

The following steps should always be taken prior to the beginning of the test to ensure that administration of the Naglieri General Ability Tests will run smoothly.

Review the administration directions:

Read the Administration Manual and watch the Test Demonstration video to familiarize yourself with the procedures for testing. You will need a copy of the Administration Manual on the day of testing.

Review how to troubleshoot:

Read through the troubleshooting section to familiarize yourself with issues that may occur during testing and how to resolve them.

Learn the test administrator keyboard commands:

Keep note of the following commands which may have to be used during test administration.

For Windows computers: 

- 1) "Alt" + "U" pauses the timer on the test and allows for breaks.
- 2) "Alt" + "T" disables the timer on the test and allows the Test Administrator to extend the time on the test (note that total time will need to be kept by the Test Administrator).
- 3) "Alt" + "S" saves the student's responses during the test. This would be used when the student needs to stop the test and resume at a different time or day. Once the command is used, the Test Administrator may close the test browser and the timer will be paused.
- 4) "Alt" + "K" displays the comic version of the instructions if the instructional video does not work.

For Mac computers: 

- 1) "Option" + "U" pauses the timer on the test and allows for breaks.
- 2) "Option" + "T" disables the timer on the test and allows the Test Administrator to extend the time on the test (note that total time will need to be kept by the Test Administrator).
- 3) "Option" + "S" saves the student's responses during the test. This would be used when the student needs to stop the test and resume at a different time or day. Once the command is used, the Test Administrator may close the test browser and the timer will be paused.
- 4) "Option" + "K" displays the comic version of the instructions if the instructional video does not work.

Prepare the student access codes:

Make sure you have each student's unique access code needed to log into the test. This information should be printed out and readied to be distributed to each student before testing begins. Ensure the list is complete and all students are accounted for.

Have the test website available:

Make sure that you have the URL (<https://a2.mhs.com/ngat>) for the test website available.

Prepare scratch paper and pencil (Naglieri-Q only):

Each student should be provided with a few pieces of scratch paper and a pencil on the day of testing for the Naglieri-Q. *This additional step should not be provided for the Naglieri-V and Naglieri-NV.*

Prepare the Device

- If laptops, tablets, Chromebooks, and/or wireless mice are used, ensure that they are charged at the start of each testing session and chargers or additional batteries are available if needed.
- Sleep mode should be disabled. Note that for Chromebooks this is particularly important because the test data is erased by the device if it goes into sleep mode when the test has not been submitted (i.e., the test is paused during a break).
- Ensure internet access is active on all devices and will not time out or be interrupted.
- Ensure that all testing devices meet the hardware and software requirements (see *Hardware and Software Requirements*).
- Ensure that the test website and the associated media host website can be accessed on the school's network. If necessary, speak to your IT department to whitelist or permit access to these two websites.
- For older grades, the test website can be bookmarked on all testing devices prior to testing or displayed prominently at the front of the room. For younger grades, the test website should be preloaded on to each testing device.
- Ensure that the test does not appear cropped within the browser (the whole test screen must be visible). If it is cropped, instruct students to press "Ctrl" + "-" on a Windows computer or "Command" + "-" on a Mac to zoom out. For iPads and other touch screen devices, pinch two fingers together or apart to adjust zoom.
- Ensure that you have a few extra devices available in the event that a student's device stops functioning.

Prepare the Environment

- Make sure the room is well lit. If there are windows in the room, the blinds or curtains should be closed to minimize distraction.
- Make sure the rooms are appropriately set up for testing. Provide a quiet environment with minimal distraction (e.g., tell students to turn off or silence their mobile devices).
- Tables/desks should be tidy and clear of distractions. Clear the desk where the student will be sitting. Common objects (e.g., pens, books, or rulers) should be removed, except for the scratch paper and pencil used for the Naglieri-Q.
- Set up testing devices at tables/desks for each student. Leave a comfortable gap between each testing device.
- Choose a time for testing when you know there will be no disturbances, such as a fire drill, announcements, and/or construction.
- Place a "Testing in Progress" sign on the outside of the door to the testing room.

Prepare the Students

- Students must be seated in front of the testing and input device.
- If a student requires glasses for reading and/or using electronic devices, ensure they are wearing them for testing.
- Ask the students to visit the washroom and/or have a drink of water before the administration. Note that although the test is timed, it can be paused if a student needs to take a break (e.g., use the washroom) by pressing “Alt” + “U” on a Windows computer or “Option” + “U” on a Mac.
- Ensure that all students know how to use their testing and input device (e.g., laptop, mouse). If the student is unfamiliar with the devices, you can (a) use an alternate device that the student is more comfortable using, or (b) provide some training to familiarize them with the device. This device-specific training would ideally occur before the first day of testing.
- Ensure that each student has an activity they can do if they finish testing early (e.g., read a book, drawing). A quiet activity will minimize disruptions to other students who are still completing the test.