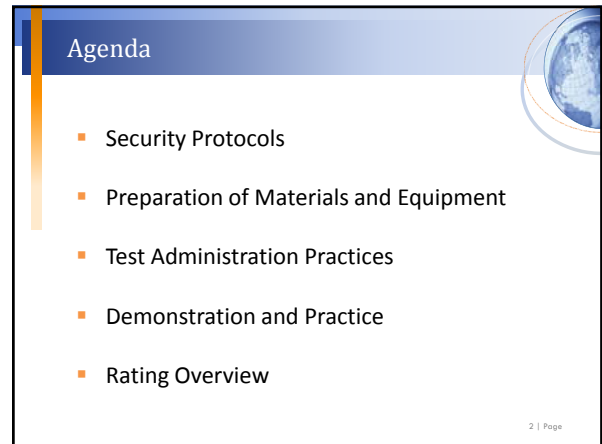


Oral Exam Administration Training

May 20, 2015

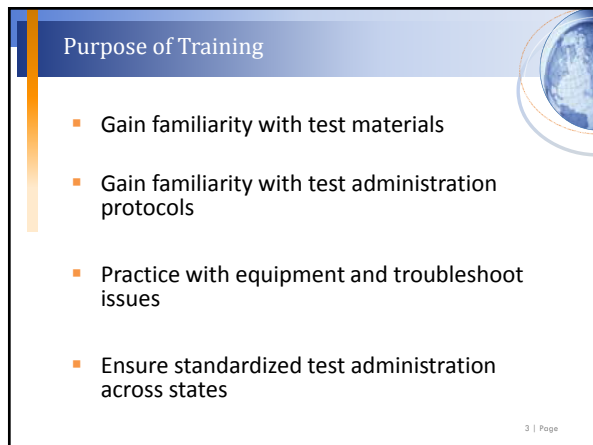
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Agenda

- Security Protocols
- Preparation of Materials and Equipment
- Test Administration Practices
- Demonstration and Practice
- Rating Overview

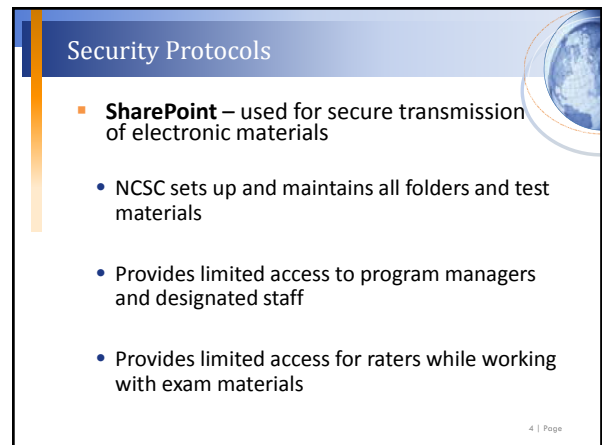
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Purpose of Training

- Gain familiarity with test materials
- Gain familiarity with test administration protocols
- Practice with equipment and troubleshoot issues
- Ensure standardized test administration across states

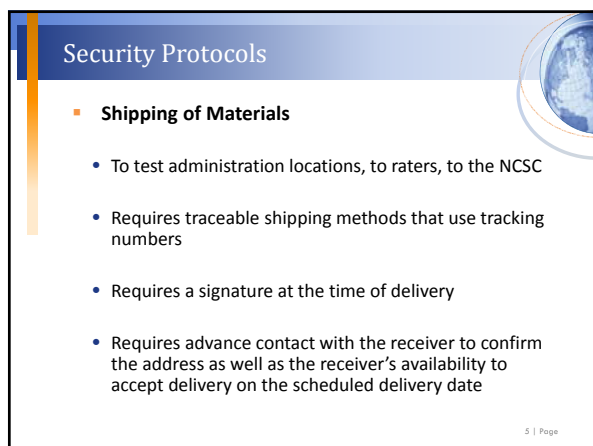
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Security Protocols

- **SharePoint** – used for secure transmission of electronic materials
 - NCSC sets up and maintains all folders and test materials
 - Provides limited access to program managers and designated staff
 - Provides limited access for raters while working with exam materials

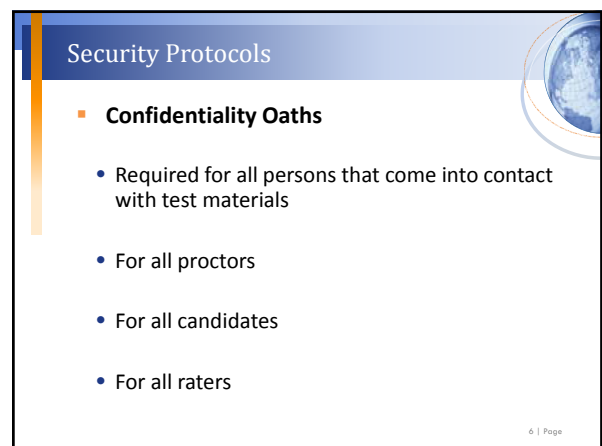
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Security Protocols

- **Shipping of Materials**
 - To test administration locations, to raters, to the NCSC
 - Requires traceable shipping methods that use tracking numbers
 - Requires a signature at the time of delivery
 - Requires advance contact with the receiver to confirm the address as well as the receiver's availability to accept delivery on the scheduled delivery date

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Security Protocols

- **Confidentiality Oaths**
 - Required for all persons that come into contact with test materials
 - For all proctors
 - For all candidates
 - For all raters

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Security Protocols

- **The following actions are prohibited:**
 - Disclosure of exam content
 - Retention of exam material or recordings
 - Sending or discussing exam content via e-mail
 - Recording any portion of the exam

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Preparation: Materials and Equipment

- **Test materials required for the test day:**
 - Recorded stimuli for the Consecutive and Simultaneous exam sections (for each room)
 - Unmarked test scripts for all test sections (for proctors)
 - Unmarked sight translation scripts (for candidates)
 - Tent cards (for repetitions during Consecutive section)

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Preparation: Materials and Equipment

- **Additional materials needed for test day:**
 - Candidate Information Sheets
 - General Question and Answer sheets
 - Agreement and oath forms (for candidates)
 - Proctor incident report forms
 - Do Not Disturb signage

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Preparation: Materials and Equipment

- **Equipment for test day:**
 - Digital recorder and back-up recorder for each room
 - External microphones (optional)
 - Device for playing audio for each room
 - Back-up device for playing audio
 - Headphones
 - Stop watch or other timing device

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Preparation: Materials and Equipment

- **Additional materials for test day:**
 - Blank audio cassette tapes (if needed)
 - CD cleaning cloth (if needed)
 - Labels for candidate recordings
 - Notepads with pens or pencils
 - Water

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Test Day: Registration

- Check candidates against the candidate roster
- Verify identification of candidates
- Ensure that no personal belongings are taken into the test room
- Provide an appropriate waiting area for candidates

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Test Day: Testing Room

- Check room temperature
- Eliminate environmental distractions
- Set up tables for the proctor and candidate
- Position the microphone to be in front of the candidate

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Test Day: Administration

- Use the appropriate manuals – full test, abbreviated version, or two-phase
- Use scripted instructions carefully and exactly
- Follow the order of the exam sections in the manuals

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Test Administration: Sight Translation

- Candidate has six minutes to review and sight translate
- Proctor monitors time with a stopwatch
- Proctor provides notification to candidate after two minutes (if needed)

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Test Administration: Consecutive

- Recorded in tracks – English and other language
- Proctor must practice playing the tracks and following the script prior to test administration
- Time for this section is based on language (refer to manual)
- Candidate permitted two repetitions (total) which proctor tracks with tent cards

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Test Administration: Simultaneous

- Candidate uses headphones
- Candidate may want to adjust volume
- End of test – candidate verifies ID on recording

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Post-Administration Duties

- Take inventory of all test materials (equipment, test content, recordings, oaths, candidate notes, etc.)
- Upload candidate recordings with naming conventions for short-term storage
- Organize materials for transmission to raters
- Organize materials for transmission to NCSC or for appropriate disposal

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Practice Time



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- Two raters required per exam
- Raters must be from NCSC Rater Expert List
- At least one rater must be an Approved Lead Rater or Rater Supervisor
- Raters must adhere to security protocols

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- Raters review the candidate's recorded performance and mark scripts individually in real time
- Lead rater (or rater supervisor) guides a consensus process and records all consensus decisions
- Lead rater/rater supervisor fills out the rater results form

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- **Materials received from raters:**
 - Completed candidate results form
 - Marked scripts used for rating
 - Candidate recordings

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- Audit all rated exams
- Prepare final materials for NCSC
- Report any issues with the rating process

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Questions?



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