



## Test Preparation Guidelines for the Wisconsin Knowledge and Concepts Exam

Assessment results should provide an accurate representation of a student's knowledge and skills in the subject or area being assessed. Some efforts to help students perform well on assessments can cause artificially high test scores. In other situations, if students have not been adequately prepared to take the assessment, or to take it seriously, results can be artificially low. In general, test preparation activities should promote life-long test taking skills and should be infused within classroom instruction. Below are district, classroom, teacher, and parent suggestions. It is generally not advisable to spend more than 30 minutes on test preparation per year. Larger gains in test scores are achieved by providing a rich curriculum that is aligned to academic standards than by engaging in extensive test preparation activities.

### District Suggestions:

- The purpose, method of test administration, time frame, and approximate release and use of results should be clearly communicated to teachers, students, and parents.
- Ensure that the curriculum and instruction is aligned to academic standards.

### Classroom suggestions:

- Teach general test taking skills. These activities can be described to students using sample items available at <http://oea.dpi.wi.gov/assessment/WKCE/sampleitems>
  - Familiarize students with the format of the assessment (timed sessions, format of the selected response).
  - Remind students of the importance to answer each item completely by filling in bubbles.
  - Inform students of strategies to make educated guesses when uncertain of an answer.
  - Remind students of time management strategies (skipping items and returning to them later; double checking work and answers at the end of a session).
  - Explain the importance of avoiding extraneous marks in the test booklet.
- Practice test taking skills during everyday classroom tests, quizzes, etc.



### Teacher Suggestions:

- Encourage your students to do their best.
- Minimize student anxiety by modeling confident behavior.
- Create a positive assessment-taking attitude for the students.
- Review administration manual prior to proctoring each session.
- Ensure appropriate test security measures before, during, and after the administration by reviewing test security manual and trainings.



### Parent Suggestions:

- Ensure that your child is well rested and eating healthy.
- Encourage your child to do his/her best.
- Try to keep students on a regular schedule during testing.

### Cautions:

- Test preparation activities should not violate ethical principles of the educational profession.
- Preparation for assessments should not focus on specific test questions or items; rather instruction should be focused on the academic standards.
- Only released or sample WKCE items available at <http://oea.dpi.wi.gov/assessment/WKCE/sampleitems> should be used for test preparation. Non-released items, even if they are modified, should not be discussed or used for practice with students. It is a test security violation to use any previous versions of the WKCE test books or any items there-in for test preparation, review, or discussion.

