

Appendix C

WJ IV General Test Observations Checklist

Name of Examiner: _____ Date: _____

Name of Examinee: _____ Name of Observer: _____

Y = Yes	N = No	N/O = Not Observed
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Beginning the Test Session

(circle one)

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|---|---|-----|--|
| Y | N | N/O | 1. Records examinee's identifying information correctly, including age and grade level. |
| Y | N | N/O | 2. Develops seating arrangement in which examiner can see both sides of Test Book but examinee can see only examinee pages. |
| Y | N | N/O | 3. Completes "Language Exposure and Use Questionnaire" on Test Record when evaluating English Language Learner or when administering WJ IV OL Spanish tests. |

Administration

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|---|---|-----|--|
| Y | N | N/O | 4. Keeps Test Record behind Test Book and out of examinee's view. |
| Y | N | N/O | 5. Begins each test by turning to tabbed page. |
| Y | N | N/O | 6. Points with left hand while recording responses with right hand (reversed for left-handed examiner). |
| Y | N | N/O | 7. Watches where and how he or she points on examinee's page. |
| Y | N | N/O | 8. Uses exact wording for examiner page instructions. |
| Y | N | N/O | 9. Knows correct pronunciation of all words in test. |
| Y | N | N/O | 10. Communicates to examinee that test session is enjoyable. |
| Y | N | N/O | 11. Moves smoothly from one test to another. |
| Y | N | N/O | 12. Administers tests fluidly. |
| Y | N | N/O | 13. Moves to next item after allowing examinee appropriate, but not excessive, amount of time to respond. |
| Y | N | N/O | 14. Is familiar with contents of all examiner page boxes containing supplementary instructions. |
| Y | N | N/O | 15. Follows all basal and ceiling rules. |
| Y | N | N/O | 16. When testing backward to obtain basal, starts with first item on preceding page and presents all items on page if stimuli are visible to examinee. |

Y	N	N/O	17. Administers all items on page when stimuli are visible to examinee rather than stopping in middle of page when ceiling is reached.
Y	N	N/O	18. Smoothly locates correct starting track on CD for audio tests.
Y	N	N/O	19. Looks away from examinee when audio test item is presented and then looks back at examinee when prompt is heard.
Y	N	N/O	20. Presses pause button on audio equipment if examinee needs additional time.
Y	N	N/O	21. Encourages effort and praises examinee for putting forth his or her best effort.
Y	N	N/O	22. Queries whenever needed and allowed to clarify examinee's response.
Y	N	N/O	23. Uses stopwatch for all timed tests.

Scoring

Y	N	N/O	24. Does not penalize examinee for mispronunciations resulting from articulation, speech, or dialectical differences.
Y	N	N/O	25. Uses item-scoring procedures specified in manual (e.g., 1 = correct response, 0 = incorrect response, and blanks for items not administered).
Y	N	N/O	26. Scores last response that examinee gives.
Y	N	N/O	27. Calculates raw scores correctly.
Y	N	N/O	28. Completes "Test Session Observations Checklist."
Y	N	N/O	29. Enters all identifying information and scores correctly into scoring program.

Comments:

Suggestions for improvement and further study: