

COMMONWEALTH OF VIRGINIA
STATE BOARD OF EDUCATION
Richmond 16

SUPTS. MEMO NO. 3535
June 20, 1958

TO: The Division Superintendent

FROM: Woodrow W. Wilkerson, Director, Division of
Secondary Education
C.L. Kent, Supervisor of Guidance and Testing

SUBJECT: The 1958-1959 Testing Program

The testing program planned for the session 1958-1959 is designed to continue the emphasis upon the use of tests to improve guidance and instruction.

RETESTING CERTAIN SENIORS

Despite a careful administration, at the tenth grade level, of the American Council on Education Psychological Examination, 1953 High School Edition, there may be individual students whose scores on the test will not represent true measurements of their abilities. Consequently, provision has been made to retest some seniors, during the first two weeks in December 1958, with the A.C.E., 1947 College Edition, test. The A.C.E., 1947 College Edition, test will be available also for the testing of seniors who have not taken an A.C.E. test. When such testing is necessary the test materials will be furnished by the Division of Secondary Education. The entire cost of this test, including scoring, will be borne by the State Board of Education.

THE TESTING SCHEDULE

The testing schedule for the school session, 1958-1959, for all tests included in the Statewide Testing Program will be as follows:

Fall 1958

7th Grade: California Test of Mental
Maturity - Intermediate,
1950 S-Form
(Last 2 weeks in September)

8th Grade: Differential Aptitude Tests,
1947 Form A
(First 2 weeks in December)

10th Grade: A.C.E., 1953 High School
Edition
(Last 2 weeks in September)

Spring 1959

7th Grade: Iowa Silent Reading,
Elementary, Form BM
(Last 2 weeks in April)

8th Grade: Iowa Silent Reading,
Elementary, Form DM
(Last 2 weeks in April)

MENTAL MATURITY (INTELLIGENCE) TESTING IN THE SEVENTH GRADE

The California Test of Mental Maturity, Intermediate, 1950 S-Form, will be administered to all seventh grade pupils during the last two weeks in September, 1958. Since this test will be scored locally, Scoreze Answer Sheets will be used which simplify and reduce the work associated with scoring and interpreting results. The California Test of Mental Maturity has both a language and a non-language section. It provides scores for such intelligence factors as spatial relations, logical reasoning, numerical reasoning, and vocabulary.

We shall ship to each Division Superintendent a number of test booklets equal to one-half the total seventh grade enrollment. Each pupil enrolled in the seventh grade will need a Scoreze Answer Sheet and, consequently, a number of answer sheets equal to the total seventh grade enrollment will be furnished. Since the number of booklets will equal only one-half of the seventh grade enrollment, it will be necessary to schedule the testing so that one-half of the pupils can be tested at one time and the remaining half at another. Booklets, Manuals, Class Record Sheets, and Scoreze Answer Sheets will be sent to Division Superintendents about September 1, 1958. For each twenty-five Scoreze Answer Sheets sent to Division Superintendents, two Class Record Sheets will be included so that a copy of the record of the scores may be sent to the Division of Secondary Education. This test is to be scored locally. One copy only of each Class Record Sheet showing the test results, and all booklets, unused answer sheets, and excess manuals should be returned promptly through the Superintendent's office after the tests have been administered and scored. One manual and one test booklet should be retained in each school for future reference. The entire cost of this test will be borne by the State Board of Education.

THE SEVENTH GRADE READING TEST

The Iowa Silent Reading Test will be administered to all seventh grade pupils during the last two weeks in April, 1959. The Elementary level, Form BM, of this test will be used. Not only will the seventh grade teachers be interested in the results of these tests and the instructional implications, but the diagnostic values that may be derived from a careful study of the results should be most helpful to the eighth grade teachers who will teach these same pupils the following session.

The Iowa Silent Reading Test, together with the Manual of Directions, Keys, and Class Record Sheets will be sent to Division Superintendents about March 15, 1959. For each twenty-five tests shipped, two Class Record Sheets will be included so that records of the scores may be sent to the Division of Secondary Education. This test is to be scored locally. One copy only of each Class Record Sheet showing the results of the reading tests should be returned promptly to the Division of Secondary Education through the Superintendent's office after the tests have been administered and scored. Excess booklets and materials should be returned. One Manual of Directions and one unused test booklet should be retained in each school. The entire cost of this test will be borne by the State Board of Education.

THE EIGHTH GRADE READING TEST

The Iowa Silent Reading Test will be administered to all eighth grade pupils during the last two weeks in April, 1959. The Elementary level, Form DM, will be used.

Education. This test is to be scored locally. One copy only of each class record Sheet should be returned promptly through the Superintendent's office to the Division of Secondary Education after the tests have been administered and scored. Excess booklets and materials should be returned. One Manual of Directions and one unused test booklet should be retained in each school. The entire cost of this test will be borne by the State Board of Education.

APTITUDE TESTING FOR EIGHTH GRADE PUPILS

The Differential Aptitude Tests will be administered to all eighth grade pupils during the first two weeks of December, 1958. The 1947 edition (Form A) will be used. This is a battery of eight sub-tests designed to measure differences in aptitudes.

The aptitudes measured by the Differential Aptitude Tests (D.A.T.) are as follows: Verbal reasoning; numerical ability; abstract reasoning; space relations; mechanical reasoning; clerical speed and accuracy; and language usage. The results from these sub-tests should be useful in helping eighth grade students with their educational and vocational planning. These tests should aid in the early identification of those with superior intellectual promise and reveal the relative strengths and weaknesses of each student.

The materials needed to administer the D.A.T. to eighth grade pupils will be shipped to division superintendents by the Psychological Corporation, 304 East 45th St., New York 17, N.Y. Test booklets and answer sheets (Machine scoring type) will be mailed to you on or before November 15, 1958. The manual for the D.A.T. will be mailed to you on or before August 15, 1958. There will be four answer sheets for each eighth grade pupil. Test booklets will be distributed on a prorated basis. The eight sub-tests will be combined into three booklets. You will receive sets of three booklets equal to one-third of the total eighth grade enrollment for each high school or junior high school. However, sufficient booklets will be sent to accommodate the largest section of eighth graders in each school.

In scheduling testing periods, no pupil should be required to take more than one booklet (two or three sub-tests) in any one day. This would require three days for the complete battery of tests. The first week in December should be used for the general administration of the test and the second week for those who were absent for all or part of the testing period.

There will be four different answer sheets for the three booklets. All marked answer sheets should be forwarded to the Psychological Corporation, 304 East 45th Street, New York 17, N.Y. before December 31, 1958 by first class mail. Tests will be scored by the Psychological Corporation and returned to the school divisions by February 28, 1959. Class roster sheets also will be sent to Division Superintendents and a copy sent to the State Department of Education by the Psychological Corporation.

All similar answer sheets must be grouped and properly alphabetized. For example, if David Anderson is number one and Donald Anderson is number two, the same sequence must be followed in all four groups of answer sheets. There should be four answer sheets for each pupil tested. Do not include partial sets of answer sheets (less than four) for any pupil. Each group of answer sheets; i.e. verbal

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reasoning answer sheets must be alphabetized and wrapped separately. The four packages will then be wrapped together according to homeroom, section, or class (optional with school division).

Test booklets, unused answer sheets and other D.A.T. materials should be retained by the local school division and kept "under lock and key."

All answer sheets received at the Psychological Corporation with improper markings, alphabetizing, or packaging will be returned unscored. Answer sheets from several schools in a division should be rechecked at the Superintendent's office and a record made before forwarding them to the Psychological Corporation.

The entire cost of this test, including scoring, will be borne by the State Board of Education.

SCHOLASTIC APTITUDE TESTING FOR TENTH GRADE PUPILS

The American Council on Education Psychological Examination for High School Students will be administered to all tenth grade pupils during the last two weeks in September, 1958. The 1953 Edition will be used. This test is designed to measure learning ability.

The materials needed to administer the A.C.E. Test to tenth grade pupils will be shipped to Division Superintendents by September 1. Included in the shipment will be test booklets equal to one-half the total tenth grade enrollment, Answer Sheets equal to the total tenth grade enrollment, and a Manual of Directions for each twenty-five pupils enrolled. Since the number of booklets will equal only one-half of the tenth grade enrollment, it will be necessary to schedule the testing so that one-half of the pupils can be tested at one time and the remaining half at another. All marked answer sheets should be forwarded to the Division of Secondary Education by first class mail immediately following the administration of the test. The A.C.E. Psychological Examination for High School Students will be scored by the Division of Secondary Education and in the order of receipt from the school divisions. The answer sheets will be scored and returned to the Division Superintendents as promptly as possible. Test booklets, excess manuals, and unused answer sheets should be returned promptly through the Superintendent's office after administering the test. One Manual of Directions and one test booklet should be retained in each school for future reference. The entire cost of this test, including scoring, will be borne by the State Board of Education.

THE LOCAL TESTING PROGRAM

Assistance will be provided in the development of local testing programs of those school divisions with whom commitments have been made. Applications for a few additional school divisions can be accepted for the session 1958-59 only.

The primary purpose of the local testing program is to aid a limited number of school divisions in making effective instructional uses of comprehensive testing programs.

Orders for all tests to be used in the local testing programs by cooperating divisions must be submitted to Mr. C.L. Kent, Supervisor of Guidance and Testing, who in turn will forward them to the publishers. The State's share of the costs of the tests used by a cooperating division is limited to one-third of the total cost not to exceed \$200.00.

MARKING ANSWER SHEETS TO BE MACHINE SCORED

The need to mark and process correctly each answer sheet that is to be machine scored is emphasized. The instructions given in the test manuals, and on the mimeographed sheets of suggestions that are included in the shipments of tests from this office, should be followed precisely. If answer sheets are marked and processed correctly, they can be machine scored rapidly and returned to the school divisions without undue delay. Answer sheets received in such a condition that they cannot be machine scored without time-consuming processing will have to be returned UNSCORED.

THE RETURN OF TESTING MATERIALS

1. Marked answer sheets sent to the Division of Secondary Education to be scored should be securely wrapped and shipped by first class mail. (See below: "How to Address Packages Sent by Mail").
2. Class Record Sheets showing the names of pupils and test scores should be sent by first class mail, addressed to C.L. Kent, Supervisor of Guidance and Testing, State Department of Education, Richmond 16, Virginia.
3. Test Booklets and unused testing materials may be shipped by either parcel post or Railway Express.

HOW TO ADDRESS PACKAGES SENT BY MAIL

It will be appreciated if packages containing test booklets and unused testing materials, and packages of marked answer sheets which are returned by mail, be addressed to C.L. Kent, 1405 East Grace Street, Richmond 19, Virginia. PLEASE NOTE THAT BOTH "OFFICIAL TITLE" AND "STATE DEPARTMENT OF EDUCATION" have been omitted from the address. The omission is not an oversight but has been done advisedly for the following reason: Packages sent by mail, both parcel post and first class mail, that contain the words "State Department of Education" in the address are delivered to the State Office Building regardless of the fact that another street address is shown on the package. Since answer sheets are scored, and testing materials inventoried and stored at 1405 East Grace Street, there is delay and added expense when the materials are delivered to the State Office Building.

HOW TO ADDRESS PACKAGES SENT BY RAILWAY EXPRESS

Packages containing testing materials sent by Railway Express should be addressed to C.L. Kent, Supervisor of Guidance and Testing, State Department of Education, 1405 East Grace Street, Richmond, Virginia. The omission of "title" and "State Department of Education" applies only to packages shipped by mail, since Railway Express delivers packages to the address shown thereon.

REPORT ON ANTICIPATED ENROLLMENTS FOR SCHOOL SESSION 1958-1959

As a basis for ordering testing materials and distributing tests to Division Superintendents, it will be necessary for us to know the anticipated enrollments in the seventh grades, eighth grades, and tenth grades. It will also be helpful in determining the number of manuals, class record sheets, and information sheets needed if you will give the number of schools in your division in which tests will be administered. A form is attached for this purpose. Please give the information requested thereon and return the form by July 1, 1958.

Please return this form with the information requested
by July 1, 1958

Mr. C.L. Kent
Supervisor of Guidance and Testing
State Department of Education
Richmond 16, Virginia

Dear Mr. Kent:

We anticipate enrollments for 1958-1959 as indicated below. You will observe that we have also indicated the number of schools in which each of the grades listed is included.

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7th Grade Enrollment 452 Number of Schools Enrolling 7th Grade Pupils 16
8th Grade Enrollment 478 Number of Schools Enrolling 8th Grade Pupils 2
Number of Sections Enrolling 8th Grade Pupils 18
Number of Pupils in Largest Section 30
10th Grade Enrollment 297 Number of Schools Enrolling 10th Grade Pupils 2

Schools with mid-term promotions, will please use the form below.

September 1958

February 1959

7L Enrollment _____ No. of Schools _____ 7L Enrollment _____ No. of Schools _____
7H Enrollment _____ No. of Schools _____
8L Enrollment _____ No. of Schools _____
8H Enrollment _____ No. of Schools _____
10L Enrollment _____ No. of Schools _____ 10L Enrollment _____ No. of Schools _____

DIVISION SUPERINTENDENT W. B. Roush

SCHOOL DIVISION Loudoun

DATE July - 10 - 1958