

### **Quick Tips for Teachers: Suggestions for Conduction of QAT Practice Tests**

- 1. Conduct multiple practice exams.** One practice exam can be given in the first month of the school year to familiarize students with the test format of the QAT. More importantly, one practice exam can be given in the six weeks prior to the conduction of the actual QAT.
- 2. Use a model paper or previous years' exam paper as practice tests.** Model papers can be found here: <http://www.pef.edu.pk/downloads-model-papers.html>. Previous years' exams can be found here: <http://www.pef.edu.pk/downloads-past-5-year-papers.html>. For a practice exam given in the beginning of the school year, because students will not yet have learned the content for their class, you can use the exam of the previous class, e.g. give the Class 9 exam to Class 10. For the practice exam given in the six weeks prior to the actual QAT, an exam for the current class should be used.
- 3. Conduct the practice exam as if it were the real QAT.** Policies should be followed exactly so that students not only understand the kind of questions they will encounter on the QAT, but also the kind of environment and procedures they can expect. Refer to QAT conduction policies (next page).
- 4. Mark papers to understand what are the most common weak areas for students** (after conduction of the practice exam leading up to the actual exam). For example, students may be weak in a certain SLO in the subject area (e.g. double digit multiplication), or they may be weak in a certain type of question (e.g. essay response or word problems in math).
- 5. Use the results to focus lessons on students' weak areas before the actual exam.** After distributing the practice exams back to the students, hold a special session to go over the most commonly missed questions and explain step-by-step how the question should be answered.

## **Quick Tips for Teacher: Suggested QAT Conduction Policies**

### **Classroom setup and seating**

1. The test can be conducted in the classroom. There must be at least 4 feet to the left and right side of each student.
2. Students must be sitting properly. If they are sitting in a chair, their feet should be on the ground. If sitting on the floor, their legs should be crossed.
3. Nothing that could give away answers to the exam should be visible in the classroom, e.g. posters, examples of student work, etc. These should be taken down or covered with paper before the exam begins.

### **Conducting the exam**

1. Remind students the day before the exam of the start time of the exam and the materials needed.
2. Ten minutes before the start time of the exam, make sure that all students are seated properly and have two pencils and an eraser.
3. Read out loud the instructions for the exam word-for-word so that students are aware of timing, policies, and procedures.
4. Hand out the exams *face down*.
5. When it reaches the exam start time, tell students they may begin. Write down the start and end time for the current section on the board at the front of the classroom.
6. Do not answer any questions during the exam.
7. Once in the middle of the exam, walk through the aisles to make sure that students are following proper procedures. Remind them if they are not.
8. When time is up, announce that pencils should be put down and tests should be flipped over. If any student is still writing, his/her test should be invalidated. Make sure that the allotted time has been given to the students. Give students a two minute stretch break.
9. Repeat steps 5-8 for each section.
10. When the exam is finished, students should have the exam turned over on their desks. Students should remain silent until all exams are collected and the class is dismissed.

## **Suggested for Teachers: Practice QAT Instruction Script**

Today we will be taking a practice QAT exam. This exam is meant to show you what the actual QAT will be like, and you should treat this exam exactly as you would the real exam. You will be given a total of \_\_\_\_\_ [time] to complete this exam. There are \_\_\_\_ [#] sections: \_\_\_\_\_[subjects]. You will have \_\_\_\_\_ [time] for each section.

I will pass out the exams to you face down. Do not turn over or start any section before I say so. Doing so will result in invalidation of your exam. After you start, I will write the starting and ending time for the current section on the board. You may not use notes or any other sources of information to help you with the exam. During the exam, there should be silence. Do not speak with your fellow classmates at any time. *I will not answer any questions*, unless you are asking to use the restroom. Try and attempt every question, as there is no penalty for guessing. If a question seems difficult or like it will take a long time, skip it and come back to it later.

If you have completed the section before the end of the allotted time period, check your work. When you are done, flip your exam over and sit quietly. Do not speak to your neighbors. If you do not stop writing when time is up, or if you are cheating or speaking to others, your exam will be invalidated.

When the exam is over, continue to sit quietly while I collect the exams. Do not get up until you are dismissed. Thank you.