

The administration and scoring of CAT-4 can involve a number of steps, depending on which of the CAT-4 components you would like to use. The flow chart below shows the steps involved for the multiple-choice tests.

The first step involves **selecting an appropriate test level**. The levels are connected to end-of-grade outcomes/expectations. For example, Level 12 is for the end of grade 2 (or beginning of grade 3) and Level 15 is for the end of grade 5 (or beginning of grade 6). For more information about the intended grade for each test level, see “An Introduction to the Fourth Edition of the *Canadian Achievement Tests (CAT-4)*.” Levels 14 through 19 share a common set of test directions, so it is possible to administer these different test levels to different students simultaneously. However, Levels 10, 11, 12, 13 and 20–22 each have level-specific directions.

If you think it might be better to test one or more students out of level, then you have two options. If you know the student(s) well, you may look at the content of the tests at different levels and then assign a level. Alternatively, you may administer the 20-minute **Locator Test** and then assign a test level after referencing their scores on the Locator Test to a level-assignment chart.

Once you know which level to administer, you may decide to administer the **Practice Test**. The Practice test consists of a few reading questions and a few math questions. You may administer one or both sections; the time required to administer both sections is 20–30 minutes, depending on the level. The Practice

Tests for Levels 10 through 13 provide an opportunity for students to practise doing multiple-choice test items. (For the CAT-4 national norming study, students in Kindergarten through grade 3 were given a Practice Test before the actual tests were administered.) For Levels 14 and higher, the Practice Test involves teaching students test-taking strategies.

Before administering the Practice Test or the actual tests, you should carefully read the ***Test Directions for Teachers***. The *Test Directions* provide detailed instructions on the administration of the Practice Test and the administration of the actual tests. It also contains instructions on how to prepare the tests for scoring. If you want to send the answer documents to the CTC Data Centre for scoring, the documents should be prepared according to the directions outlined in the **Scoring Services Handbook**, which can be found at [www.canadiantestcentre.com](http://www.canadiantestcentre.com) under CTC Forms.

Once you receive reports from the CTC Data Centre, you can refer to two other support articles to better understand how to read the reports: “Interpretation of Score Reports at the Student and Class Levels” and “Interpretation of Score Reports at the School and District Levels.”

