excellent  
40 – 44 points = B or Very good  
35 – 39 points = C or Fair  
34 or below = Need to review the unit(s)