

GENERAL RULES FOR AN EXAMINATION. The examiner must be thoroughly familiar with the general procedure and specific directions for each test. Things to be told the children in the examination should always be read to them--never given from memory. Directions given from memory invariably become inaccurate in some detail or other. Read considerably slower than ordinary conversation, but in a conversational manner as much as possible. Be sure to speak loudly enough for all, and give special attention to distinct enunciation. Follow the time allowances in the tests rigidly. Use a stop watch. The presence of one to three assistants is an advantage, if they, likewise, will follow instructions. They should be stationed in the rear and on the sides of the room, to prevent children from copying, to keep them supplied with sharpened pencils, to help them keep their places in their booklets, and to assist in preventing various other kinds of distractions that may occur. They should limit their activities strictly to these matters, and under no circumstances should they give explanations or directions to a child in addition to what the examiner tells all, nor at a time when the examiner is giving instructions. They should move about quietly and no more than necessary. They should not speak out loud to any child, and not at all to the examiner. All assistants should be carefully instructed beforehand.

Note: The directions for each test are always given under the two headings "Examples," and "Trials," except for tests 4, 11, and 16, which have no examples. The time to be allowed for each trial, or for the test as a whole, is always given immediately following the heading "Trials." If this were given in its apparently more logical place, following the directions for the trials, many examiners forget about the time allowance until after too much time had been allowed.

You must use a watch with a second hand. Be accurate to the very second.

PRELIMINARY REMARKS FOR GRADES III AND HIGHER

Do not let anyone else make any preliminary announcements about the tests. First see that all desks are cleared, and that each child has a sharpened pencil. Then say,

"I am going to have you do some things to see how well you can do them. It is to see how well you can listen to directions, and follow them just as I give them. Be sure to listen carefully each time when I tell you what to do, for I can tell you all only once.

"I am going to give each of you one of these books." Show book to class. "Do not open it until I tell you to." Distribute books, face up, having teacher or older children assist.

"Now every one must work by himself. Don't look to see how anyone else does it, and don't let anyone else see how you do it. When you finish each thing that I tell you to do, cover it up with your hand, like this (Illustrate by holding up a book and covering page with the palm of your hand) and wait until the next thing. Don't ask questions, but listen carefully so you will understand the first time.

Omit the directions in parenthesis for Grades VIII and above.

"Look at the cover of your book. Write your name as plainly as you can on the line after 'Name'. Write your last name first. (The last name is called for first because some children forget to write the last name. Usually, also, the child writes more legibly which ever name is called for first.)

"On the same line after 'Date' write the following: Examiner announces year, month, and day of the examination.

"On the same line write either Boy or Girl.

"Also on the same line after 'Grade' write: Examiner announces the grade.

"On the line after 'Date of Birth' write the year in which you were born, the month in which your birthday comes, and the day of the month on which it comes. Illustrate on board.

"On the same line write: Examiner gives name to be entered.

"On the line after 'age' write how old you are. Omit the months and days."

The examiner fills in these after verifying the records.

After School and City, tell examinees what to put in, writing it on the board at the same time.

"Do not turn a page or begin until I tell you to, and stop at once when I tell you to stop. Do not turn back to any page you have left.