



PPAD-E Test Administrator Training

Date: 10th October 2024

Time: 16:15-17:15 hrs

1. Test Overview

The PPAD-E test involves assessing students' ability to read words from lists of increasing difficulty. The teacher or test administrator records students' responses directly in their test booklets without providing any feedback or corrections during the process.

2. Test Administration

Materials: Each student has a test booklet containing word lists. Test administrators must be familiar with the correct pronunciation of words in the list.

Student Instructions:

Students read each word aloud.

The teacher records whether the word was read correctly or incorrectly without intervening.

Students are encouraged to read words fluently. If they spell out the word letter-by-letter or syllable-by-syllable, they should be asked to read it silently again and then say the word smoothly.

3. Scoring

For each word:

Correct pronunciation: Circle "1" in the score column.

Incorrect pronunciation: Circle "0" and record the student's attempt in the appropriate column (if possible).

Unclear pronunciation: Ask the student to repeat the word.

Testing continues through word lists unless the student's score falls below the threshold for each list:

List 1: Stop testing if the score is 9 or below.

List 2: Stop testing if the score is 7 or below.

List 3: Stop testing if the score is 7 or below.

List 4: Proceed if previous list scores allow.

At the end of each list, count the number of correct responses (ones) and enter the total at the bottom of each list. Leave the total box blank for lists the student did not attempt.

4. Post-Test Procedure



Complete the following after testing:

Session Report: Document details from the test session.

Student Tracking Form: Make a copy of this form, retaining the original (with student names) and redacting the student names from the copy to be returned.

Return all materials in the provided test box, including:

The redacted Student Tracking Form,

Session Report Form,

Completed and blank Test Booklets,

The Administration Manual Script,

Marking Guide.

Use the supplied registered postage and address labels for returning materials. Results will be processed by the central scoring team.

5. Return Process and GDPR Compliance

GDPR Compliance: To minimise data processing, student names are not required for analysis. Names should only be kept for internal use to match students with their booklets.

Redaction: Use the provided redaction pens, following the instructions carefully (shake pen with lid on, press pen on paper, and check for proper function).

Returning Materials: It is critical to return materials as close to the testing day as possible to avoid misplacement. Where possible, return materials on the same day of testing.

If you are in Dublin, you may arrange to return the materials directly with prior notice.

6. Key Considerations

Ensure students do not see your scoring during the test.

Make no corrections or comments during the test to avoid influencing the student's performance.

Familiarise yourself with word pronunciations before testing to ensure accurate assessment.

The redaction and timely return of materials are crucial for compliance with GDPR and efficient data processing.