



**Naglieri**

General Ability Tests

Verbal  
Nonverbal  
Quantitative

# Naglieri General Ability Tests

## Administration Manual

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Dina Brulles, PhD  
Kimberly Lansdowne, PhD



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# About the Authors

**Jack A. Naglieri, PhD**, is a Research Professor at the University of Virginia and Senior Research Scientist at the Devereux Center for Resilient Children. He started his career as a school psychologist in 1975, earned a PhD in 1979 and held university positions at Northern Arizona University, The Ohio State University, and George Mason University. Throughout these years he focused on applied educational and psychological research and the development of psychological and educational measurement tools. He has published 23 books, 293 scholarly papers, and 51 tests and rating scales. Dr. Naglieri is the author of the Naglieri Nonverbal Ability Test (NNAT; Naglieri 1997, 2008, 2016) and all three Naglieri General Ability Tests. He is also well known for his PASS neurocognitive theory of intelligence as measured by the Cognitive Assessment System–2nd Edition (CAS 2; Naglieri, Das, & Goldstein, 2013) and the intervention handouts book entitled *Helping Children Learn*–2nd Edition (Naglieri & Pickering, 2010). He also authored the Autism Spectrum Rating Scale™ (ASRS®; Goldstein & Naglieri, 2010), the Comprehensive Executive Function Inventory™ (CEFI®; Naglieri & Goldstein, 2013), the Rating Scale of Impairment (RSI®, Goldstein & Naglieri, 2016), and the Comprehensive Executive Function Inventory Adult™ (CEFI Adult™; Naglieri & Goldstein, 2017), the Devereux Elementary Student Strengths Assessment (DESSA; LeBuffe, Shapiro, & Naglieri, 2009) and the DESSA-mini (Naglieri, LeBuffe, & Shapiro, 2009). Dr. Naglieri has consistently emphasized the role tests play in accurate diagnosis, educational interventions and especially equitable assessment based on sound theory and test construction.

**Dina Brulles, PhD**, is the Gifted Education Director at Paradise Valley USD in Arizona where she has developed a continuum of gifted programs, spanning preschool through high school. She is also the Gifted Masters Program Coordinator at Arizona State University. Dr. Brulles currently serves on the NAGC Board of Directors as Governance Secretary and previously served two terms as School District Representative. She received the 2020 and the 2019 NAGC Book of the Year Award (Practitioners), the 2014 NAGC Gifted Coordinator Award, and NAGC’s Professional Development Network Award in 2013. Dr. Brulles co-authored the books: *A Teacher’s Guide to Flexible Grouping and Collaborative Learning*; *Designing Gifted Education Programs: From Purpose to Implementation*, *Differentiated Lessons for All Learners*; *The Cluster Grouping Handbook*; *Teaching Gifted Kids in Today’s Classrooms*; and *Helping All Gifted Children Learn*. Dr. Brulles is the co-author of the Naglieri General Ability Tests–Verbal with Dr. Naglieri. Dr. Brulles assists schools in developing and supporting gifted programs with an emphasis on increasing diversity.

**Kimberly Lansdowne, PhD**, is the founding Executive Director of the Herberger Young Scholars Academy, a secondary school for highly gifted students at Arizona State University (ASU). She has a lengthy career in teaching and administration at universities and colleges, as well as in public and private schools. At ASU (2004–present), she develops and teaches undergraduate and graduate level education classes for Mary Lou Fulton Teachers College. She typically teaches education courses on curriculum, instruction, testing, measurement, and special needs. At Scottsdale School District (2000–2010), Dr. Lansdowne was the Director of Gifted Services and served as a district-level administrator overseeing several programs. Along with being featured in multiple media events focusing on her work at the Herberger Academy, Dr. Lansdowne has authored articles, books, and book chapters. She co-authored *Helping All Gifted Children Learn*. Dr. Lansdowne is the co-author of the Naglieri General Ability Tests–Quantitative with Dr. Naglieri. Dr. Lansdowne’s professional contributions have been recognized by her colleagues in education as evidenced by being selected as the 2014 Arizona Association for Gifted and Talented Administrator of the Year. Additionally, she was elected to serve locally, nationally, and internationally in organizations that advocate for gifted students: Arizona Association for Gifted and Talented (2000–2008), National Association for Gifted Children Diversity and Equity Committee (2003–2015), and Center for Talented Youth, Ireland Advisory Board (2014–present). Dr. Lansdowne consults nationally with school districts on effective teaching strategies for gifted and talented students.

# Publisher's Preface

MHS is proud to announce the arrival of the Naglieri General Ability Tests, with three new performance tests that assess general reasoning ability. The tests are designed specifically to identify students with high ability in Kindergarten to Grade 9 in a fair and equitable manner. Developed to identify students from diverse cultural, racial, ethnic, linguistic, and socioeconomic backgrounds, these three separate tests measure general intellectual ability across verbal, nonverbal, and quantitative content areas. The tests are inclusive of students with certain visual (e.g., color-blindness), hearing, or motor impairments and do not require any reading ability. The Naglieri General Ability Tests ensure that schools and districts have the range of tools necessary for the identification of all gifted and talented students regardless of their background.

Test directions are provided using language-free animated instructions. Test items were carefully designed to allow students to solve problems regardless of the language they speak, significantly reduce the demand for advanced academic knowledge, eliminate the need for verbal responses to the test questions, and greatly reduce cultural influences. The user can view the automated Local Norms Score Report with multiple score options for a school, part of a district, and/or an entire district.

We are proud of the opportunity to work with Jack A. Naglieri, PhD; Dina Brulles, PhD; and Kimberly Lansdowne, PhD. Together, they represent extensive expertise in gifted and talented educational assessment across multiple educational settings. Each is highly recognized in the gifted and talented field with numerous contributions and accolades over the course of their careers. Their breadth of experience and expertise set the foundation on which the Naglieri General Ability Tests were built.

We would like to hear about your experience with the Naglieri General Ability Tests; your feedback is helpful for future refinements and enhancements. Please send any questions or comments to [r&d@mhs.com](mailto:r&d@mhs.com). You may also visit [www.mhs.com](http://www.mhs.com) to find out about our other innovative products.

*Steven J. Stein, PhD  
Executive Chair and Founder  
September 2021*

*Hazel Wheldon, MA  
CEO  
September 2021*



# Administration Manual

This document provides information about administering and scoring the Naglieri General Ability Tests (Naglieri, Brulles, & Lansdowne, 2021). General administration guidelines regarding the grade range, administration time, device options and requirements, as well as accommodations and settings are presented. This document then presents information about the detailed administration procedure and testing scripts.

## General Administration Guidelines

### Qualifications for the Test Administrator

The Test Administrator is the individual who will proctor the Naglieri General Ability Tests. Professionals most likely to serve in the role of a Test Administrator include classroom teachers, teachers of gifted and talented students, gifted and talented coordinators, and trained professionals. The Test Administrator must be familiar with all aspects of the instructions and procedures provided here. This person is also responsible for ensuring that the setting and seating of all students will allow each student to work in a comfortable manner.

### Grade Range

The Naglieri General Ability Tests are intended for students who are in Kindergarten to Grade 9 with corresponding test forms for each grade level.

### Administration Time

Depending on the grade-form, it takes approximately 35 to 40 minutes for the setup and administration of each of the Naglieri General Ability Tests–Verbal (Naglieri–V), Naglieri General Ability Tests–Nonverbal (Naglieri–NV), and Naglieri General Ability Tests–Quantitative (Naglieri–Q). Each testing session should allow for 5 to 10 minutes to log students into the test website, provide a few procedural directions, and guide the students through three practice questions. Students are given a maximum time limit to complete the 40 test questions on each test. See Table 1 for maximum testing times by grade level. On average, students are able to complete each test within 20 to 25 minutes. The total testing time across all three tests is 90 minutes for Kindergarten to Grade 2, and 105 minutes for Grades 3 to 9.

Table 1. Breakdown of Testing Time Limits (in minutes)

Grade	Naglieri–V	Naglieri–NV	Naglieri–Q
Kindergarten	30	30	30
Grade 1	30	30	30
Grade 2	30	30	30
Grade 3	35	35	35
Grade 4	35	35	35
Grade 5	35	35	35
Grade 6	35	35	35
Grade 7	35	35	35
Grade 8	35	35	35
Grade 9	35	35	35

**Note.** Naglieri–V = Naglieri General Ability Tests–Verbal; Naglieri–NV = Naglieri General Ability Tests–Nonverbal; Naglieri–Q = Naglieri General Ability Tests–Quantitative

All three tests can be administered in one day or on separate days. It is recommended that the test be administered on separate days or with a significant break in between testing sessions. When determining how many testing periods to schedule per day, consider the age of the students completing the tests and related logistical issues. For example, younger students may need more breaks. The schedule can always be changed if the students appear fatigued or are having a hard time completing a test.

### Repeated Administrations

Testing should not be repeated within a year for any grade. Under certain circumstances, a student who was unable to complete the tests may be retested within a year. The student may have been unable to complete the tests due to student fatigue or any other circumstances that made them unable to continue (e.g., the student asks to stop the test or appears distressed at any point during testing). Results from an incomplete administration are considered invalid and data from this administration should not be saved. Even if the test has been completed, the student may need to be retested due to any Response Style Indicator flags which suggest the student may not have provided reliable and usable data (see *Response Style Indicators* in the technical manual, for more information).

## Administration Device Options

The Naglieri General Ability Tests can be administered on a desktop computer, laptop, Chromebook, or tablet (refer to *Hardware and Software Requirements* in this document). Ensure there is adequate space between each student's testing device. Note that if the student is using a tablet (for example iPad, Galaxy) the device must be held in the landscape position to ensure the questions are displayed correctly.

## Input Device Options

Students can use a computer mouse, a touchpad, or a touchscreen to select their response. The Test Administrator should be available to assist with inputting responses or to re-orient the student if they disengage from the test. It is permissible for the student to switch from one input device to another (e.g., from touchscreen to mouse) during the test if they have trouble with the original input method. If the student is using a computer mouse as the input device, ask whether they are more comfortable left- or right-clicking and adjust the pointing device settings accordingly. For younger children who do not have experience using a computer mouse, a touchscreen device is recommended.

## Administration Settings

The Naglieri General Ability Tests can be administered in a group setting or on an individual basis. The tests are intended to be completed in person and in a quiet location without distraction. There should be appropriate seating for the student in front of the testing device. There must be one Test Administrator to provide directions and it is suggested to have at least one support personnel to assist the Test Administrator per session.

Test Administrators should walk around the room during testing to ensure students are completing the tests and have not navigated away from the test or minimized the screen.

It is recommended that younger students (i.e., Kindergarten and Grade 1) be tested in a one-on-one or small group setting, when possible, with close supervision by the Test Administrator. Note that the test directions and timing differ slightly for Kindergarten and Grade 1 students. Therefore, it is recommended that students in Kindergarten and Grade 1 be tested separately from students in other grades.

Students in higher grades can be tested in larger groups. For Grades 3 to 9, the test directions and timing are the same, so it is possible to combine students within these grades for testing sessions.

Always ensure that all students in a given administration are completing the same test (i.e., Naglieri-V, Naglieri-NV, or Naglieri-Q).

## Accommodations

In cases where the student presents unique visual, auditory, and/or motor challenges, the Assessment Coordinator must use their judgment to determine if the Naglieri General Ability Tests are a suitable measure for the student. In certain circumstances, a testing accommodation can be provided. A testing accommodation reflects changes to the procedures for administering a test. Therefore, all Test Administrators should consult with the Assessment Coordinator before providing any accommodations. See Table 2 for common accommodations used by Cambridge Assessment International Education (2021).

Note that due to the visual nature of the stimuli, students with low vision (that cannot be corrected with glasses or contact lenses) or those that are blind will not be able to complete the tests.

### *Students with Color-Vision Deficits*

The Naglieri-NV and Naglieri-Q are appropriate for use with students with color blindness. Specific colors were carefully selected to be used in the tests and were tested to ensure that students with color-vision deficits would be able to discriminate between those colors. The colors used in every item were distinguishable under the following conditions of color-vision deficits: monochromacy (complete), monochromacy (partial), protanopia or deuteranopia (complete red-green), protanomaly or deuteranomaly (partial red-green), tritanopia (complete blue-yellow), and tritanomaly (partial blue-yellow). The Naglieri-V uses all colors and was not tested for color-vision deficits.

### *Students with Auditory Deficits*

The Naglieri General Ability Tests are appropriate for use with students with auditory deficits as the questions do not contain any auditory output. The directions are presented using an animated instructional video with no audio component. Minimal English language is typically used by the Test Administrator to provide basic directions for the tests (e.g., "select the Play button"). These directions can be provided using sign language or printed for the student to read if needed. See appendix A, *Written Directions to be Used for Students with Auditory Deficits*, for these directions.

### *Students with Motor Challenges*

The Naglieri General Ability Tests are appropriate for use with students with motor challenges. The Test Administrator should be available to assist with inputting responses if the student has limited motor skills and is unable to control the input device.

Table 2. Accommodations Addressed by the Naglieri General Ability Tests

Common Accommodations	Additional Details
Use of color overlays	The purpose of color overlays is to make the text easier to read. The Naglieri General Ability Tests do not have any text, and therefore overlays are unlikely to be useful.
Allow for extra time	If using an external keyboard, the Test Administrator can add extra time on the student’s testing device by pressing “Alt” + “T” (or “Option” + “T” on an Apple device). If using a tablet with no external keyboard, tap and hold the keyboard icon in the top right side of the screen for 5 seconds, then tap the “T”. A message will appear on the screen to indicate the timer has been turned off.
Use a computer for testing	The tests are available online.
Use of a prompter	If a prompter is needed, the student can indicate an answer verbally and the prompter can input the answers on the computer.
Provide larger-sized items or magnification for the visually impaired	The images used on the tests will scale up or down with the screen size. Therefore, if the student requires larger images, it is recommended that a larger screen be used to complete the test. If this is not possible, for computers, laptops, and Chromebooks, the magnification function within the browser (“Ctrl” + “+” keys on a Windows computer or “Command” + “+” on a Mac) can be used to magnify the images. For iPads and other touch screen devices, pinch two or more fingers together or apart to adjust the zoom. Note that if the items are magnified too much, responses and layout may be cropped out of view or distorted on the screen.
Break the test up and allow for frequent breaks	The test may be separated into smaller sections by providing necessary breaks and resuming when the student is ready. It is important to remember the tests are timed, therefore, they must be paused during breaks. If using an external keyboard, to pause a test on the student’s testing device, press “Alt” + “U” (or “Option” + “U” on an Apple device). If using a tablet with no external keyboard, tap and hold the keyboard icon in the top right side of the screen for 5 seconds, then tap the “U”. A pause symbol will appear on the screen to indicate the timer has temporarily stopped.
Preferential seating	The tests are available online which provides each student with the same access and allows for multiple seating scenarios.
Exam should be taken in place without distractions	A distraction-free environment is a recommended practice for all ability testing scenarios.

**English Language Learners**

The Naglieri General Ability Tests are accessible to English Language Learners (ELLs). The directions are presented using an animated instructional video with no language requirements. Minimal English language is used by the Test Administrator to provide basic directions for the tests (e.g., “select the Play button”). These directions may also be

administered in Spanish (see appendix B, *Spanish Directions for Administration*). Across all three tests, the test questions were designed to require no language.

**Students with an Individualized Education Program**

Special considerations should be given to students with Individualized Education Programs (IEPs) or 504 Plans.

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 shortcuts:**

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

For Windows devices or Chromebooks with external keyboards:

- 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 Apple devices including iPads with external keyboards:

- 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.

For tablets (i.e., iPads, Galaxy) without external keyboard (on screen keyboard only):

Find the keyboard icon at the top right-side of the screen. Tap and hold the icon for at least 5 seconds. When you lift your finger from the screen an on-screen keyboard will appear. Tap on the letter to perform the desired command:

- 1) "U" pauses the timer on the test and allows for breaks.
- 2) "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) "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) "K" displays the comic version of the instructions if the instructional video does not work.

Before giving the tablet back to the students ensure the keyboard is minimized.

**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, and students are using a computer, laptop, or Chromebook with an external keyboard, instruct them to press the "CTRL" + "-" keys (or "Command" + "-" on a Mac) to zoom out. For iPads and other touch screen devices, pinch two or more fingers together or apart to adjust the 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). If using an external keyboard, press “Alt” + “U” (or “Option” + “U” on an Apple device). If using a tablet with no external keyboard, tap and hold the keyboard icon in the top right side of the screen for 5 seconds, then tap the “U”.
- 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.

## During the Administration

The following steps outline the directions to administer the tests. Logistical directions are provided in regular black font and should not be read aloud. The verbal directions to be read aloud to students are printed in **bold font** next to the word “Say.” The text should be read exactly as written. Feel free to repeat the directions as needed.

### Logging In

To begin, all students should open the test website on their devices if the site is not already launched. Next, provide each student with their assigned test access code (these codes need to be printed out and ready to be distributed to each student before testing begins). It is imperative that the correct log-in information be provided to each student.

- If the test website link (<https://a2.mhs.com/ngat>) has been bookmarked on their devices, direct the students to open the link in the browser (Chrome is recommended). If the students will be manually entering the test website link, tell them to enter the link into the browser (the link should be displayed at the front of the room). Once the test website is open on all devices, students will view the “Log-in Screen.”

- Tell the students to enter their assigned access code. For younger students, the Test Administrator should open the link and enter the log-in information for them.

### Administer the Test

The tests have been enabled in the order in which they have been scheduled to be administered by the Assessment Coordinator. The order can be found in the student access code file. Instruct the students to select the forward arrow. Provide assistance as needed.

The following section provides test-specific directions for the following tests:

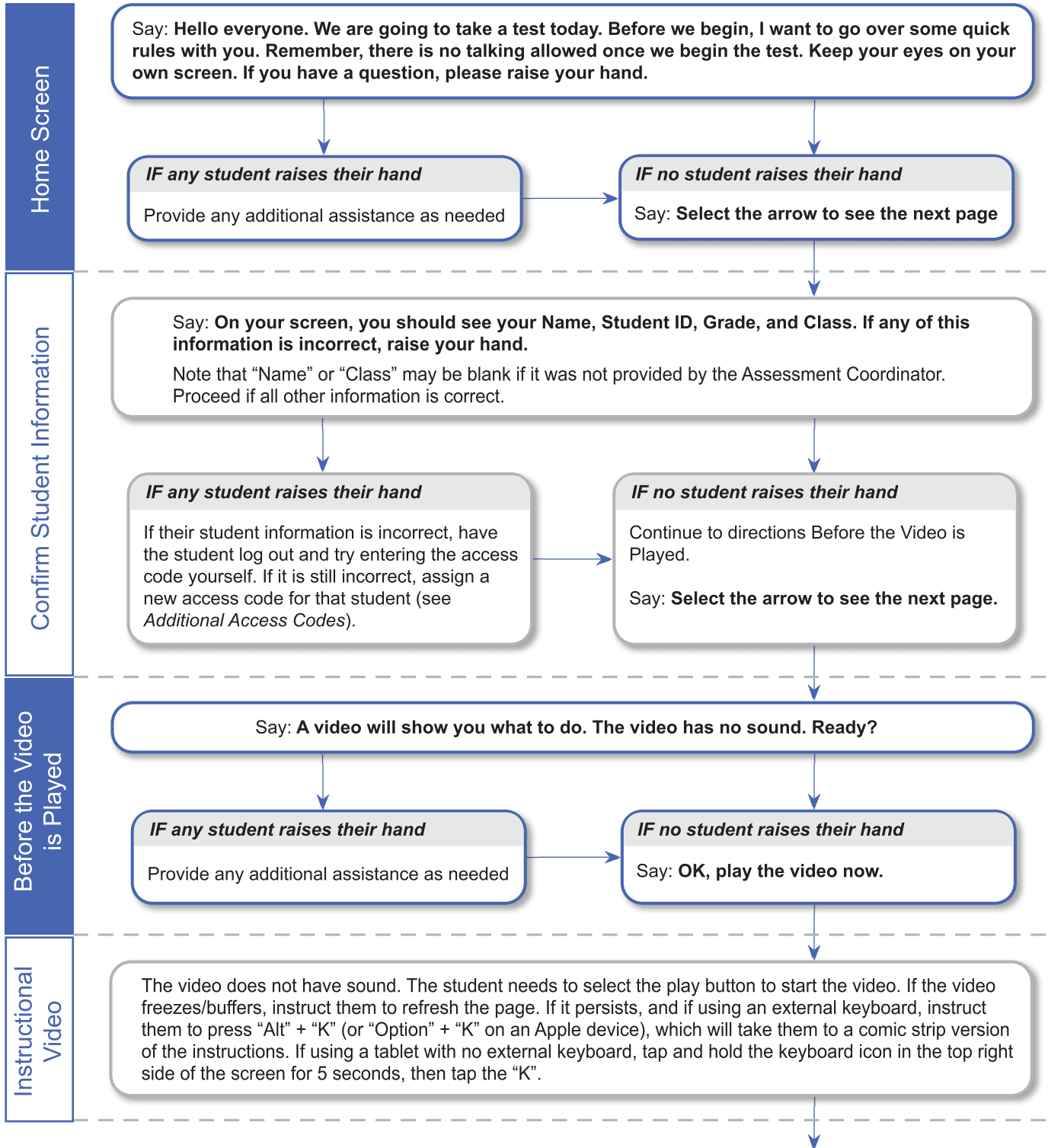
- Naglieri–V
- Naglieri–NV
- Naglieri–Q

If the students have not yet logged in to the test website, have them begin with the section labelled “Logging in.”

If the students are already logged in to the test website and are continuing from a previous testing session, continue with the test directions.

**Naglieri–V Directions**

The directions include (a) logistical instructions and (b) the Test Administrator’s verbal directions. The script to be read aloud is the **black bolded text** and must be presented exactly as written.





After the Video Ends

When all students have viewed the video,

Say: **There are five pictures of fruit and one chair. The chair is different from the pictures of fruit. The student found the answer. Are there any questions?**

**IF there are questions**

Provide assistance as needed to ensure that the students know what to do. If necessary, tell them to play the video again.

**IF there are no questions**

Say: **Select the arrow to see the next page.**  
Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample Questions

**IF students are in Kindergarten or Grade 1**

Sample A

Say: **Look at the pictures. Five of them go together and one is different. Find the picture that doesn't go with the others.**

Allow students to work through the first sample question on their own and then provide the correct answer. Allow students about 1–2 minutes to complete the first sample question.

Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the flashing correct answer.

Say: **2 is the answer.**

Say: **Now, go to the next question.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample B

Allow students about 1–2 minutes to complete the sample question.

Say: **6 is the answer.**

Say: **Now, go to the next question.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample C

Allow students about 1–2 minutes to complete the sample question.

Say: **1 is the answer.**

Say: **Select the arrow to see the next page.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

**IF students are in Grade 2 to 9**

Say: **Look at the pictures. Five of them go together and one is different. Find the picture that doesn't go with the others.**

Allow students about 3–5 minutes to work through all of the sample questions on their own.

Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the flashing correct answer.

Starting the Test

Say: **There are 40 questions. Look at each one carefully and pick the best answer, even if you are not sure. If you want to change your answer, select the back arrow. You have X minutes (X = 30 minutes for Kindergarten to Grade 2; X = 35 minutes for Grade 3 to Grade 9) to complete the questions. If you finish early, you will see two arrows. Use the back arrow to review your answers or the forward arrow to finish. When you finish, please raise your hand and I will come to you.**

Say: **Are there any questions?**

**IF there are questions**

Provide assistance as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items.

**IF there are no questions**

Say: **OK, select the blue arrow to begin.**

Help any students who cannot find the start arrow at the bottom right-hand side of the page.

Keep note of the start time so you have an idea of when students will reach the time limit. You can write the start time and end time on a board visible to all students. Students will work through the test questions on their own. Each test consists of 40 questions, with 1 question per screen.

**IF the test ends before the time-limit expires**

If the student completes the test before the time limit, a "Review Screen" with a back arrow and a forward arrow will be displayed.

If they select the back arrow, the students will be able to go back and review and change their answers.

To end the test, the student must select the forward arrow. Ensure that they arrive on the "Submit Screen." Tell students to wait for the rest of the class to finish the test. Students may work on any alternative activities at this time.

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move onto the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

**IF the test ends after the time-limit expires**

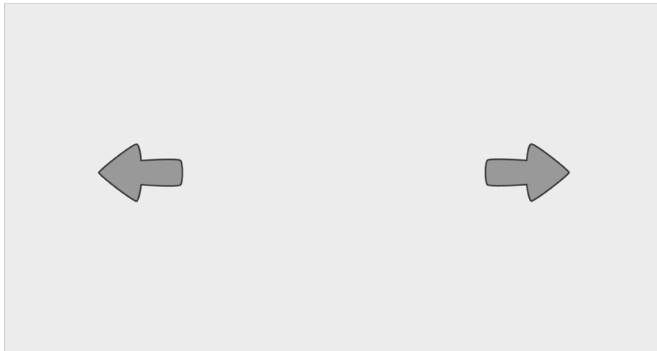
If students reach the time limit, they will automatically be directed to the "Submit Screen."

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move onto the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

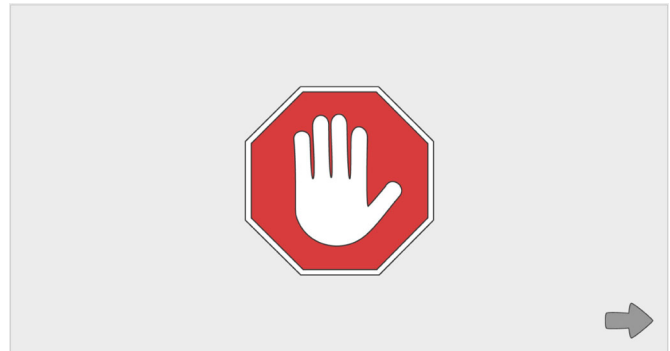
**IMPORTANT:** For students completing the test before the time limit, the test will only be submitted once the student lands on the "Submit Screen."

Notes for the Test

Review Screen:



Submit Screen:



***IF continuing with the next test in the same testing session***

If students will continue with the next test in the same testing session, it is recommended that a small break be provided at this time. Upon returning from their break, ensure students are sitting at the same devices where they were seated for the previous test and are still logged in. Tell them to select the forward arrow at the bottom right-hand side of the page on the “Submit Screen”. All students will be brought to the “Home Screen” with the next test enabled. Refer to the directions for the next test (see *Naglieri–Q Directions* or *Naglieri–NV Directions*).

Say: **Now we will continue with the next test.**

***IF continuing with next test at a different time and/or day***

If students are scheduled to continue with the next test in a different testing session (different time and/or day), tell them to close the browser. When students log in again for their next testing session, they will return to the “Home Screen” with the next test enabled.

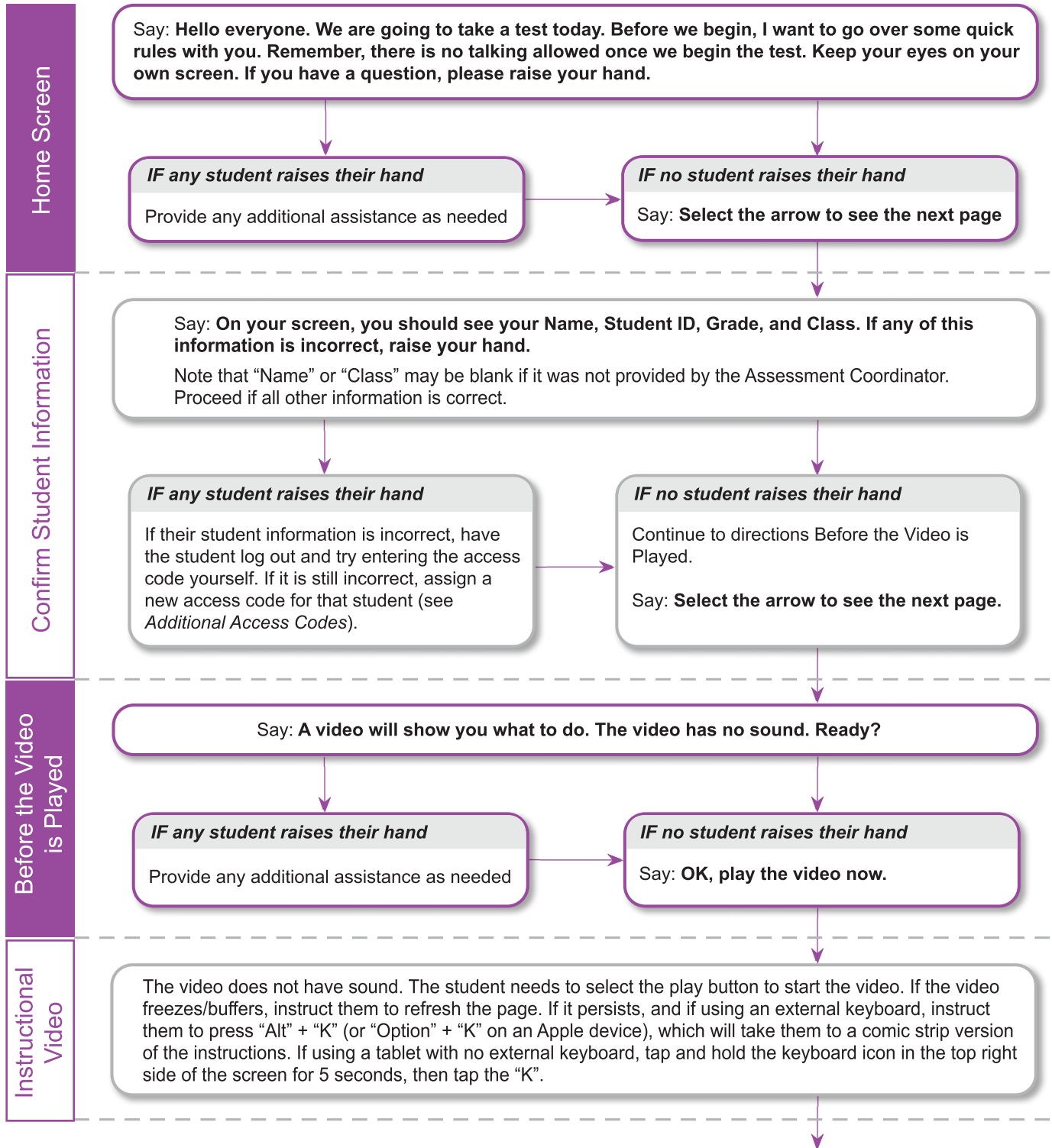
Tell them to return their slips with the assigned access codes to you. You must collect these codes and return them to the students at their next testing session.

***IF all assigned tests have been completed***

A “Thank you” page will appear and there will be no forward arrow at the bottom right-hand side of the screen.

Tell students to close their browser. Gather their access codes and responsibly dispose of them at this time.

The directions include (a) logistical instructions and (b) the Test Administrator’s verbal directions. The script to be read aloud is the **black bolded text** and must be presented exactly as written.



After the Video Ends

When all students have viewed the video,  
Say: **The student found the answer. Are there any questions?**

**IF there are questions**

Provide assistance as needed to ensure that the students know what to do. If necessary, tell them to play the video again.

**IF there are no questions**

Say: **Select the arrow to see the next page.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample Questions

**IF students are in Kindergarten or Grade 1**

Sample A

Say: **Now it's your turn. Try the sample questions.**

Allow them to work through the first sample question on their own and then provide the correct answer. Allow students about 1–2 minutes to complete the first sample question.

Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the correct answer.

Say: **4 is the answer.**

Say: **Now, go to the next question.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample B

Allow students about 1–2 minutes to complete the sample question.

Say: **3 is the answer.**

Say: **Now, go to the next question.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample C

Allow students about 1–2 minutes to complete the sample question.

Say: **5 is the answer.**

Say: **Select the arrow to see the next page.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

**IF students are in Grade 2 to 9**

Say: **Now it's your turn. Try the sample questions.**

Allow students about 3–5 minutes to work through all sample questions on their own.

Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the flashing correct answer.

Say: **There are 40 questions. Look at each one carefully and pick the best answer, even if you are not sure. If you want to change your answer, select the back arrow. You have X minutes (X = 30 minutes for Kindergarten to Grade 2; X = 35 minutes for Grade 3 to Grade 9) to complete the questions. If you finish early, you will see two arrows. Use the back arrow to review your answers or the forward arrow to finish. When you finish, please raise your hand and I will come to you.**

Say: **Are there any questions?**

***IF there are questions***

Provide assistance as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items.

***IF there are no questions***

Say: **OK, select the blue arrow to begin.**

Help any students who cannot find the start arrow at the bottom right-hand side of the page.

Keep note of the start time so you have an idea of when students will reach the time limit. You can write the start time and end time on a board visible to all students. Students will work through the test questions on their own. Each test consists of 40 questions, with 1 question per screen.

***IF the test ends before the time-limit expires***

If the student completes the test before the time limit, a "Review Screen" with a back arrow and a forward arrow will be displayed.

If they select the back arrow, the students will be able to go back and review and change their answers.

To end the test, they must select the forward arrow. Ensure that they arrive on the "Submit Screen." Tell students to wait for the rest of the class to finish the test. Students may work on any alternative activities at this time.

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move on to the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

***IF the test ends after the time-limit expires***

If students reach the time limit, they will automatically be directed to the "Submit Screen."

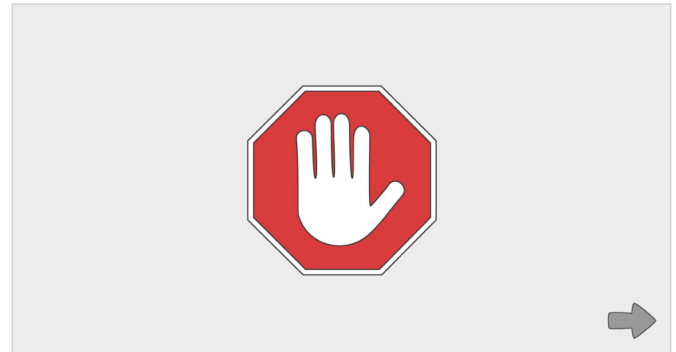
Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move on to the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

**IMPORTANT:** For students completing the test before the time limit, the test will only be submitted once the student lands on the "Submit Screen."

Review Screen:



Submit Screen:



***IF continuing with the next test in the same testing session***

If students will continue with the next test in the same testing session, it is recommended that a small break be provided at this time. Upon returning from their break, ensure students are sitting at the same devices where they were seated for the previous test and are still logged in. Tell them to select the forward arrow at the bottom right-hand side of the page on the “Submit Screen”. All students will be brought to the “Home Screen” with the next test enabled. Refer to the directions for the next test (see *Naglieri–Q Directions* or *Naglieri–V Directions*).

Say: **Now we will continue with the next test.**

***IF continuing with next test at a different time and/or day***

If students are scheduled to continue with the next test in a different testing session (different time and/or day), tell them to close the browser. When students log in again for their next testing session, they will return to the “Home Screen” with the next test enabled.

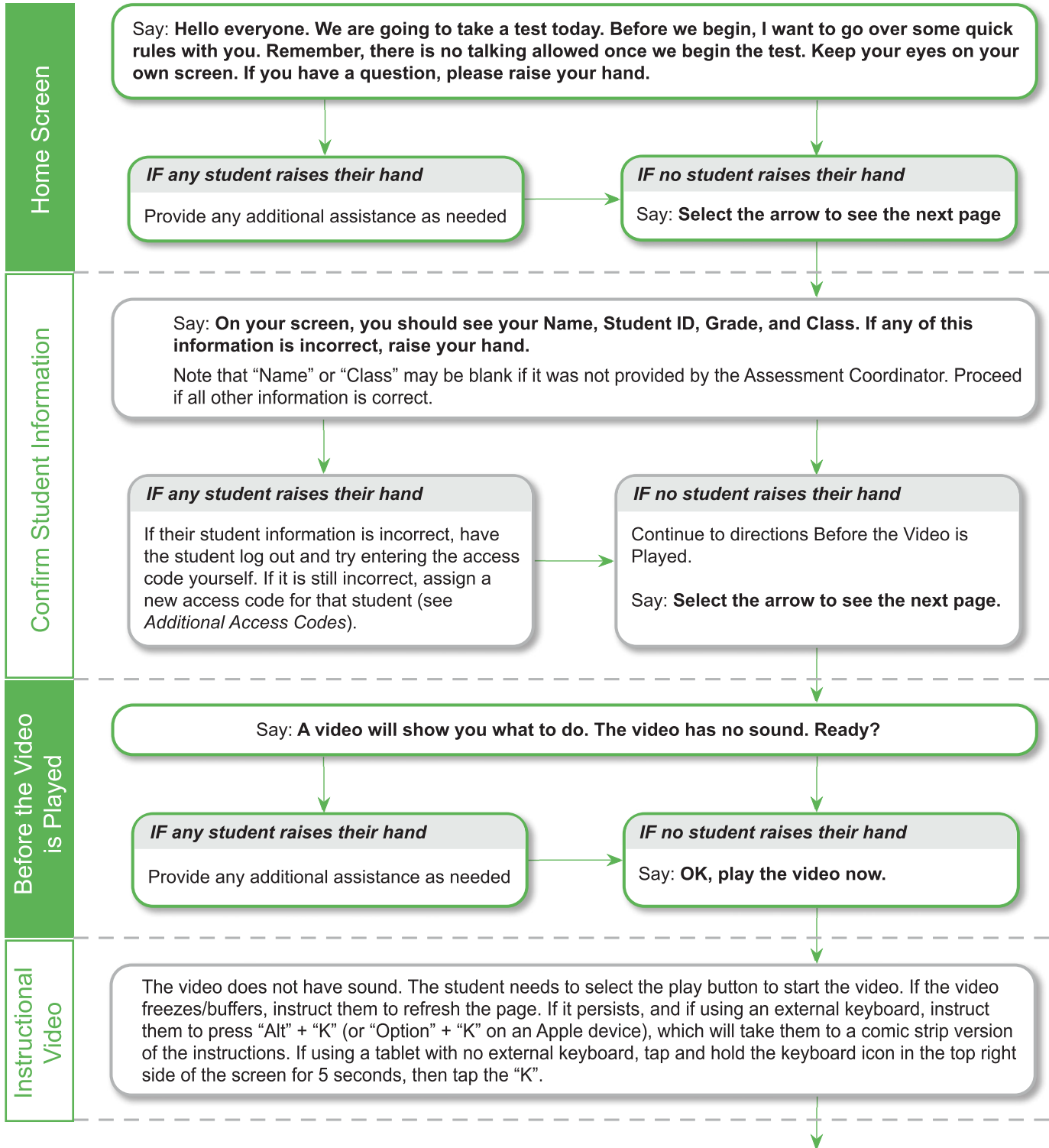
Tell them to return their slips with the assigned access codes to you. You must collect these codes and return them to the students at their next testing session.

***IF all assigned tests have been completed***

A “Thank you” page will appear and there will be no forward arrow at the bottom right-hand side of the screen.

Tell students to close their browser. Gather their access codes and responsibly dispose of them at this time.

The directions include (a) logistical instructions and (b) the Test Administrator’s verbal directions. The script to be read aloud is the **black bolded text** and must be presented exactly as written.





After the Video Ends

When all students have viewed the video,  
Say: **The student found the answer. Are there any questions?**

**IF there are questions**

Provide assistance as needed to ensure that the students know what to do. If necessary, tell them to play the video again.

**IF there are no questions**

Say: **Select the arrow to see the next page.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample Questions

**IF students are in Kindergarten or Grade 1**

Sample A

Say: **Now it's your turn. Try the sample questions.**

Allow them to work through the first sample question on their own and then provide the correct answer. Allow students about 1–2 minutes to complete the first sample question.

Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the correct answer.

Say: **D is the answer.**

Say: **Now, go to the next question.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample B

Allow students about 1–2 minutes to complete the sample question.

Say: **A is the answer.**

Say: **Now, go to the next question.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample C

Allow students about 1–2 minutes to complete the sample question.

Say: **E is the answer.**

Say: **Select the arrow to see the next page.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

**IF students are in Grade 2 to 9**

Say: **Now it's your turn. Try the sample questions.**

Allow students about 3–5 minutes to work through all sample questions on their own.

Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the flashing correct answer.

Starting the Test

Say: **There are 40 questions. Look at each one carefully and pick the best answer, even if you are not sure. If you want to change your answer, select the back arrow. You have X minutes (X = 30 minutes for Kindergarten to Grade 2; X = 35 minutes for Grade 3 to Grade 9) to complete the questions. If you finish early, you will see two arrows. Use the back arrow to review your answers or the forward arrow to finish. When you finish, please raise your hand and I will come to you.**  
 Say: **Are there any questions?**

**IF there are questions**

Provide assistance as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items.

**IF there are no questions**

Say: **OK, select the blue arrow to begin.**

Help any students who cannot find the start arrow at the bottom right-hand side of the page.

Keep note of the start time so you have an idea of when students will reach the time limit. You can write the start time and end time on a board visible to all students. Students will work through the test questions on their own. Each test consists of 40 questions, with 1 question per screen.

**IF the test ends before the time-limit expires**

If the student completes the test before the time limit, a "Review Screen" with a back arrow and a forward arrow will be displayed.

If they select the back arrow, the students will be able to go back and review and change their answers.

To end the test, they must select the forward arrow. Ensure that they arrive on the "Submit Screen." Tell students to wait for the rest of the class to finish the test. Students may work on any alternative activities at this time.

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move on to the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

**IF the test ends after the time-limit expires**

If students reach the time limit, they will automatically be directed to the "Submit Screen."

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move on to the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

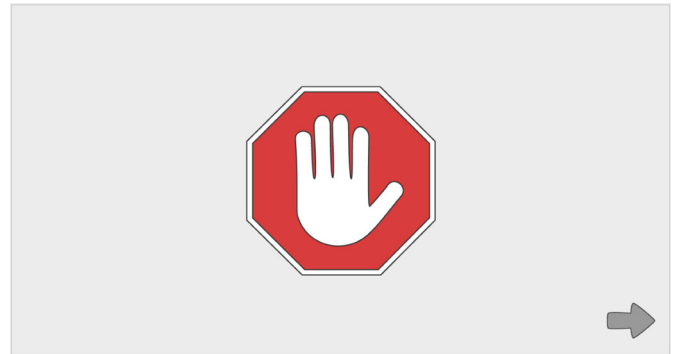
**IMPORTANT:** For students completing the test before the time limit, the test will only be submitted once the student lands on the "Submit Screen."

Notes for the Test

Review Screen:



Submit Screen:



***IF continuing with the next test in the same testing session***

If students will continue with the next test in the same testing session, it is recommended that a small break be provided at this time. Upon returning from their break, ensure students are sitting at the same devices where they were seated for the previous test and are still logged in. Tell them to select the forward arrow at the bottom right-hand side of the page on the “Submit Screen”. All students will be brought to the “Home Screen” with the next test enabled. Refer to the directions for the next test (see *Naglieri–V Directions* or *Naglieri–NV Directions*).

Say: **Now we will continue with the next test.**

***IF continuing with next test at a different time and/or day***

If students are scheduled to continue with the next test in a different testing session (different time and/or day), tell them to close the browser. When students log in again for their next testing session, they will return to this “Home Screen” with the next test enabled.

Tell them to return their slips with the assigned access codes to you. You must collect these codes and return them to the students at their next testing session.

***IF all assigned tests have been completed***

A “Thank you” page will appear and there will be no forward arrow at the bottom right-hand side of the screen.

Tell students to close their browser. Gather their access codes and responsibly dispose of them at this time.

## Additional Access Codes

If a student has been given the wrong access code or if an additional student needs to be added the same day, the Test Administrator must contact the Assessment Coordinator to get a new access code assigned for the student.

## How to Handle Students Missing Tests

The students' assigned tests are enabled in a predetermined order. If a student misses a test (e.g., Naglieri–NV), the

student must catch up on the missed test before they can join the class for the current testing session. The missed test(s) can be individually administered to the student.

## Troubleshooting

The following section describes some potential disruptions (see Table 3) and technical issues (see Table 4) that may occur during the administration of the Naglieri General Ability Tests along with recommended resolutions.

Table 3. Potential Interruptions and Resolutions

Issue	Resolution
If a student wants/needs to stop the test	Encourage them to finish but do not push if they are adamant about stopping. If you need to stop the test, and the student is using an external keyboard, press "Alt" + "S" (or "Option" + "S" on an Apple device). If using a tablet with no external keyboard, tap and hold the keyboard icon in the top right side of the screen for 5 seconds, then tap the "S". The student's responses during the test will be saved and they may close the browser. Make a note that the student stopped the test and try to have the student complete the test at a later time. The student can resume from where they left off by logging in with their personal access code. Note that, if possible, the student should complete the missed test before joining the group for the next test.
If a student's behavior becomes disruptive to the group	Stop testing by having all the students close the browser. This will pause the timer for all students. Resume testing when the source of the disruption is removed and the group has calmed down.
If there is disruptive noise or weather	Stop testing by having all the students close the browser. This will pause the timer for all students. Resume testing when the source of the disruption stops.
If the student information (name, DOB, etc.) on the test doesn't match the student taking the test	Check to determine if the discrepancy is due to a typographical error, omission, or other data entry problem by having the student log out and re-enter the access code. If the information is still incorrect, contact the Assessment Coordinator to get a new access code assigned for the student.
If the student's grade form is incorrect	Contact the Assessment Coordinator who created the test sessions and ask that they create a new testing session for that student. This student may need to be tested individually outside of the group testing session.
If a student prematurely advances to the next test	A five-minute timer has been implemented at the end of each test to prevent students from advancing to the next test prematurely. After the timer ends, if the student prematurely advances, and if using an external keyboard, then press "Alt" + "S" ("Option" + "S" on an Apple device) to save the student's responses, and then close the browser. If using a tablet with no external keyboard, tap and hold the keyboard icon in the top right side of the screen for 5 seconds, then tap the "S". Have the student resume their test after the instructions have been given to the rest of the group and the students have begun working through the items.
If a student's access code is missing	Contact the Assessment Coordinator to get a new access code assigned for the student.

Table 4. Potential Technical Issues and Resolutions

Issue	Resolution
Browser or tab is accidentally closed	Log in to the account again using the same access code. The student will return to the same screen at which the assessment was closed.
Instructional video does not play, lags, or freezes	If the video does not play, lags, or appears frozen, and if using an external keyboard, instruct the student to press "Alt" + "K" (or "Option" + "K" on an Apple device), which will take them to a comic strip version of the instructions. If using a tablet with no external keyboard, tap and hold the keyboard icon in the top right side of the screen for 5 seconds, then tap the "K".

*(Table continues on next page...)*

Table 4. Potential Technical Issues and Resolutions (...continued)

Issue	Resolution
Images on the screen do not load	Refresh the screen using the internet browser’s refresh button.
Internet connectivity lost	If internet connectivity is lost, a pop-up with the following message will appear:  Network connection lost: Please contact your administrator.  The pop-up should disappear when a connection is re-established. If it does not disappear, refresh the screen using the internet browser’s refresh button. Note that the timer will pause while the internet connectivity is lost and automatically resume when connectivity is restored.
Power outage	Log in to the account again using the same access code. The student will return to the same screen at which the assessment was closed.
Test appears cropped within the browser	If students are using a computer, laptop, or Chromebook with an external keyboard, instruct them to press the “Ctrl” + “-” keys (or “Command” + “-” on an Apple device) to zoom out. For iPads and other touch screen devices, pinch two or more fingers together or apart to adjust the zoom.
Cannot log in to test with access code	Contact the Assessment Coordinator to get a new access code assigned for the student.
Wrong/different test appears on the home screen	After logging in, if you or the student sees a test that is different from the rest of the students, then the correct test was not assigned to them. Contact the Assessment Coordinator to have the correct test assigned to the student. This student may need to be tested individually outside of the group testing session.
Testing device does not work	If the testing device does not work before the student starts the test, use one of the backup devices prepared before testing. If the testing device stops working after the student starts the test, and if using an external keyboard, then press “Alt” + “S” (or “Option” + “S” on an Apple device) to save the student’s responses. If using a tablet with no external keyboard, tap and hold the keyboard icon in the top right side of the screen for 5 seconds, then tap the “S”. Close the browser and resume testing on one of the backup devices.
Video is opened in full screen mode	In this instance, the forward arrow used to advance to the next screen will not be visible. Press the “Esc” key to exit full screen and then click the forward arrow.

## Hardware and Software Requirements

Table 5 outlines the minimum requirements to access the Naglieri General Ability Tests using a broadband internet-enabled device such as a desktop computer, laptop, Chromebook, or tablet (including Apple iPad, Google Nexus, Samsung Galaxy) with, ideally, the latest version of supported internet browsers.

Table 5. Supported Browsers

Browser	Supported Versions
Google Chrome	Latest three major releases.
Microsoft Edge	Latest three major releases.
Mozilla Firefox	Latest three major releases.
Safari	Version 13 and later

## Technical Support

Multi-Health Systems Inc. is committed to providing timely support for any technical questions or issues that may arise during use of the Naglieri General Ability Tests.

For questions or more information about online administration, scoring, or reporting of the Naglieri General Ability Tests, please contact one of our Customer Service representatives:

- In the United States or outside of North America, call toll-free at 1-800-456-3003.
- In Canada, call toll-free at 1-800-268-6011.

If you are experiencing a technical issue, please contact our Customer Service and Technical Support Department:

- In the United States or outside of North America, call toll-free at 1-800-456-3003.
- In Canada, call toll-free at 1-800-268-6011 and ask for Technical Support.

All email inquiries can be sent to [customerservice@mhs.com](mailto:customerservice@mhs.com) at any time and will be answered by one of the MHS representatives.



# Appendix A

## Written Directions to be Used for Students with Auditory Deficits

The following steps outline the directions to administer the tests to students with auditory deficits. This document provides the verbal directions that can be printed out and provided to students to read. This document is intended to be given to students in Grade 3 and above. The following pages contain the directions in first in English and then in Spanish.

**Logging In**

To begin, all students should open the test website on their devices if the site is not already launched. Next, provide each student with their assigned test access code (these codes need to be printed out and ready to be distributed to each student before testing begins). It is imperative that the correct log-in information be provided to each student.

- If the test website link (<https://a2.mhs.com/ngat>) has been bookmarked on their devices, direct the students to open the link in the browser (Chrome is recommended). If the students will be manually entering the test website link, tell them to enter the link into the browser (the link should be displayed at the front of the room). Once the test website is open on all devices, students will view the “Log-in Screen.”
- Tell the students to enter their assigned access code.

**Administer the Test**

The tests have been enabled in the order in which they have been scheduled to be administered by the Assessment Coordinator. The order can be found in the student access code file. Instruct the students to select the forward arrow. Provide assistance as needed.

The following section provides test-specific directions for the following tests:

- Naglieri–V
- Naglieri–NV
- Naglieri–Q

If the students have not yet logged in to the test website, have them begin with the section labelled “Log-in.”

If the students are already logged in to the test website and are continuing from a previous testing session, continue with the test directions.



## Naglieri–V Directions (English)

Follow these directions to complete the test.

### Directions for Home Screen

We are going to take a test today. Remember, there is no talking allowed once we begin the test. Keep your eyes on your own screen. If you have a question, please raise your hand.

### Once all questions are answered

Select the arrow to see the next page.

### Confirm Student Information

On your screen, you should see your Name, Student ID, Grade, and Class. If any of this information is incorrect, raise your hand.

### When everything is correct

Select the arrow to see the next page.

A video will show you what to do. The video has no sound. Ready?

### When ready to view video

OK, play the video now.

### After the video ends

There are five pictures of fruit and one chair. The chair is different from the pictures of fruit. The student found the answer. Are there any questions?

### Once all questions are answered

Select the arrow to see the next page.

### Sample items

Look at the pictures. Five of them go together and one is different. Find the picture that doesn't go with the others.

### Starting the test

There are 40 questions. Look at each one carefully and pick the best answer, even if you are not sure. If you want to change your answer, select the back arrow. You have 35 minutes to complete the questions. If you finish early, you will see two arrows. Use the back arrow to review your answers or the forward arrow to finish. When you finish, please raise your hand and I will come to you.

Are there any questions?

### Once all questions are answered

OK, select the blue arrow to begin.

Follow these directions to complete the test.

**Directions for Home Screen**

We are going to take a test today. Remember, there is no talking allowed once we begin the test. Keep your eyes on your own screen. If you have a question, please raise your hand.

**Once all questions are answered**

Select the arrow to see the next page.

**Confirm Student Information**

On your screen, you should see your Name, Student ID, Grade, and Class. If any of this information is incorrect, raise your hand.

**When everything is correct**

Select the arrow to see the next page.

A video will show you what to do. The video has no sound. Ready?

**When ready to view video**

OK, play the video now.

**After the video ends**

The student found the answer. Are there any questions?

**Once all questions are answered**

Select the arrow to see the next page.

**Sample items**

Now it's your turn. Try the sample questions.

**Starting the test**

There are 40 questions. Look at each one carefully and pick the best answer, even if you are not sure. If you want to change your answer, select the back arrow. You have 35 minutes to complete the questions. If you finish early, you will see two arrows. Use the back arrow to review your answers or the forward arrow to finish. When you finish, please raise your hand and I will come to you.

Are there any questions?

**Once all questions are answered**

OK, select the blue arrow to begin.

## Naglieri–Q Directions (English)

Follow these directions to complete the test.

### Directions for Home Screen

We are going to take a test today. Remember, there is no talking allowed once we begin the test. Keep your eyes on your own screen. If you have a question, please raise your hand.

### Once all questions are answered

Select the arrow to see the next page.

### Confirm Student Information

On your screen, you should see your Name, Student ID, Grade, and Class. If any of this information is incorrect, raise your hand.

### When everything is correct

Select the arrow to see the next page.

A video will show you what to do. The video has no sound. Ready?

### When ready to view video

OK, play the video now.

### After the video ends

The student found the answer. Are there any questions?

### Once all questions are answered

Select the arrow to see the next page.

### Sample items

Now it's your turn. Try the sample questions.

### Starting the test

There are 40 questions. Look at each one carefully and pick the best answer, even if you are not sure. If you want to change your answer, select the back arrow. You have 35 minutes to complete the questions. If you finish early, you will see two arrows. Use the back arrow to review your answers or the forward arrow to finish. When you finish, please raise your hand and I will come to you.

Are there any questions?

### Once all questions are answered

OK, select the blue arrow to begin.



Sigan estas instrucciones para completar la prueba.

**Instrucciones para la pantalla de inicio**

Hoy vamos a realizar una prueba. Recuerden, no está permitido hablar una vez que comience la prueba. Mantengan sus ojos sobre su pantalla. Si tienen alguna pregunta, por favor levanten su mano.

**Una vez que hayan respondido todas las preguntas**

Seleccionen la flecha para ver la siguiente página.

**Confirmación de la información del estudiante**

En su pantalla, deberán ver su Nombre o su número de identificación (ID) de estudiante, Grado, y Salón de clase. Si alguna de la información es incorrecta, levanten la mano.

**Cuando se haya confirmado que la información es correcta**

Seleccionen la flecha para ver la siguiente página.

A continuación verán lo que deben hacer con ayuda de un video. El video no tiene sonido. ¿Están listos?

**Cuando los estudiantes estén listos para ver el video**

Bien, ahora verán el video.

**Una vez que finalice el video**

Hay cinco imágenes de frutas y una silla. La imagen de la silla es diferente a las imágenes de la fruta. El estudiante encontró la respuesta. ¿Tienen alguna duda?

**Una vez que hayan respondido todas las preguntas**

Seleccionen la flecha para ver la siguiente página.

**Preguntas de ejemplo**

Observen las imágenes. Cinco de ellas deben ir juntas y una es diferente. Encuentren la imagen que no debe ir con las demás.

**Inicio de la prueba**

Hay 40 preguntas. Observen atentamente cada una de ellas y elijan la mejor respuesta, aunque no estén seguros. Si quieren cambiar sus respuestas, seleccionen la flecha "Atrás". Tienen 35 minutos para responder las preguntas. Si terminan antes, verán dos flechas. Utilicen la flecha "Atrás" para revisar sus respuestas o la flecha "Adelante" para terminar. Cuando terminen, levanten la mano y yo iré a sus lugares.

¿Tienen alguna duda?

**Una vez que hayan respondido todas las preguntas**

Muy bien, seleccionen la flecha azul para comenzar.

Sigan estas instrucciones para completar la prueba.

**Instrucciones para la pantalla de inicio**

Hoy vamos a realizar una prueba. Recuerden, no está permitido hablar una vez que comience la prueba. Mantengan sus ojos sobre su pantalla. Si tienen alguna pregunta, por favor levanten su mano.

**Una vez que hayan respondido todas las preguntas**

Seleccionen la flecha para ver la siguiente página.

**Confirmación de la información del estudiante**

En su pantalla, deberán ver su Nombre o su número de identificación (ID) de estudiante, Grado, y Salón de clase. Si alguna de la información es incorrecta, levanten la mano.

**Cuando se haya confirmado que la información es correcta**

Seleccionen la flecha para ver la siguiente página.

A continuación verán lo que deben hacer con ayuda de un video. El video no tiene sonido. ¿Están listos?

**Cuando los estudiantes estén listos para ver el video**

Bien, ahora verán el video.

**Una vez que finalice el video**

El estudiante encontró la respuesta. ¿Tienen alguna duda?

**Una vez que hayan respondido todas las preguntas**

Seleccionen la flecha para ver la siguiente página.

**Preguntas de ejemplo**

Ahora les toca a ustedes. Prueben con las preguntas de ejemplo.

**Inicio de la prueba**

Hay 40 preguntas. Observen atentamente cada una de ellas y elijan la mejor respuesta, aunque no estén seguros. Si quieren cambiar sus respuestas, seleccionen la flecha “Atrás”. Tienen 35 minutos para responder las preguntas. Si terminan antes, verán dos flechas. Utilicen la flecha “Atrás” para revisar sus respuestas o la flecha “Adelante” para terminar. Cuando terminen, levanten la mano y yo iré a sus lugares.

¿Tienen alguna duda?

**Una vez que hayan respondido todas las preguntas**

Muy bien, seleccionen la flecha azul para comenzar.

Sigan estas instrucciones para completar la prueba.

#### Instrucciones para la pantalla de inicio

Hoy vamos a realizar una prueba. Recuerden, no está permitido hablar una vez que comience la prueba. Mantengan sus ojos sobre su pantalla. Si tienen alguna pregunta, por favor levanten su mano.

#### Una vez que hayan respondido todas las preguntas

Seleccionen la flecha para ver la siguiente página.

#### Confirmación de la información del estudiante

En su pantalla, deberán ver su Nombre o su número de identificación (ID) de estudiante, Grado, y Salón de clase. Si alguna de la información es incorrecta, levanten la mano.

#### Cuando se haya confirmado que la información es correcta

Seleccionen la flecha para ver la siguiente página.

A continuación verán lo que deben hacer con ayuda de un video. El video no tiene sonido. ¿Están listos?

#### Cuando los estudiantes estén listos para ver el video

Bien, ahora verán el video.

#### Una vez que finalice el video

El estudiante encontró la respuesta. ¿Tienen alguna duda?

#### Una vez que hayan respondido todas las preguntas

Seleccionen la flecha para ver la siguiente página.

#### Preguntas de ejemplo

Ahora les toca a ustedes. Prueben con las preguntas de ejemplo.

#### Inicio de la prueba

Hay 40 preguntas. Observen atentamente cada una de ellas y elijan la mejor respuesta, aunque no estén seguros. Si quieren cambiar sus respuestas, seleccionen la flecha “Atrás”. Tienen 35 minutos para responder las preguntas. Si terminan antes, verán dos flechas. Utilicen la flecha “Atrás” para revisar sus respuestas o la flecha “Adelante” para terminar. Cuando terminen, levanten la mano y yo iré a sus lugares.

¿Tienen alguna duda?

#### Una vez que hayan respondido todas las preguntas

Muy bien, seleccionen la flecha azul para comenzar.

# Appendix B

## Spanish Directions for Administration

## During the Administration

The following steps outline the directions to administer the tests. Logistical directions are provided in regular black font and should not be read aloud. The verbal directions to be read aloud to students are printed in **bold font** next to the word “Say.” The text should be read exactly as written. Feel free to repeat the directions as needed.

### Logging In

To begin, all students should open the test website on their devices if the site is not already launched. Next, provide each student with their assigned test access code (these codes need to be printed out and ready to be distributed to each student before testing begins). It is imperative that the correct log-in information be provided to each student.

- If the test website link (<https://a2.mhs.com/ngat>) has been bookmarked on their devices, direct the students to open the link in the browser (Chrome is recommended). If the students will be manually entering the test website link, tell them to enter the link into the browser (the link should be displayed at the front of the room). Once the test website is open on all devices, students will view the “Log-in Screen.”
- Tell the students to enter their assigned access code. For younger students, the Test Administrator should open the link and enter the log-in information for them.

### Administer the Test

The tests have been enabled in the order in which they have been scheduled to be administered by the Assessment Coordinator. The order can be found in the student access code file. Instruct the students to select the forward arrow. Provide assistance as needed.

The following section provides test-specific directions for the following tests:

- Naglieri–V
- Naglieri–NV
- Naglieri–Q

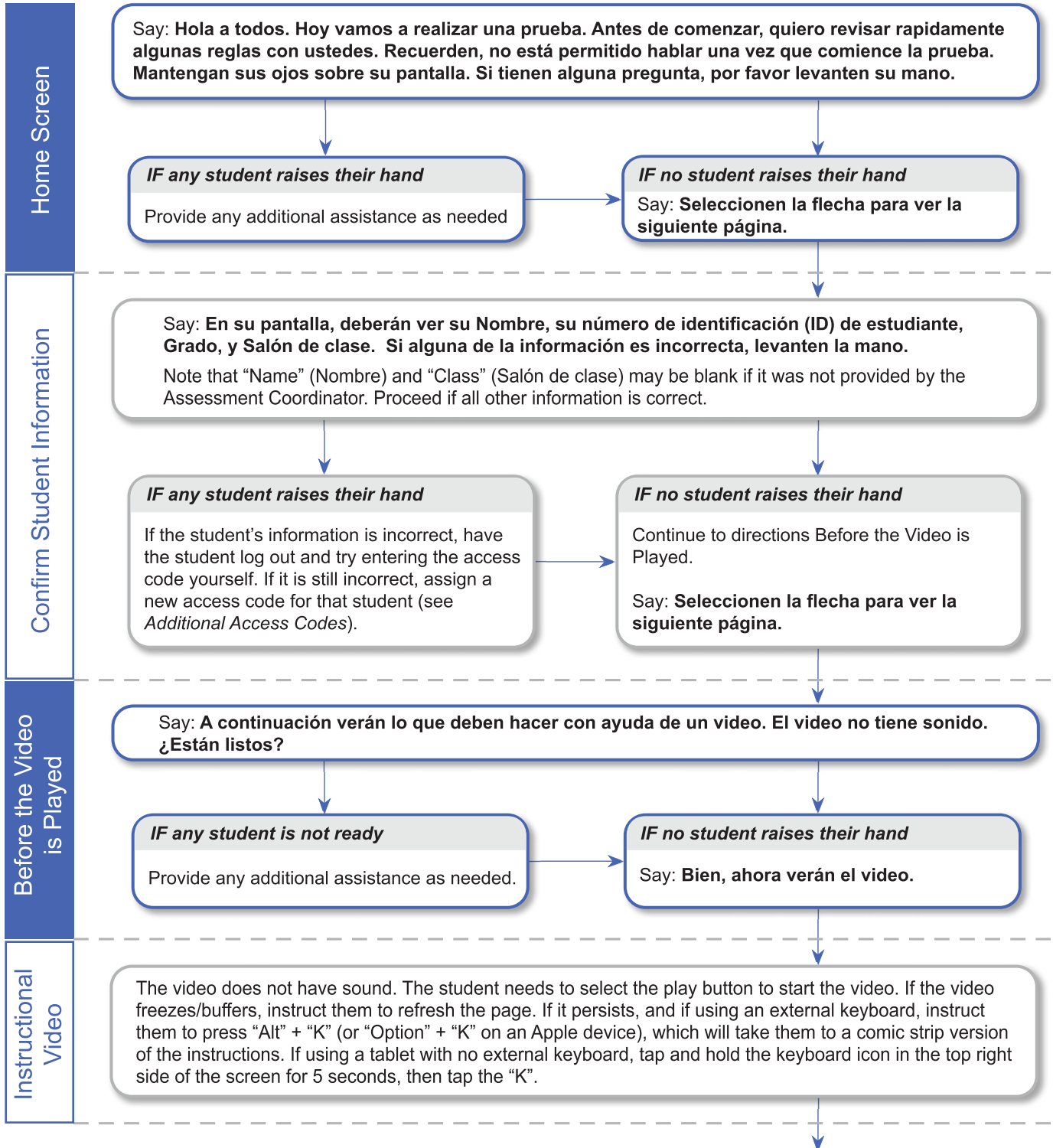
If the students have not yet logged in to the test website, have them begin with the section labelled “Logging in.”

If the students are already logged in to the test website and are continuing from a previous testing session, continue with the test directions.



**Naglieri–V Directions**

The directions include (a) logistical instructions and (b) the Test Administrator’s verbal directions. The script to be read aloud is the **black bolded text** and must be presented exactly as written.



After the Video Ends

When all students have viewed the video,  
Say: **Hay cinco imágenes de frutas y una silla. La imagen de la silla es diferente a las imágenes de la fruta. El estudiante encontró la respuesta. ¿Tienen alguna duda?**

**IF there are questions**  
Provide assistance as needed to ensure that the students know what to do. If necessary, tell them to play the video again.

**IF there are no questions**  
Say: **Seleccionen la flecha para ver la siguiente página.**  
Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample Questions

**IF students are in Kindergarten or Grade 1**

Sample A  
Say: **Observen las imágenes. Cinco de ellas deben ir juntas y una es diferente. Encuentren la imagen que no debe ir con las demás.**

Allow students to work through the first sample question on their own and then provide the correct answer. Allow students about 1–2 minutes to complete the first sample question. Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the flashing correct answer.  
Say: **2 es la respuesta.**  
Say: **Ahora, pasen a la siguiente pregunta.**  
Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample B  
Allow students about 1–2 minutes to complete the sample question.  
Say: **6 es la respuesta.**  
Say: **Ahora, pasen a la siguiente pregunta.**  
Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample C  
Allow students about 1–2 minutes to complete the sample question.  
Say: **1 es la respuesta.**  
Say: **Ahora, pasen a la siguiente pregunta.**  
Help any students who cannot find the arrow at the bottom right-hand side of the screen.

**IF students are in Grade 2 to 9**

Say: **Observen las imágenes. Cinco de ellas deben ir juntas y una es diferente. Encuentren la imagen que no debe ir con las demás.**

Allow students about 3–5 minutes to work through all of the sample questions on their own. Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the flashing correct answer.

Starting the Test

Say: **Hay 40 preguntas. Observen atentamente cada una de ellas y elijan la mejor respuesta, aunque no estén seguros. Si quieren cambiar sus respuestas, seleccionen la flecha “Atrás”. Tienen X minutos (X = 30 minutos for Kindergarten to Grade 2; X = 35 minutos for Grade 3 to Grade 9) para responder las preguntas. Si terminan antes, verán dos flechas. Utilicen la flecha “Atrás” para revisar sus respuestas o la flecha “Adelante” para terminar. Cuando terminen, levanten la mano y yo iré a sus lugares.**

Say: **¿Tienen alguna duda?**

**IF there are questions**

Provide assistance as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items.

**IF there are no questions**

Say: **Muy bien, seleccionen la flecha azul para comenzar.**

Help any students who cannot find the start arrow at the bottom right-hand side of the page.

Keep note of the start time so you have an idea of when students will reach the time limit. You can write the start time and end time on a board visible to all students. Students will work through the test questions on their own. Each test consists of 40 questions, with 1 question per screen.

**IF the test ends before the time-limit expires**

If the student completes the test before the time limit, a “Review Screen” with a back arrow and a forward arrow will be displayed.

If they select the back arrow, the students will be able to go back and review and change their answers.

To end the test, the student must select the forward arrow. Ensure that they arrive on the “Submit Screen.” Tell students to wait for the rest of the class to finish the test. Students may work on any alternative activities at this time.

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move onto the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

**IF the test ends after the time-limit expires**

If students reach the time-limit, they will automatically be directed to the “Submit Screen.”

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move onto the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

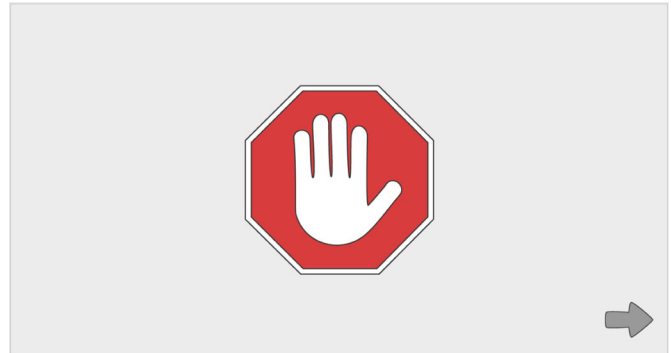
**IMPORTANT:** For students completing the test before the time-limit, the test will only be submitted once the student lands on the “Submit Screen.”

Notes for the Test

Review Screen:



Submit Screen:



***IF continuing with the next test in the same testing session***

If students will continue with the next test in the same testing session, it is recommended that a small break be provided at this time. Upon returning from their break, ensure students are sitting at the same devices where they were seated for the previous test and are still logged in. Tell them to select the forward arrow at the bottom right-hand side of the page (on the “Submit Screen”). All students will be brought to the “Home Screen” with the next test enabled. Refer to the directions for the next test (see *Naglieri–Q Directions* or *Naglieri–NV Directions*).

Say: **Ahora continuaremos con la siguiente prueba.**

***IF continuing with next test at a different time and/or day***

If students are scheduled to continue with the next test in a different testing session (different time and/or day), tell them to close the browser. When students log in again for their next testing session, they will return to the “Home Screen” with the next test enabled.

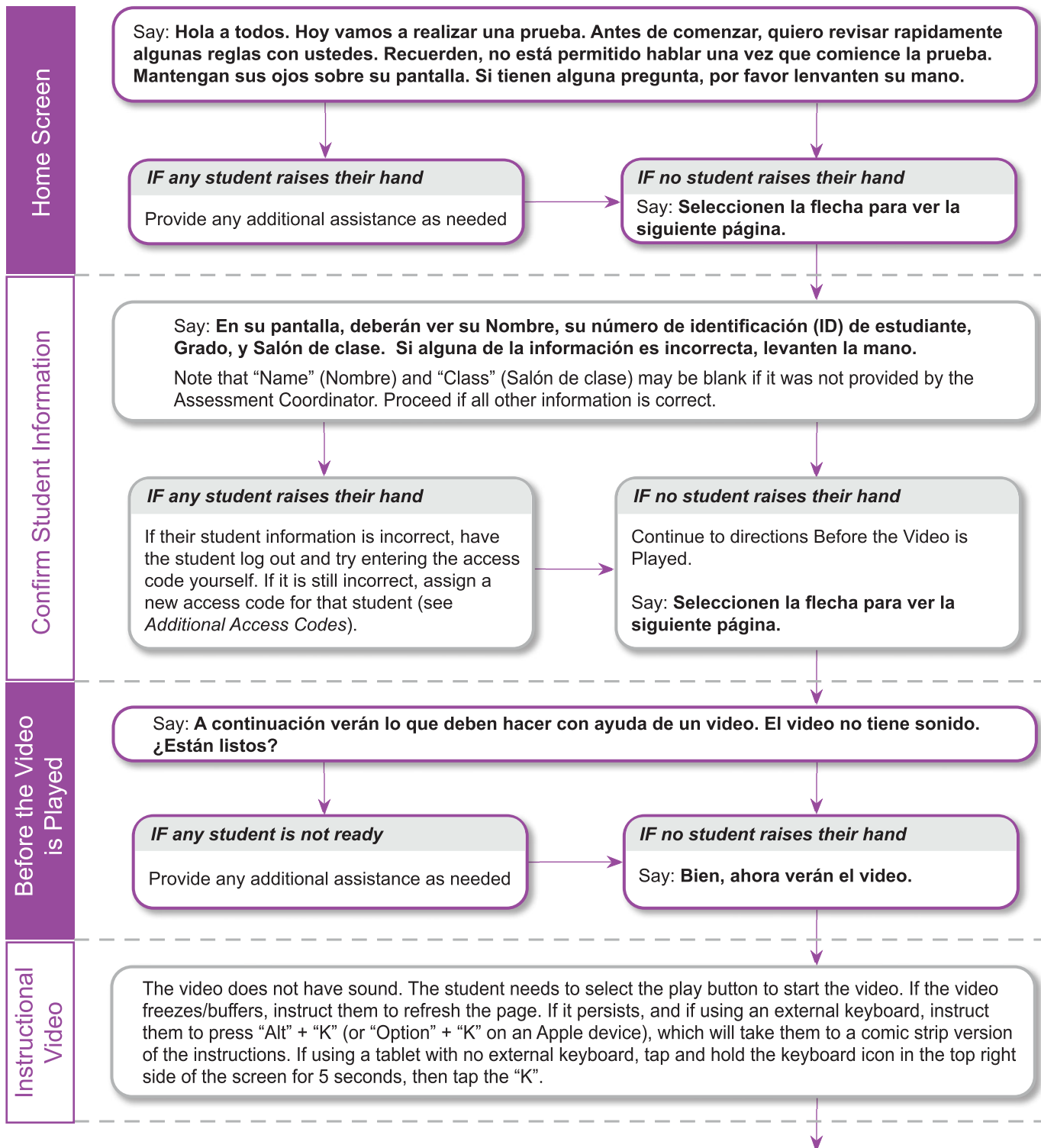
Tell them to return their slips with the assigned access codes to you. You must collect these codes and return them to the students at their next testing session.

***IF all assigned tests have been completed***

A “Thank you” page will appear and there will be no forward arrow at the bottom right-hand side of the screen.

Direct students to close their browser. Gather their access codes and responsibly dispose of them at this time.

The directions include (a) logistical instructions and (b) the Test Administrator’s verbal directions. The script to be read aloud is the **black bolded text** and must be presented exactly as written.





After the Video Ends

When all students have viewed the video,

Say: **El estudiante encontró la respuesta. ¿Tienen alguna duda?**

**IF there are questions**

Provide assistance as needed to ensure that the students know what to do. If necessary, tell them to play the video again.

**IF there are no questions**

Say: **Seleccionen la flecha para ver la siguiente página.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample Questions

**IF students are in Kindergarten or Grade 1**

Sample A

Say: **Ahora les toca a ustedes. Prueben con las preguntas de ejemplo.**

Allow them to work through the first sample question on their own and then provide the correct answer. Allow students about 1–2 minutes to complete the first sample question. Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the correct answer.

Say: **4 es la respuesta.**

Say: **Ahora, pasen a la siguiente pregunta.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample B

Allow students about 1–2 minutes to complete the sample question.

Say: **3 es la respuesta.**

Say: **Ahora, pasen a la siguiente pregunta.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample C

Allow students about 1–2 minutes to complete the sample question.

Say: **5 es la respuesta.**

Say: **Ahora, pasen a la siguiente pregunta.**

Help any students who cannot find the arrow at the bottom right-hand side of the screen.

**IF students are in Grade 2 to 9**

Say: **Ahora les toca a ustedes. Prueben con las preguntas de ejemplo.**

Allow students about 3–5 minutes to work through all sample questions on their own. Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the flashing correct answer.

Starting the Test

Say: **Hay 40 preguntas. Observen atentamente cada una de ellas y elijan la mejor respuesta, aunque no estén seguros. Si quieren cambiar sus respuestas, seleccionen la flecha “Atrás”. Tienen X minutos (X = 30 minutes for Kindergarten to Grade 2; X = 35 minutes for Grade 3 to Grade 9) para responder las preguntas. Si terminan antes, verán dos flechas. Utilicen la flecha “Atrás” para revisar sus respuestas o la flecha “Adelante” para terminar. Cuando terminen, levanten la mano y yo iré a sus lugares.**

Say: **¿Tienen alguna duda?**

**IF there are questions**

Provide assistance as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items.

**IF there are no questions**

Say: **Muy bien, seleccionen la flecha azul para comenzar.**

Help any students who cannot find the start arrow at the bottom right-hand side of the page.

Notes for the Test

Keep note of the start time so you have an idea of when students will reach the time limit. You can write the start time and end time on a board visible to all students. Students will work through the test questions on their own. Each test consists of 40 questions, with 1 question per screen.

**IF the test ends before the time-limit expires**

If the student completes the test before the time limit, a “Review Screen” with a back arrow and a forward arrow will be displayed.

If they select the back arrow, the students will be able to go back and review and change their answers.

To end the test, they must select the forward arrow. Ensure that they arrive on the “Submit Screen.” Tell students to wait for the rest of the class to finish the test. Students may work on any alternative activities at this time.

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move on to the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

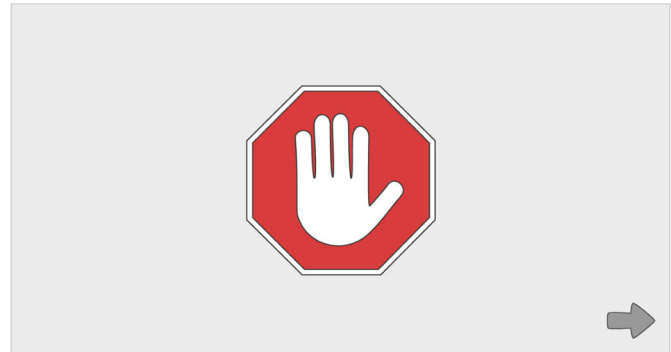
**IF the test ends after the time-limit expires**

If students reach the time-limit, they will automatically be directed to the “Submit Screen.”

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move on to the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

**IMPORTANT:** For students completing the test before the time-limit, the test will only be submitted once the student lands on the “Submit Screen.”

*Review Screen:*

*Submit Screen:*


***IF continuing with the next test in the same testing session***

If students will continue with the next test in the same testing session, it is recommended that a small break be provided at this time. Upon returning from their break, ensure students are sitting at the same devices where they were seated for the previous test and are still logged in. Tell them to select the forward arrow at the bottom right-hand side of the page (on the "Submit Screen"). All students will be brought to the "Home Screen" with the next test enabled. Refer to the directions for the next test (see *Naglieri-Q Directions* or *Naglieri-NV Directions*).

Say: **Ahora continuaremos con la siguiente prueba.**

***IF continuing with next test at a different time and/or day***

If students are scheduled to continue with the next test in a different testing session (different time and/or day), tell them to close the browser. When students log in again for their next testing session, they will return to the "Home Screen" with the next test enabled.

Tell them to return their slips with the assigned access codes to you. You must collect these codes and return them to the students at their next testing session.

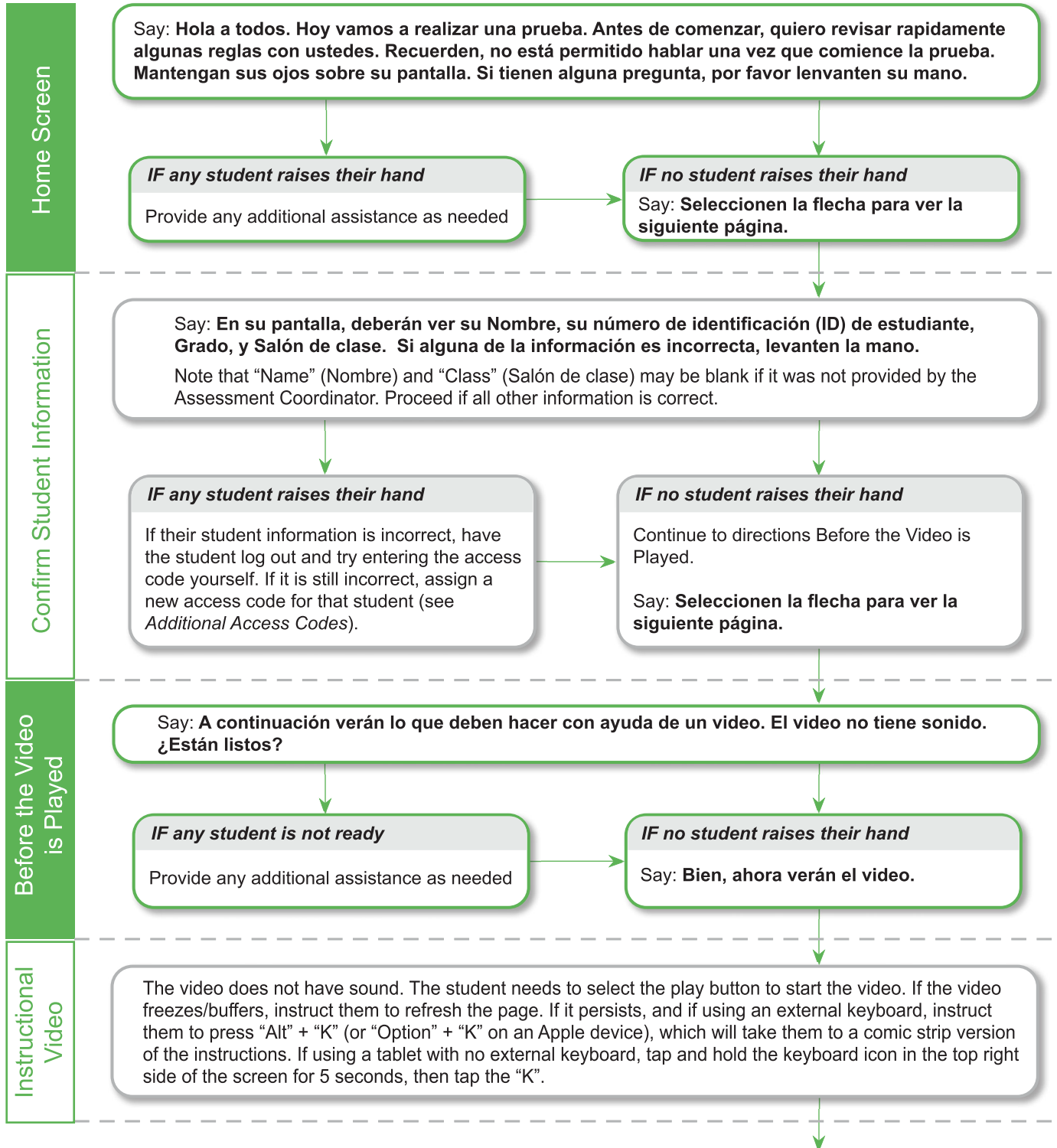
***IF all assigned tests have been completed***

A "Thank you" page will appear and there will be no forward arrow at the bottom right-hand side of the screen.

Tell students to close their browser. Gather their access codes and responsibly dispose of them at this time.



The directions include (a) logistical instructions and (b) the Test Administrator’s verbal directions. The script to be read aloud is the **black bolded text** and must be presented exactly as written.



After the Video Ends

When all students have viewed the video,  
Say: **El estudiante encontró la respuesta. ¿Tienen alguna duda?**

**IF there are questions**  
Provide assistance as needed to ensure that the students know what to do. If necessary, tell them to play the video again.

**IF there are no questions**  
Say: **Seleccionen la flecha para ver la siguiente página.**  
Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample Questions

**IF students are in Kindergarten or Grade 1**

Sample A  
Say: **Ahora les toca a ustedes. Prueben con las preguntas de ejemplo.**

Allow them to work through the first sample question on their own and then provide the correct answer. Allow students about 1–2 minutes to complete the first sample question. Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the correct answer.  
Say: **D es la respuesta.**  
Say: **Ahora, pasen a la siguiente pregunta.**  
Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample B  
Allow students about 1–2 minutes to complete the sample question.  
Say: **A es la respuesta.**  
Say: **Ahora, pasen a la siguiente pregunta.**  
Help any students who cannot find the arrow at the bottom right-hand side of the screen.

Sample C  
Allow students about 1–2 minutes to complete the sample question.  
Say: **E es la respuesta.**  
Say: **Ahora, pasen a la siguiente pregunta.**  
Help any students who cannot find the arrow at the bottom right-hand side of the screen.

**IF students are in Grade 2 to 9**

Say: **Ahora les toca a ustedes. Prueben con las preguntas de ejemplo.**

Allow students about 3–5 minutes to work through all sample questions on their own. Provide help as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items. If a student gives an incorrect answer and does not know how to select the correct answer, encourage them to select the flashing correct answer.

Starting the Test

Say: **Hay 40 preguntas. Observen atentamente cada una de ellas y elijan la mejor respuesta, aunque no estén seguros. Si quieren cambiar sus respuestas, seleccionen la flecha “Atrás”. Tienen X minutos (X = 30 minutes for Kindergarten to Grade 2; X = 35 minutes for Grade 3 to Grade 9) para responder las preguntas. Si terminan antes, verán dos flechas. Utilicen la flecha “Atrás” para revisar sus respuestas o la flecha “Adelante” para terminar. Cuando terminen, levanten la mano y yo iré a sus lugares.**

Say: **¿Tienen alguna duda?**

**IF there are questions**

Provide assistance as needed to ensure that the students know what to do. Answer any questions but do not teach the students strategies for solving the items.

**IF there are no questions**

Say: **Muy bien, seleccionen la flecha azul para comenzar.**

Help any students who cannot find the start arrow at the bottom right-hand side of the page.

Keep note of the start time so you have an idea of when students will reach the time limit. You can write the start time and end time on a board visible to all students. Students will work through the test questions on their own. Each test consists of 40 questions, with 1 question per screen.

**IF the test ends before the time-limit expires**

If the student completes the test before the time limit, a “Review Screen” with a back arrow and a forward arrow will be displayed.

If they select the back arrow, the students will be able to go back and review and change their answers.

To end the test, they must select the forward arrow. Ensure that they arrive on the “Submit Screen.” Tell students to wait for the rest of the class to finish the test. Students may work on any alternative activities at this time.

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move on to the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

**IF the test ends after the time-limit expires**

If students reach the time-limit, they will automatically be directed to the “Submit Screen.”

Note that the next arrow on this screen does not appear until 5 minutes after the student has submitted their test. This is to ensure students do not move on to the next test ahead of the group. This will occur independent of the time left on the timer. Students should be given at least a 5-minute break before starting a new test.

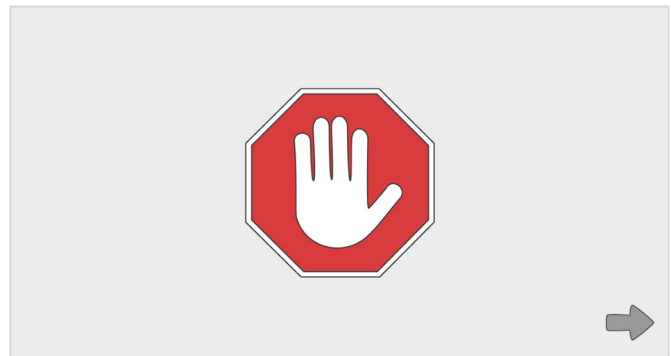
**IMPORTANT:** For students completing the test before the time-limit, the test will only be submitted once the student lands on the “Submit Screen.”

Notes for the Test

Review Screen:



Submit Screen:



**IF continuing with the next test in the same testing session**

If students will continue with the next test in the same testing session, it is recommended that a small break be provided at this time. Upon returning from their break, ensure students are sitting at the same devices where they were seated for the previous test and are still logged in. Tell them to select the forward arrow at the bottom right-hand side of the page (on the “Submit Screen”). All students will be brought to the “Home Screen” with the next test enabled. Refer to the directions for the next test (see *Naglieri–Q Directions* or *Naglieri–NV Directions*).

Say: **Ahora continuaremos con la siguiente prueba.**

**IF continuing with next test at a different time and/or day**

If students are scheduled to continue with the next test in a different testing session (different time and/or day), tell them to close the browser. When students log in again for their next testing session, they will return to the “Home Screen” with the next test enabled.

Tell them to return their slips with the assigned access codes to you. You must collect these codes and return them to the students at their next testing session.

**IF all assigned tests have been completed**

A “Thank you” page will appear and there will be no forward arrow at the bottom right-hand side of the screen.

Tell students to close their browser. Gather their access codes and responsibly dispose of them at this time.