

# SAT

Student Assessment Tracker

## Administration Handbook 2018

### **GENERAL INFORMATION**

This handbook sets out administration instructions for the Student Assessment Tracker for Year 1, 2, 3, 4 and 5.

SAT is designed to assess what students can do in Reading, Writing and Numeracy in Year 1, Year 2, Year 3, Year 4 and Year 5, and Science in Year 4 and Year 5. The test caters for the range of student abilities. Some questions are easy, some a little harder and some are very difficult. Students should try to do as much of the test as they can.

Your participation in the administration of SAT is essential and we thank you in advance for your valuable contribution.

### **TEST MATERIALS SUPPLIED TO YOUR SCHOOL**

You should receive the following materials for your school:

- a Literacy booklet (A, B or C) for each student in Year 1, 2 and 3
- a Reading booklet (A, B or C) for each student in Year 4 and 5
- a Writing booklet (A, B or C) for each student in Year 4 and 5
- a Numeracy booklet (A, B or C) for each student in Year 1, 2, 3, 4 and 5
- a Science booklet for each student in Year 4 and 5
- a witness form for invigilators and students

If any materials are missing or you do not have enough materials, please contact your examinations supervisor.

### **SCHOOL PREPARATION**

Ensure the school is able to provide:

- secure storage for the tests at all times
- seating arrangements that ensure students are not able to copy each other's work
- some pens, sharpened pencils and an eraser for each participating student.

## SAT LITERACY (Year 1, 2 & 3)

### THE BOOKLETS

There are three Literacy booklets (A, B and C) for the SAT 2018. One student only sit for one booklet.

### STUDENT DETAILS

Give each student a Literacy booklet.

Make sure that each student has a pen or pencil and an eraser.

Help the students to fill in all the information on the front cover.

If necessary, read out the student detail questions to students who are having problems.

Students do the test by themselves. Do not read any of the passages or the questions to the students or give hints about how to answer the questions.

**SAY** *Now you are going to do the literacy test. Wait until I tell you to start.*

*You need to read the information and then answer the questions.*

*When you are doing the test, do not talk to other students.*

*Try to answer all the questions, even if you are not sure.*

*Don't worry if there are some things you cannot read. Some parts of this test are easy and some parts are hard. Do the best you can.*

*You will not lose marks for getting the wrong answer or for making spelling mistakes so try to answer everything.*

*You may start now.*

Watch the students carefully. If a student is working slowly, remind him to leave the questions he can't do and go on to the next ones. Remind students that if they finish early, they can go back and try to answer any questions they missed.

5 minutes before the end of the test

**SAY** *You have 5 minutes left. You need to try to answer all the questions.*

After 5 minutes

**SAY** *It is time to finish. Please stop what you are doing.*

Allow students an extra few seconds to complete the question they are working on.

Collect all the test booklets (used and unused) and put them in the school's secure storage area.

## SAT WRITING (Year 4 & 5)

### THE BOOKLET

There are three Literacy booklets (A, B and C) for the SAT 2018. One student only sit for one booklet.

### STUDENT DETAILS

Give each student a Writing test booklet.

Make sure that each student has a pen or pencil and an eraser.

Help the students to fill in all the information on the front cover.

### INTRODUCTION TO WRITING TEST

**SAY** *We are going to do a writing test today so we can find out how good you are at writing a story. Please put down your pencils. You must not write anything yet. Turn over the page and look at the picture.*

Check that all students are looking at the picture and are not writing anything.

**SAY** *This picture can help you to write a story. You can use it as the first part of your story. Then you need to add more ideas of your own. You need to write the rest of your story using your own ideas.  
Look at what is happening in the picture. I will ask you some questions to help you get ideas for your story. Think about your ideas quietly to yourself.*

Read through the following list of questions. Allow students time to think after you read each question. Students are not allowed to talk or ask questions.

**SAY** *What do you think is happening?  
Who are the people in the picture?  
What are the people doing?  
Where is the story taking place?  
How are the people feeling?*

*Look at the sentence after the picture. **What happens next?**  
This is your story. You decide what happens next. What interesting ideas can you think of?*

Read through the following list of questions. Allow students time to think after you read each question. Students are not allowed to talk or ask questions.

**SAY** *What do you think will happen **after** the picture?  
Where will the people go?  
What will the people do?  
What kind of adventure will the people have?  
How will your story end?*

Give students a few moments to think about what happens next.

**SAY** *Before you start writing, let's think about what makes a good story. A good story should have a beginning, a middle and an end. It needs interesting ideas that make the reader excited and it should be written clearly with good words. Try to use the best words you know even if you are not sure about how to spell them. You need to try your best, and you should not worry if you make a mistake.*

## **WRITING TEST**

**SAY** *You have \_\_\_ minutes to write your story using the picture **AND** what you think happens next in your story. You should write at least one page. If you need extra paper, put up your hand and I will bring you more paper. You can start writing now.*

5 minutes before the end of the test

**SAY** *You have 5 minutes left to complete your story.*

After 5 minutes

**SAY** *It is time to finish. Please stop what you are doing.*

Allow students an extra few seconds to complete the sentence they are writing. Collect in all the test booklets (used and unused) and put them in the school's secure storage area.

## SAT READING (Year 4 & 5)

### THE BOOKLETS

There are three Reading booklets (A, B and C) for the SAT 2018. One student only sit for one booklet.

### STUDENT DETAILS

Give each student a Reading test booklet.

Make sure that each student has a pen or pencil and an eraser.

Help the students to fill in all the information on the front and *inside* covers.

If necessary, read out the student detail questions to students who are having problems.

### READING TEST

Students do the Reading test by themselves. Do not read any of the passages or the questions to the students or give hints about how to answer the questions.

**SAY** *Now you are going to do the Reading test. Wait until I tell you to start.*

*You need to read the information and then answer the questions.*

*When you are doing the test, do not talk to other students.*

*Try to answer all the questions, even if you are not sure.*

*Don't worry if there are some things you cannot read. Some parts of this test are easy and some parts are hard. Do the best you can.*

*You will not lose marks for getting the wrong answer or for making spelling mistakes so try to answer everything.*

*You may start now.*

Watch the students carefully. If a student is working slowly, remind him to leave the questions he can't do and go on to the next ones. Remind students that if they finish early, they can go back and try to answer any questions they missed.

5 minutes before the end of the test

**SAY** *You have 5 minutes left. You need to try to answer all the questions.*

After 5 minutes

**SAY** *It is time to finish. Please stop what you are doing.*

Allow students an extra few seconds to complete the question they are working on.

Collect all the test booklets (used and unused) and put them in the school's secure storage area.

## SAT NUMERACY (Year 1, 2, 3, 4 & 5)

### THE BOOKLETS

There are three Numeracy booklets (A, B and C) for the SAT 2018. One student only sit for one booklet.

### STUDENT DETAILS

Make sure that each student has a pen or pencil, an eraser and a ruler.

Give each student one booklet.

Help the students to fill in all the information on the front cover of their booklet.

**SAY** *We are going to do a Numeracy test today. There is one booklet to complete.*

*You need to read the information and then answer the questions.*

*When you are doing the test, do not talk to other students.*

*Try to answer all the questions, even if you are not sure.*

*Don't worry if there are some questions you cannot read. Some parts of this test are easy and some parts are hard. Do the best you can.*

*You will not lose marks for getting the wrong answer or for making spelling mistakes so try to answer everything.*

*Does everyone have a booklet?*

**SAY** *Remember you must show your working in the space below the question.*

*You may start now.*

5 minutes before the end of the test

**SAY** *You have 5 minutes left. You need to try to answer all the questions.*

After 5 minutes

**SAY** *It is time to finish. Please stop what you are doing.*

Allow students an extra few seconds to complete the question they are working on.

Collect all the test booklets (used and unused) and put them in the school's secure storage area.

## SAT SCIENCE (Year 4 & 5)

### THE BOOKLETS

There are one Science booklet for the SAT 2018.

### STUDENT DETAILS

Make sure that each student has a pen or pencil, an eraser and a ruler.

Give each student one booklet.

Help the students to fill in all the information on the front cover of their booklet.

**SAY** *We are going to do a Science test today. There is one booklet to complete.  
You need to read the information and then answer the questions.  
When you are doing the test, do not talk to other students.  
Try to answer all the questions, even if you are not sure.  
Don't worry if there are some things you cannot read. Some parts of this test are easy and some parts are hard. Do the best you can.  
You will not lose marks for getting the wrong answer or for making spelling mistakes so try to answer everything.  
xDoes everyone have a booklet?*

Check that everyone has a booklet before starting the test.

**SAY** *You may start now.*

5 minutes before the end of the test

**SAY** *You have 5 minutes left. You need to try to answer all the questions.*

After 5 minutes

**SAY** *It is time to finish. Please stop what you are doing.*

Allow students an extra few seconds to complete the question they are working on.

Collect all the test booklets (used and unused) and put them in the school's secure storage area.