

STAT-24 STANDARDIZED INSTRUCTION SCRIPT

Read verbatim to students:

This is a test of spatial thinking. Work independently. You have 45 minutes. If you finish early, review your answers quietly. Do not use external aids. Raise your hand only for procedural questions, not for help with answers.

Timing:

Default window: 45 minutes. Approved accommodations: 60 minutes.

Setup reminders:

Check seating spacing; visible timer; materials counted = students + 10% spare. Verify booklet & answer sheet.

Prohibited items:

Phones, notes, calculators, or outside assistance.

During test (invigilator actions):

Circulate quietly. Do not coach content. Record incidents (late arrival, collaboration, device failure).

Closing the session:

Announce 5-minute and 1-minute warnings. On time, stop all work. Collect booklets and answer sheets. Reconcile counts with roster; resolve discrepancies.

Data handling (post-session):

Ensure anonymized ID is recorded on each answer sheet/submission. Separate raw vs. scored files; keep ID name crosswalk in a restricted location.

Notes:

If any deviation from protocol occurs, document it in the Incident Log with time and action taken.