Appendix C

WJ IV *Tests of Achievement* Examiner Training Checklist

Name of Examiner: _____   Date: _____

Name of Examinee: _____   Name of Observer: _____

| Y = Yes   N = No   N/O = Not Observed |

Test 1: Letter-Word Identification

(circle one)

Y   N   N/O   1. Knows exact pronunciation of each item.

Y   N   N/O   2. Uses suggested starting points.

Y   N   N/O   3. Asks examinee to reread all items on page if response is unclear and then scores only item in question.

Y   N   N/O   4. Does not tell examinee any letters or words during test.

Y   N   N/O   5. Gives reminder to pronounce words smoothly only once during test.

Y   N   N/O   6. Tests by complete pages.

Y   N   N/O   7. Encourages examinee to try next word after 5 seconds unless examinee is still actively engaged in trying to pronounce word.

Y   N   N/O   8. Counts all items below basal as correct.

Test 2: Applied Problems

Y   N   N/O   1. Uses worksheet in Response Booklet.

Y   N   N/O   2. Uses suggested starting points.

Y   N   N/O   3. Reads all items to examinee.

Y   N   N/O   4. Provides Response Booklet and pencil at any time if examinee requests it or appears to need it (e.g., uses finger to write on table or in air).

Y   N   N/O   5. Gives examinee pencil and Response Booklet at Item 25.

Y   N   N/O   6. Repeats any questions if requested by examinee.

Y   N   N/O   7. Does not require examinee responses to contain unit labels unless specified in Test Book correct keys.

Y   N   N/O   8. Scores item incorrect if numeric response is wrong or if examinee provides incorrect label (required or not).

Y　　N　　N/O　　9.　Tests by complete pages.

Y　　N　　N/O　　10.　Counts all items below basal as correct.

Test 3: Spelling

Y　　N　　N/O　　1.　Uses Response Booklet and pencil.

Y　　N　　N/O　　2.　Uses suggested starting points.

Y　　N　　N/O　　3.　Knows correct pronunciation of all items.

Y　　N　　N/O　　4.　Does not penalize for poor handwriting or reversed letters as long as letter does not form different letter (e.g., reversed *b* becomes *d* and would be an error).

Y　　N　　N/O　　5.　Requests printed (manuscript) responses but accepts cursive responses.

Y　　N　　N/O　　6.　Accepts upper- or lowercase responses unless case is specified.

Y　　N　　N/O　　7.　Counts all items below basal as correct.

Test 4: Passage Comprehension

Y　　N　　N/O　　1.　Begins with Introduction for examinees at preschool or kindergarten level.

Y　　N　　N/O　　2.　Begins with Item 5 for examinees at grade 1 level.

Y　　N　　N/O　　3.　Begins with Sample Item B for all other examinees and then selects appropriate starting point.

Y　　N　　N/O　　4.　Does not insist on silent reading if examinee persists in reading aloud.

Y　　N　　N/O　　5.　Does *not* tell examinee *any* words.

Y　　N　　N/O　　6.　Accepts only one-word responses as correct unless indicated otherwise by scoring key.

Y　　N　　N/O　　7.　Asks examinee to provide one word that goes in blank when he or she reads item aloud and provides answer in context.

Y　　N　　N/O　　8.　Scores responses correct if they differ in verb tense or number, unless otherwise indicated.

Y　　N　　N/O　　9.　Scores responses incorrect if examinee substitutes different part of speech, unless otherwise indicated.

Y　　N　　N/O　　10.　Tests by complete pages.

Y　　N　　N/O　　11.　Counts all items below basal as correct.

Test 5: Calculation

Y　　N　　N/O　　1.　Uses Response Booklet and pencil.

Y　　N　　N/O　　2.　Uses suggested starting points.

Y　　N　　N/O　　3.　Discontinues testing and records score of 0 if examinee responds incorrectly to both sample items.

Y　　N　　N/O　　4.　Accepts poorly formed or reversed numbers.

Y　　N　　N/O　　5.　Scores transposed numbers (e.g., "14" for 41) as incorrect.

Y	N	N/O	6.	Scores items skipped by examinee as incorrect.
Y	N	N/O	7.	Completes any applicable queries as listed in Test Book.
Y	N	N/O	8.	Does not point out mathematical signs or operands to examinee.
Y	N	N/O	9.	Counts all items below basal as correct.

Test 6: Writing Samples

Y	N	N/O	1.	Uses Response Booklet and pencil.
Y	N	N/O	2.	Uses suggested starting points.
Y	N	N/O	3.	Administers prescribed block of items.
Y	N	N/O	4.	Reads any word to examinee upon request.
Y	N	N/O	5.	Uses "Writing Samples Scoring Guide" in Appendix B of Examiner's Manual to score items after testing.
Y	N	N/O	6.	Does not penalize for spelling, punctuation, capitalization, or usage errors unless otherwise indicated in "Writing Samples Scoring Guide."
Y	N	N/O	7.	Asks examinee to write as neatly as possible if responses are illegible or difficult to read.
Y	N	N/O	8.	Consults Writing Samples "Scoring Table" on Test Record to determine when additional items need to be administered (score falls in shaded area).
Y	N	N/O	9.	Scores Items 1–6 as 1 or 0 points as indicated in "Writing Samples Scoring Guide."
Y	N	N/O	10.	Scores Items 7–28 as 2, 1, or 0 points as indicated in "Writing Samples Scoring Guide."
Y	N	N/O	11.	Knows that .5 and 1.5 can be used to score responses that fall between 0-, 1-, and 2-point examples.
Y	N	N/O	12.	Does not penalize for spelling or handwriting errors unless words are illegible.
Y	N	N/O	13.	Scores sentences that are illegible as 0.
Y	N	N/O	14.	Does not ask examinee to read his or her response to score item.
Y	N	N/O	15.	Alternates between assigning higher and lower scores when unsure of how to score certain items.
Y	N	N/O	16.	Scores items based on examinee's interpretation of picture.
Y	N	N/O	17.	If examinee writes more than one sentence for item, selects and scores one sentence that best satisfies task demands.
Y	N	N/O	18.	Reduces score by 1 point for severe grammatical or usage errors or if a significant word is illegible.
Y	N	N/O	19.	Does not penalize minor grammatical or usage errors.
Y	N	N/O	20.	Rounds scores ending in .5 to nearest *even* number.
Y	N	N/O	21.	Enters score for only one block of items (even if more than one block was administered) into scoring program.

Test 7: Word Attack

Y	N	N/O	1.	Uses suggested starting points.
Y	N	N/O	2.	Knows correct pronunciation of each item.
Y	N	N/O	3.	Says most common sound (phoneme) for letters printed within slashes (e.g., /p/), not letter name.
Y	N	N/O	4.	Reminds examinee to say words smoothly only once during test if examinee pronounces nonword phoneme by phoneme or syllable by syllable.
Y	N	N/O	5.	Asks examinee to reread all items on page if response is unclear and then scores only item in question.
Y	N	N/O	6.	Does *not* tell examinee *any* letters or words during test.
Y	N	N/O	7.	Tests by complete pages.
Y	N	N/O	8.	Counts all items below basal as correct.
Y	N	N/O	9.	Records errors for further analysis.

Test 8: Oral Reading

Y	N	N/O	1.	Uses suggested starting points.
Y	N	N/O	2.	Follows Continuation Instructions to determine what to administer or when to discontinue testing.
Y	N	N/O	3.	Has examinee read sentences aloud.
Y	N	N/O	4.	Knows correct pronunciation of each item.
Y	N	N/O	5.	Scores as incorrect mispronunciations, omissions, insertions, substitutions, hesitations of 3 seconds, repetitions, transpositions, and ignoring punctuation.
Y	N	N/O	6.	Marks slash (/) at each point on Test Record where error occurs.
Y	N	N/O	7.	After hesitation of 3 seconds, marks word as incorrect and tells examinee to go on to next word.
Y	N	N/O	8.	Knows that self-corrections within 3 seconds are not counted as errors.
Y	N	N/O	9.	Scores each sentence as 2 (no errors), 1 (one error), or 0 (two or more errors).
Y	N	N/O	10.	Records Number of Points earned on items administered.

Test 9: Sentence Reading Fluency

Y	N	N/O	1.	Uses stopwatch.
Y	N	N/O	2.	Uses Response Booklet and pencil.
Y	N	N/O	3.	Begins with sample items and practice exercise for all examinees.
Y	N	N/O	4.	Discontinues testing if examinee has 2 or fewer items correct on Practice Exercises C–F and records score of 0 on Test Record.
Y	N	N/O	5.	Adheres to 3-minute time limit.

Y	N	N/O	6.	Records exact starting and stopping times if stopwatch is unavailable.
Y	N	N/O	7.	Records exact finishing time in minutes and seconds on Test Record.
Y	N	N/O	8.	Reminds examinee to read each sentence if he or she appears to be answering items without reading.
Y	N	N/O	9.	Does not tell examinee any letters or words.
Y	N	N/O	10.	Reminds examinee to continue if he or she stops at bottom of page or column.
Y	N	N/O	11.	Counts number of correct responses and number of errors.
Y	N	N/O	12.	Does not count skipped items as incorrect.
Y	N	N/O	13.	Enters both Number Correct and Number Incorrect into scoring program.
Y	N	N/O	14.	Subtracts Number Incorrect from Number Correct when obtaining estimated AE/GE from Test Record.
Y	N	N/O	15.	Uses scoring guide overlay to facilitate scoring.

Test 10: Math Facts Fluency

Y	N	N/O	1.	Uses stopwatch.
Y	N	N/O	2.	Uses Response Booklet and pencil.
Y	N	N/O	3.	Begins with Item 1 for all examinees.
Y	N	N/O	4.	Discontinues testing if examinee has 3 or fewer items correct after 1 minute and records time of 1 minute and Number Correct (0 to 3) on Test Record.
Y	N	N/O	5.	Adheres to 3-minute time limit.
Y	N	N/O	6.	Records exact starting and stopping times if stopwatch is unavailable.
Y	N	N/O	7.	Records exact finishing time in minutes and seconds on Test Record.
Y	N	N/O	8.	Does not draw attention to mathematical signs or remind examinee to pay attention to signs during test.
Y	N	N/O	9.	Does not penalize for poorly formed or reversed numbers.
Y	N	N/O	10.	Reminds examinee to proceed across page from left to right, row by row, if he or she starts skipping around.
Y	N	N/O	11.	Reminds examinee to continue if he or she stops at bottom of first page.
Y	N	N/O	12.	Uses scoring guide overlay to facilitate scoring.

Test 11: Sentence Writing Fluency

Y	N	N/O	1.	Uses stopwatch.
Y	N	N/O	2.	Uses Response Booklet and pencil.
Y	N	N/O	3.	Begins with sample items for all examinees.
Y	N	N/O	4.	Discontinues testing if examinee has score of 0 on Sample Items B–D *after error correction* and records score of 0 on Test Record.

Y	N	N/O	5.	Discontinues testing if examinee has 3 or fewer correct after 2 minutes and records time of 2 minutes and Number Correct (0 to 3) on Test Record.
Y	N	N/O	6.	Adheres to 5-minute time limit.
Y	N	N/O	7.	Records exact starting and stopping times if stopwatch is unavailable.
Y	N	N/O	8.	Records exact finishing time in minutes and seconds on Test Record.
Y	N	N/O	9.	Reads stimulus word to examinee upon request.
Y	N	N/O	10.	Reminds examinee to continue if he or she stops at bottom of page.
Y	N	N/O	11.	Scores as correct all responses that are complete, reasonable sentences using all target words.
Y	N	N/O	12.	Knows target words may not be changed in any way (e.g., verb tense or nouns changed from singular to plural).
Y	N	N/O	13.	Does not penalize for spelling, punctuation, or capitalization errors.
Y	N	N/O	14.	Does not penalize for poor handwriting or spelling unless response is illegible.
Y	N	N/O	15.	Scores skipped items as incorrect.
Y	N	N/O	16.	Scores responses that omit critical words as incorrect.
Y	N	N/O	17.	Scores responses that omit less meaningful words (e.g., *the* or *a*) as correct if all other criteria are met.
Y	N	N/O	18.	Accepts abbreviations (e.g., *w/* for *with*) or symbols (e.g., *&* for *and*) if all other criteria are met.

Test 12: Reading Recall

Y	N	N/O	1.	Uses suggested starting points.
Y	N	N/O	2.	Follows Continuation Instructions to determine when to continue testing or when to stop.
Y	N	N/O	3.	Does *not* tell examinee *any* words during test.
Y	N	N/O	4.	Allows examinee to read each story silently only once.
Y	N	N/O	5.	Knows elements to be scored are listed on Test Record.
Y	N	N/O	6.	Scores element as correct if examinee uses key word (in bold) or close synonym during retelling.
Y	N	N/O	7.	Does not penalize for mispronunciations resulting from articulation errors, dialect variations, or regional speech patterns.
Y	N	N/O	8.	Scores response correct if it differs from correct response listed only in possessive case, verb tense, or number (singular/plural), unless otherwise indicated in scoring key.
Y	N	N/O	9.	Knows that any number that is a key word (in bold), must be recalled exactly.
Y	N	N/O	10.	Scores derivations of names as correct (e.g., Annie for Ann).

Test 13: Number Matrices

Y	N	N/O	1.	Gives examinee worksheet in Response Booklet and pencil when directed.
Y	N	N/O	2.	Uses suggested starting points.
Y	N	N/O	3.	Provides corrective feedback as indicated for Sample Items A and B.
Y	N	N/O	4.	Tests by complete pages.
Y	N	N/O	5.	Allows 30 seconds for Items 1–6 and 1 minute for Items 12–30 before moving to next item.
Y	N	N/O	6.	Allows more time if examinee is actively engaged in solving problem.
Y	N	N/O	7.	Counts all items below basal as correct.
Y	N	N/O	8.	Records total Number Correct.

Test 14: Editing

Y	N	N/O	1.	Begins with Sample Items A–D for all examinees and then uses suggested starting points.
Y	N	N/O	2.	Discontinues testing if examinee has score of 0 on Sample Items A–D or on Items 1–4 and records score of 0 on Test Record.
Y	N	N/O	3.	Requires examinee to clearly indicate both where error is and how to correct it to receive credit.
Y	N	N/O	4.	Does *not* tell examinee *any* words on this test.
Y	N	N/O	5.	Asks examinee how to correct error if he or she reads item aloud and inadvertently corrects error in context.
Y	N	N/O	6.	Asks examinee how to correct mistake if he or she indicates error without explaining how to correct it.
Y	N	N/O	7.	Tests by complete pages.
Y	N	N/O	8.	Counts all items below basal as correct.

Test 15: Word Reading Fluency

Y	N	N/O	1.	Uses stopwatch.
Y	N	N/O	2.	Uses Response Booklet and pencil.
Y	N	N/O	3.	Administers sample items and practice exercise to all examinees.
Y	N	N/O	4.	Discontinues testing if examinee has 1 or 0 correct on practice exercise and records score of 0 on Test Record.
Y	N	N/O	5.	Adheres to 3-minute time limit.
Y	N	N/O	6.	Records exact starting and stopping times if stopwatch is unavailable.
Y	N	N/O	7.	Records exact finishing time in minutes and seconds on Test Record.
Y	N	N/O	8.	Does *not* tell examinee *any* words during test.
Y	N	N/O	9.	Uses scoring guide overlay to facilitate scoring.

Test 16: Spelling of Sounds

Y   N   N/O   1.   Follows standardized procedures for audio recorded tests.

Y   N   N/O   2.   Uses Response Booklet and pencil.

Y   N   N/O   3.   Uses suggested starting points.

Y   N   N/O   4.   Presents Sample Items A–D and Items 1–5 orally and presents remaining items from audio recording.

Y   N   N/O   5.   Says most common sound (phoneme) for letters printed within slashes (e.g., /m/), not letter name.

Y   N   N/O   6.   Knows that responses listed in Test Book are only correct answers.

Y   N   N/O   7.   Does not penalize for reversed letters as long as letter does not form different letter (e.g., reversed *b* becomes *d* and would be an error).

Y   N   N/O   8.   Scores items 1 if they are spelled correctly or 0 if they are spelled incorrectly.

Y   N   N/O   9.   Does not penalize if examinee does not repeat stimulus word or pronounces it incorrectly. Scores only written response.

Y   N   N/O   10.   Pauses or stops audio recording if examinee requires additional response time.

Y   N   N/O   11.   Replays items examinee requests.

Y   N   N/O   12.   Presents items orally if examinee is not responsive to audio recording.

Y   N   N/O   13.   Counts all items below basal as correct.

Test 17: Reading Vocabulary

Y   N   N/O   1.   Administers both subtests (17A: Synonyms, 17B: Antonyms).

Y   N   N/O   2.   Begins with sample items for all examinees on each subtest.

Y   N   N/O   3.   Uses suggested starting points for each subtest.

Y   N   N/O   4.   Applies basal and ceiling rules correctly to each subtest.

Y   N   N/O   5.   Knows correct pronunciation of each item.

Y   N   N/O   6.   Does not read any words or items to examinee after administering sample items.

Y   N   N/O   7.   Accepts only one-word responses as correct, unless otherwise noted.

Y   N   N/O   8.   Asks for one-word answer if examinee provides two-word or longer response.

Y   N   N/O   9.   Scores responses correct if they differ in verb tense or number, unless otherwise indicated.

Y   N   N/O   10.   Scores responses incorrect if they substitute different part of speech, unless otherwise indicated.

Y   N   N/O   11.   Does not penalize if examinee reads stimulus word incorrectly. Scores only synonym or antonym produced.

Y   N   N/O   12.   Tests by complete pages.

Y   N   N/O   13.   Counts all items below basal on each subtest as correct.

Y	N	N/O	14.	Records errors for further analysis.
Y	N	N/O	15.	Records Number Correct for each subtest.
Y	N	N/O	16.	Enters Number Correct from each subtest into scoring program.
Y	N	N/O	17.	Sums scores from two subtests when obtaining estimated AE/GE from Test Record.

Test 18: Science

Y	N	N/O	1.	Uses suggested starting points.
Y	N	N/O	2.	Knows correct pronunciation of each item.
Y	N	N/O	3.	Repeats any item upon examinee's request.
Y	N	N/O	4.	Tests by complete pages.
Y	N	N/O	5.	Counts all items below basal as correct.

Test 19: Social Studies

Y	N	N/O	1.	Uses suggested starting points.
Y	N	N/O	2.	Knows correct pronunciation of each item.
Y	N	N/O	3.	Repeats any item upon examinee's request.
Y	N	N/O	4.	Tests by complete pages.
Y	N	N/O	5.	Counts all items below basal as correct.

Test 20: Humanities

Y	N	N/O	1.	Uses suggested starting points.
Y	N	N/O	2.	Knows correct pronunciation of each item.
Y	N	N/O	3.	Repeats any item upon examinee's request.
Y	N	N/O	4.	Tests by complete pages.
Y	N	N/O	5.	Counts all items below basal as correct.