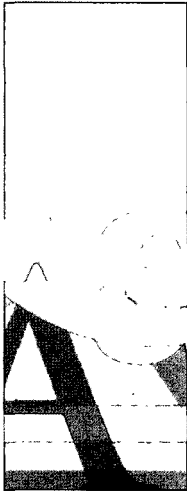


**Developing Tests
and Questionnaires
for a National
Assessment of
Educational
Achievement**



CONTENTS

PREFACE	xi
ABOUT THE AUTHORS AND EDITORS	xiii
ACKNOWLEDGMENTS	xv
ABBREVIATIONS	xvii
PART 1	CONSTRUCTING ACHIEVEMENT TESTS
CHAPTER 1	INTRODUCTION 3
CHAPTER 2	DEVELOPING AN ASSESSMENT FRAMEWORK 9
	The Test Blueprint or Table of Specifications 10
	Validity 16
	Test Language 16
	Item Format 17
	Student Population to Be Assessed 24
	Reporting Results 24
	Contexts 25
CHAPTER 3	ITEM WRITING 27
	Item Difficulty 29
	Item Bias 30
	Stimulus Material 30
	Item Format 33
	Practice Items 45

	Item Layout and Design	46
	The Item-Writing Team	52
	Item Panels	55
	Other Reviewers	57
	Tracking Items	58
CHAPTER 4	PRETESTING ITEMS	61
	Designing the Pretest Form	64
	Printing and Proofreading the Pretest	68
	Implementing the Pretest	70
	Scoring the Pretest	71
	Reliability	76
CHAPTER 5	SELECTING TEST ITEMS	79
CHAPTER 6	PRODUCING THE FINAL TEST	85
	Designing the Final Test	85
	Printing and Proofreading	88
CHAPTER 7	HAND-SCORING TEST ITEMS	91
PART 2	CONSTRUCTING QUESTIONNAIRES	97
CHAPTER 8	DESIGNING QUESTIONNAIRES	99
	Questionnaire Content	102
	Questionnaire Blueprint	105
	Questionnaire Items	105
	Item Format	108
	Language of the Questionnaire	109
	Respondents	109
	Questionnaire Administration	110
	Data Analysis Plan	111
CHAPTER 9	ITEM WRITING FOR QUESTIONNAIRES	113
	Questions	114
	Statements	114
	Response Categories	115
	Managing Sensitive Issues	117
	Questionnaire Layout	117
	Reviewing Questionnaires	119
CHAPTER 10	CODING QUESTIONNAIRE RESPONSES	121
	Preparing Questionnaires for Data Entry	123
	Coding Missing or Ambiguous Responses	123

CHAPTER 11	MATCHING QUESTIONNAIRES AND TEST DATA	125
	Student Questionnaires	125
	Parent Questionnaires	126
	Teacher and Head-Teacher Questionnaires	126
PART 3	DESIGNING A MANUAL FOR TEST ADMINISTRATION	127
CHAPTER 12	THE TEST ADMINISTRATORS' MANUAL	129
	Contents of the Manual	130
	Use of the Manual	131
	Features of a Manual	132
	How Much Detail Is Necessary?	132
	Practice Questions	134
	Tryout	134
	Review	137
CHAPTER 13	THE TEST ADMINISTRATOR	139
	Choice of Test Administrator	139
	Following Instructions	140
	Quality Assurance	142
	Administrator's Checklist	142
CHAPTER 14	INFORMING SCHOOLS ABOUT THE NATIONAL ASSESSMENT	145
APPENDIX A	GLOSSARY	147
APPENDIX B	FURTHER READING	153
APPENDIX C	EXAMPLES OF TEST AND QUESTIONNAIRE ITEMS AND ADMINISTRATION MANUALS ON CD	157
INDEX		163