

# To The Teacher

The *Top Notch 3 Complete Assessment Package* contains the following photocopiable tests:

- An Achievement Test for each of the ten units in *Top Notch 3*
- Review Test 1 for Units 1–5
- Speaking Test 1 for Units 1–5
- Review Test 2 for Units 6–10
- Speaking Test 2 for Units 6–10

These tests are designed so that all students who have studied English using *Top Notch 3* have an opportunity to demonstrate their mastery of what they have studied.

Also included in this Complete Assessment Package are:

- The hybrid CD-ROM disk, which can be used as an audio CD or as a CD-ROM. As an audio CD, it is used to administer all the listening comprehension items in the Achievement Tests. As a CD-ROM, it is used to customize printable tests, using the **ExamView® Assessment Suite** product **ExamView® Test Generator**.<sup>\* †</sup>
- An audioscript for the listening comprehension items.
- Answer keys for all tests.

## **ABOUT THE PRINTED TESTS IN THIS BOOKLET**

### **ACHIEVEMENT TESTS**

The Achievement Tests offer the opportunity to evaluate student progress on a unit-by-unit basis. Each Achievement Test is designed to be given upon completion of the corresponding unit in the Student's Book. Each Achievement Test contains 33 items and evaluates students' progress in:

- |             |                   |              |
|-------------|-------------------|--------------|
| • Listening | • Social language | • Vocabulary |
| • Grammar   | • Reading         | • Writing    |

### **REVIEW TESTS**

The two Review Tests are cumulative tests. Review Test 1 is designed to be given after Units 1–5, and Review Test 2 after Units 6–10. Each Review Test contains 60 items that target the language taught throughout the previous five units. Like the Achievement Tests, the Review Tests begin with a listening section, which contains approximately 10 to 12 items. Each Review Test also contains 6 items of free writing.

### **SPEAKING TESTS**

The Speaking Tests are cumulative tests of general speaking ability and are designed to be taken after Units 1–5 and Units 6–10. Each test contains 10 items that target the language taught in the corresponding units. The first 5 items relate to a detailed illustration, similar to the type of illustration on the last page of most units in the Student's Book. The last 5 items are personal questions related to topics from the units.

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<sup>\*</sup> **ExamView®** is a registered trademark of eInstruction Corp.

<sup>†</sup> **ExamView** is a software program that generates tests for you. You can use this program to create, customize, and print your own versions of *Top Notch* tests. (See page vii for a more complete description and instructions.)

Screenshot(s) reprinted by permission from eInstruction Corp.  
Screenshots shown here may vary slightly.

## **ADMINISTERING THE PRINTED TESTS**

**ACHIEVEMENT TESTS AND REVIEW TESTS** The listening comprehension items appear at the beginning of each test so that those items may be administered to all students at the same time. Play the correct track from the audio files of the hybrid CD-ROM disk and have students listen and answer the questions. Each listening exercise is recorded at least twice. The track number for each listening comprehension exercise is indicated above the audio icon on the page.

Each Achievement Test, including the listening comprehension section, is designed to take approximately 25 to 30 minutes to administer. Each Review Test requires approximately 50 minutes. Teachers may allow more or less time for any given test, depending on the needs of their students, without affecting the validity of the test.

**SPEAKING TESTS** Conduct Speaking Tests separately from Review Tests. Test students one at a time. Allow each student to study the illustration; then ask the questions. Before beginning the test, you may want to ask a few simple questions as a warm-up and to put your students at ease. For example, “Where is the woman? Point to her.” “Where is the bank? Point to it.” Each Speaking Test should take 3 to 5 minutes.

## **SCORING THE PRINTED TESTS**

**ACHIEVEMENT TESTS** Each of the 33 items is worth 3 points for a total of 99 points. Count the number of correct items and multiply by 3. Allow 1 “free” point so that each test totals 100. The result will be a percentage score for each student.

**REVIEW TESTS** These tests have 60 items each, and each item is worth 1.5 points, for a total of 90 points.

**SPEAKING TESTS** The 10 items on each Speaking Test are worth 1 point each, for a total of 10 points. The Speaking Test and Review Test together equal 100 points.

## **SCORING RUBRICS FOR WRITING AND SPEAKING**

The following criteria are offered to help evaluate students’ responses in the free writing and speaking sections of the tests. The answer key contains model responses for each free writing item.

**WRITING** Use these criteria to evaluate student responses in any free writing sections of the tests.

- Appropriate:* Responds to the question with a reasonable answer.
- Complete:* Responds with a suitable amount of detail and uses varied vocabulary.
- Accurate:* Response is clearly stated and grammatically correct.

On Achievement Tests (where each item is worth 3 points), give students 1 point for each criterion they meet. On Review Tests (where each item is worth 1.5 points), give students 0.5 point for each criterion they meet.

**SPEAKING** Use these criteria to evaluate student speaking skills in the Speaking Tests.

- Appropriate:* Responds to the question with a reasonable answer.
- Complete:* Responds with a suitable amount of detail and uses varied vocabulary.
- Fluent:* Responds with ease and confidence; response flows smoothly and is not halting.
- Intelligible:* Speaks clearly and can be readily understood by a native speaker.
- Accurate:* Response is grammatically correct and uses colloquial expressions appropriately.

## ➤ To The Teacher (continued)

Use the following score sheet to help you evaluate each student's performance. Rate the student's response to each question on the test by checking the appropriate boxes on the score sheet. If a student's response is not "appropriate," do not check *any* boxes for that question. (A full-size reproducible version of the score sheet follows on the next page.)

	Appropriate	Complete	Fluent	Intelligible	Accurate	SCORE
Question 1	✓	✓	✓	✓	✓	5
Question 2	✓		✓		✓	3
Question 3						0
Question 4	✓	✓	✓		✓	4
Question 5	✓		✓	✓	✓	4
Question 6	✓	✓	✓			3
Question 7	✓	✓		✓		3
Question 8	✓		✓		✓	3
Question 9	✓	✓			✓	3
Question 10	✓	✓				2

**TOTAL** 30

Write the number of checks, and then total them. Award points as shown below.

Score	Total points	Score	Total points
46–50	10	21–25	5
41–45	9	16–20	4
36–40	8	11–15	3
31–35	7	6–10	2
26–30	6	1–5	1

## **ABOUT EXAMVIEW**

**ExamView** software contains a question bank of items for each *Top Notch* unit and review test. The question bank includes all the items from the photocopiable tests PLUS several new items.

**ExamView** allows you to do the following:

- Select the test items that are best for your class
- Edit test items to change names, places, words, etc.
- Create your OWN original test items

The tests you create with **ExamView** can be printed on paper or delivered electronically (online or LAN-based).

## **INSTALLING EXAMVIEW**

Before installing **ExamView**, please verify that your computer meets the system requirements specified on the last page of this booklet.

These instructions are for the Release 6 version. If you have an earlier version of **ExamView** installed on your computer, it will be automatically replaced by this version upon installation. You can then create all your new tests in this version. If you open an existing test or question bank from the earlier version, it will be automatically updated.

# Speaking Test Score Sheet

Response is . . .

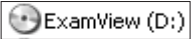
	Appropriate	Complete	Fluent	Intelligible	Accurate	SCORE
Question 1						
Question 2						
Question 3						
Question 4						
Question 5						
Question 6						
Question 7						
Question 8						
Question 9						
Question 10						

TOTAL



Student \_\_\_\_\_

## ➤ To The Teacher (continued)

### For Windows®:

1. Close all other programs before you begin the installation.
2. Insert the **ExamView** disk into the CD-ROM drive of your computer.
3. You may be prompted by the computer to open the disk. If not, open **My Computer**.
4. Double-click on the CD-ROM drive icon. 
5. Double-click on the **SETUP** file and follow the instructions on the screen.
6. When installation is complete, remove the **ExamView** disk from the CD-ROM drive of your computer.

### For Macintosh®:

1. Close all other programs before you begin the installation.
2. Insert the **ExamView** disk into the CD-ROM drive of your computer.
3. Double-click on the **ExamView** disk icon on the desktop. 
4. Double-click on the **ExamView** installer icon  and follow the instructions on screen.
5. When installation is complete, remove the **ExamView** disk from the CD-ROM drive of your computer.

## PRODUCT SUPPORT

**ExamView** comes with a detailed Help system. To use it, click on **Help**.

For technical support, e-mail [EPSupport@pearson.com](mailto:EPSupport@pearson.com) or call us.

Within the United States, dial 1-877-546-5408. Outside the United States, dial +1-914-287-8980.

Please have the following information ready when you contact technical support:

- the product title and ISBN (for example, *Top Notch 3*, ISBN 0-13-247071-3)
- computer type and operating system (for example, Windows or Mac; Which version?)
- a detailed description of the problem, including any error messages you received

## OPENING EXAMVIEW

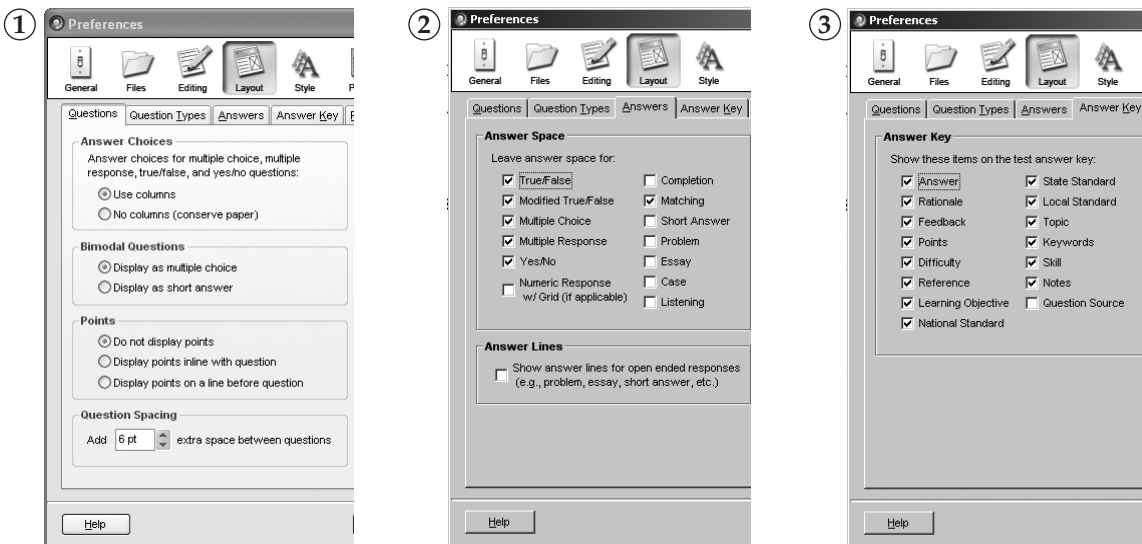


Once **ExamView** is installed, double-click on the **ExamView Test Generator** icon on your desktop. If there is no icon, open the **Start** menu. Click on **Programs**. Click on **ExamView Pro Test Generator**. Click on **ExamView Test Generator**. On a Mac, click on the **ExamView Test Generator** icon in the dock. If you do not see this icon, locate the **ExamView Pro** folder on your hard drive. Double-click on the **ExamView Test Generator** icon.

If you have not registered your copy of **ExamView**, you might be asked to register the software. You can register at any time. After exiting registration, you will see the **ExamView Test Generator** menu. All of our instructions will start from this menu.

## RECOMMENDED SETTINGS FOR TOP NOTCH

We recommend the following procedure to ensure that your **ExamView** tests for *Top Notch* display optimally. These settings will be permanent.



Click on **Close** in the **ExamView Test Generator** menu. Click on **Edit** from the top of the **ExamView Test Builder** window and select **Preferences** from the drop-down menu. You will see the **Preferences** screen. Select **Layout**. Set all of the checkboxes under the **Questions** tab to match screenshot ①. Select the **Answers** tab. Set all of the checkboxes to match screenshot ②. Select the **Answer Key** tab. Set all of the checkboxes to match screenshot ③. Click on the **Save as Default** button at the bottom of your screen to make these changes permanent.

The *Top Notch Complete Assessment Package* tests have customized instructions and examples for each exercise. Because **ExamView** provides its own instructions, BOTH will appear in your customized tests unless you take the following steps to remove the **ExamView** instructions.

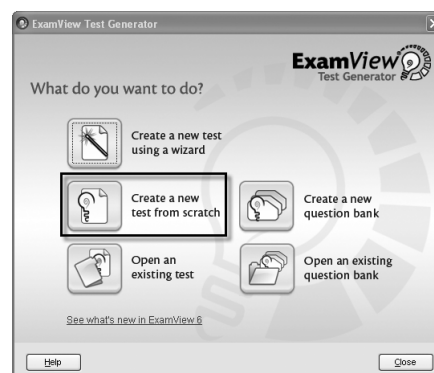
Choose **Test** from the **ExamView Test Builder** window and select **Instructions** from the drop-down menu. You will see a list of the available question types. Select each of the question types listed at the end of this paragraph and delete the default instruction. Do not delete the question type header. For example, select the **True/False** question type. Delete the instruction "Indicate whether the statement is true or false." Do not delete the header True/False. Then click on the **Save As Default** button in order to make this change permanent. Repeat this step for each of the following question types: **True/False**, **Modified True/False**, **Multiple Choice**, **Multiple Response**, **Yes/No**, and **Completion**.

## CREATING TESTS WITH EXAMVIEW

All of the following instructions start from the **ExamView Test Generator** menu. This menu is presented when you open the **ExamView** Test Generator software. At any point, you can go to this menu by closing and opening the **ExamView** Test Generator software.

### CREATING A NEW TEST

There are two ways to select test items to create a new test: "Create a new test from scratch" or "Create a new test using a wizard." It is strongly recommended that you select "Create a new test from scratch" because you will get better results.



Click on "Create a new test from scratch." Name your test in the space provided and click on **OK**. Click on **OK** again to exit the **Information** window. You will now see a blank test page with a name and date line at the top.

## USING “SELECT ALL”

On the toolbar, click on the **Select All** icon.

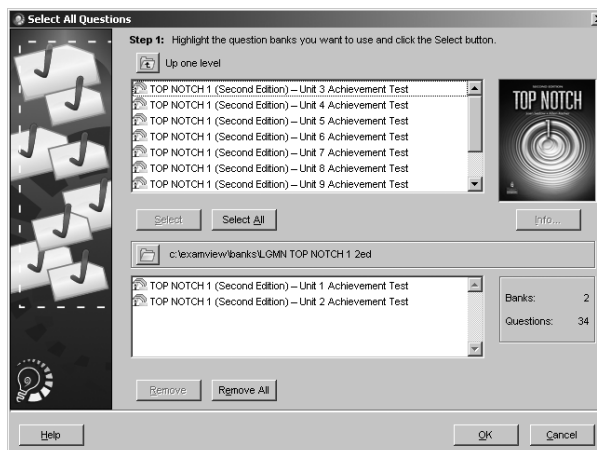


Next, you will see this window, which shows the available question banks.

The question banks are organized by *Top Notch* unit and review test. Highlight a unit you want to include on your test. Click on **Select**. Repeat this for any additional unit you wish to include. When you have all the units you want, click on **OK**. Then click on **Yes** (or **Select** on a Mac) in the pop-up window.

Your test now includes all the available items. You can now customize your test.

*Note:* It is recommended that you always use **Select All** to create your test. While other selection methods are available (described below), they don’t work optimally with the rich variety of language skills included in the *Top Notch* question banks.

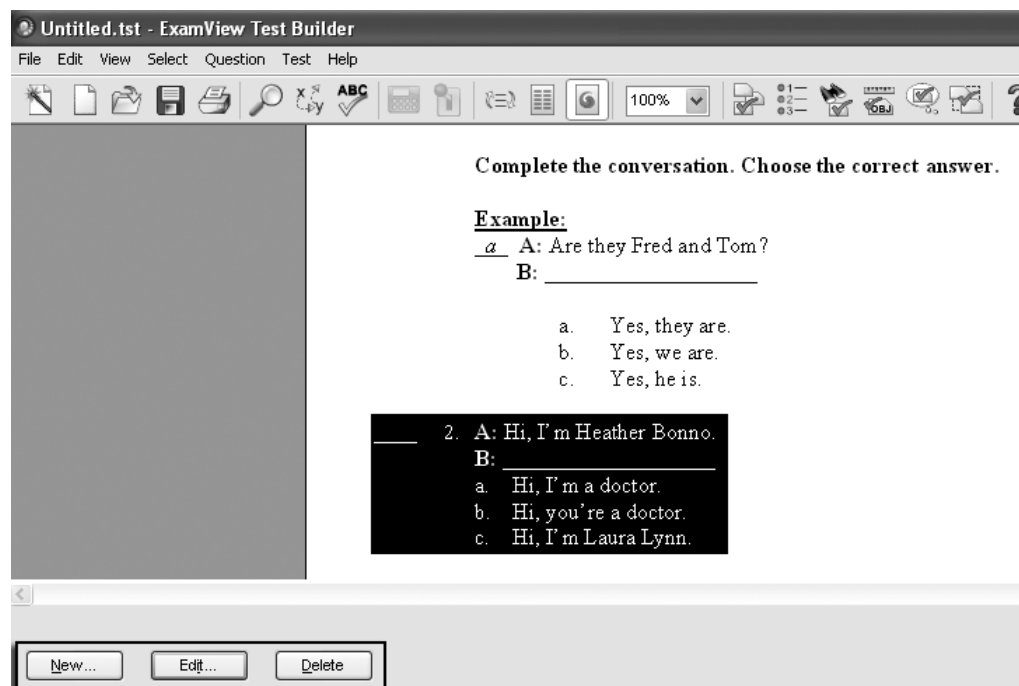


## CUSTOMIZING YOUR TEST

You can now delete, edit, or create new items.

### DELETING ITEMS YOU DON'T WANT

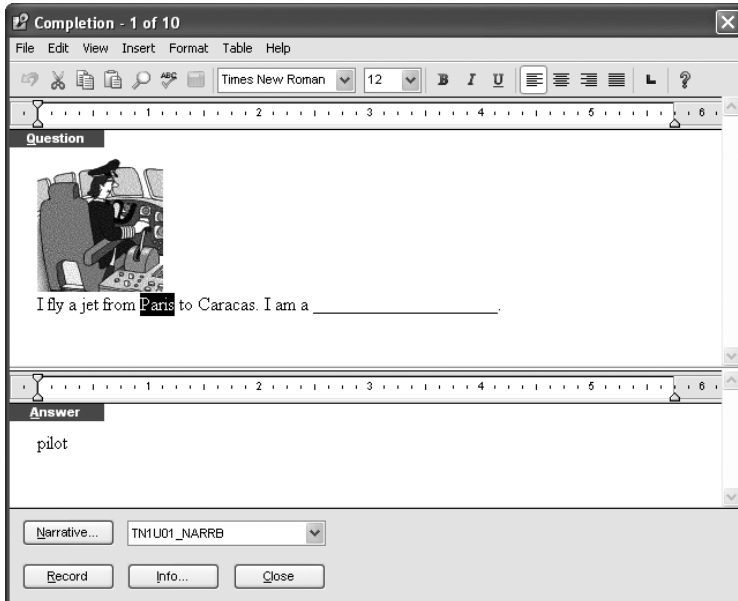
Highlight the item you wish to delete. Click on the **Delete** button at the bottom of the screen. Then click on **Yes** (or **Remove** on a Mac) in the pop-up window. Repeat this step for each item you wish to delete.



If you wish to delete artwork in test items, you may select it and delete it. You can also replace artwork in the test items by pasting another illustration into the test.

## EDITING ITEMS (AND INSTRUCTIONS) YOU WISH TO CHANGE

Highlight the item or the instructions you wish to change. Click on the **Edit** button at the bottom of the screen as shown in the previous screen. You will now see a screen that looks like this:

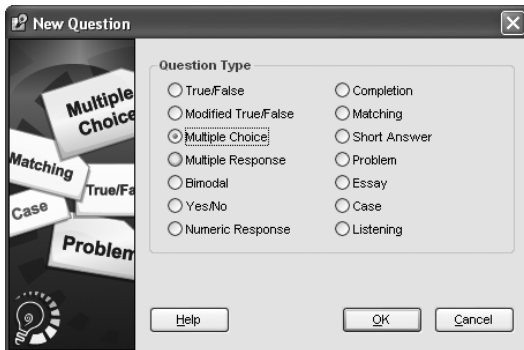


Highlight any word or words within the **Question** field (the top half of the screen) and edit the item in the same manner as you would on a word processor. (For example, "Paris" could be changed to any other city.) Be sure to edit the answer in the **Answer** field (the bottom half of the screen) as appropriate.

Click on the **Record** button at the bottom of the screen. Your edited item will now appear on your customized test. If you wish to change the instructions, highlight them and edit them in the same way as you edit an item.

## WRITING NEW ITEMS FOR YOUR TEST

If you want to write new items that are not included in the test, click on the **New** button at the bottom of the screen (shown in the Deleting Items section, p. ix). You will now see this screen:



Choose the item type you wish to use for your question. For *Top Notch*, it is recommended that you select only from the following types. Click on **OK**.

True/False

Multiple Response

Matching

Modified True/False

Yes/No

Short Answer

Multiple Choice

Completion

Essay

## ➤ To The Teacher (continued)

Follow the instructions to create and record (save) your item. Repeat these steps for each new item you wish to write.

*Note:* Your new items will appear with other items of the same type; for instance, if you write a multiple choice item, it will appear with all other multiple choice items already on the test.

### ADDING NEW READING AND LISTENING QUESTIONS

In *ExamView*, each reading and listening section has been treated as a single “item” in order to protect the integrity of the *Top Notch* tests. Choose Listening or Problem only if you wish to create a listening or reading section. (The item type “Problem” refers to a reading section.)

To add a new listening or reading question, highlight the reading or listening section you wish to change. Click on the **Edit** button at the bottom of the screen. Type in a new question. (You may need to renumber items as appropriate.) Click on the **Record** button.

*Note:* If you decide to edit, delete, or add items to the listening section, the item numbers may not match what students hear on the audio (because these have been recorded to correspond to the ready-made printed tests in the booklet).

### SAVING, PRINTING, AND CLOSING YOUR TEST


To save your test, click on the **Save** icon on the toolbar. 

To print your test, click on the **Print** icon on the toolbar. 

To close your test, go to the **File** menu and click on **Close**.

### OTHER WAYS TO CREATE TESTS USING EXAMVIEW

#### USING “SELECT WHILE VIEWING”

Click on the **Select While Viewing** icon.  Then select the question banks the same way you did for **Select All**, and click on **Next** when you’re done. Now the computer will show you all the questions from the question banks you selected. Check and/or double-click on the items you wish to include in your test.

When you’re done, click on **Finish** at the bottom of the screen. You may now edit items or add your own items as described above.


#### USING “SELECT BY STANDARD”

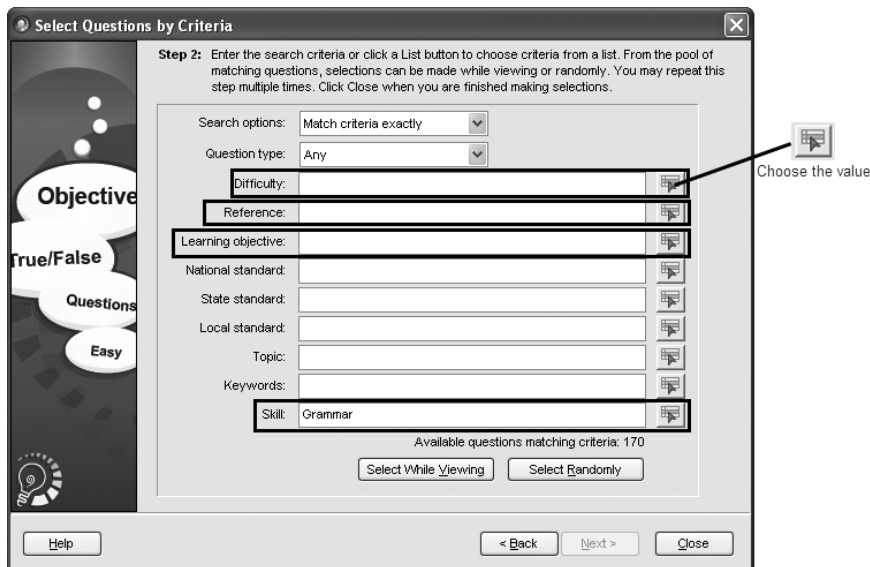
This option lets you choose items by *Top Notch* learning objectives.

Click on the **Select By Standard** icon.  Next, select your question banks. Click on **Next**.

*ExamView* lists the grammar learning objectives for the question banks you chose. In the “Additional Selections” column, type in the number of items for each learning objective you wish to include. When finished, click on **Select** at the bottom of the screen and then **Close**.

#### USING “SELECT BY CRITERIA”

This option lets you choose items by various categories. Click on the **Select By Criteria** icon.  Next, select your question banks. Click on **Next**. You can choose any combination of the following fields: Difficulty, Reference, Learning objective, and Skill. (See screenshot on next page.) Do this by selecting the icon to the right of the criteria you wish to include and choosing the value you want. (See screenshot on next page.) When you have finished, click on **Select While Viewing** at the bottom of the screen. Check and/or double-click on the items you wish to include in your test. Click on **OK** and then **Close**.



## USING “SELECT RANDOMLY” AND “SELECT FROM A LIST”

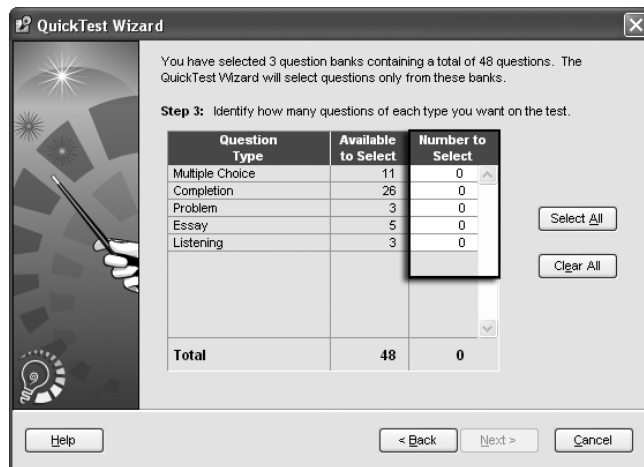
*Note:* These selection methods are not recommended for *Top Notch*.

## USING THE “QUICKTEST WIZARD”

From the **ExamView Test Generator** menu, click on “Create a new test using a wizard.” Next, give your test a name in the space provided. Click on **Next**. In the next screen, choose the question banks. Click on **Next**, and you will then see this screen:

Enter the number of items you wish to select. Then click on **Next**.

*Note:* The *QuickTest Wizard* is a fast way to create a ready-made test by item type. However, because the *Top Notch* tests contain a variety of media and skill types, the number of items indicated on the menu doesn’t accurately indicate the actual number of items available for each unit. For example, each listening section and each reading section is treated as a single “item” in *ExamView* (“Listening” and “Problem”). The number in “Available to Select” does not reflect the actual number of listening and reading items. For those question types, select all “available” items and then delete those you don’t want when you open your test.



## OPENING AN EXISTING TEST

To open a test you have already created and saved, click on the “Open an existing test” option in the **ExamView Test Generator** menu. You may now modify or print this test using the procedures described above.

