

# To The Teacher

*Top Notch Fundamentals Assessment* includes:

- A General Test for each of the fourteen units in *Top Notch Fundamentals*
- A Review Test for Units 1–7
- A Review Test for Units 8–14
- A Final Exam

These tests are designed to give students who are using *Top Notch Fundamentals* an opportunity to demonstrate their mastery of what they have studied. All tests have corresponding Speaking and Writing Tests.

Also included are:

- An audioscript for the listening comprehension items.
- Answer keys for all the tests (both Word and PDF versions).

## **ABOUT THE TESTS**

*Top Notch Fundamentals Assessment* offers the opportunity to evaluate student progress on a unit-by-unit basis. The tests evaluate students' progress in:

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

After each Unit, you may wish to administer only the General test, or you may want to add on the Speaking and/or Writing test. You can make this decision based on the needs of your particular class.

The two Review Tests are cumulative. Review Test 1 is designed to be given after Units 1–7 and Review Test 2 after Units 8–14. The cumulative Final Exam should be given when students complete all fourteen units of the course. Again, there is the option to add on the corresponding Speaking and/or Writing test.

## **ADMINISTERING THE TESTS**

The listening comprehension items always appear at the beginning of the test so that those items may be administered to all students at the same time. Play the recording and have students listen and answer the questions.

Each General Test, including the listening comprehension section, is designed to take approximately 20 to 30 minutes. The Review Test and Final Test require approximately 50 minutes. You may allow more or less time for any given test, depending on the needs of your students, without affecting the validity of the test.

## **SPEAKING TESTS**

Conduct Speaking Tests separately and test students one at a time. 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, “How are you today?” “How was your weekend?” Each Speaking Test should take 3 to 5 minutes. The prompts are a mix of picture-response questions and personal questions that ask about the students’ opinions and experiences.

## **WRITING TESTS**

Each Writing Test should take 5 to 10 minutes. Students are asked to write on a variety of topics that relate to the themes of the Unit. Students may be given only one topic, or they may have a choice of several.

## **SCORING THE TESTS**

**GENERAL TESTS** These tests contain 30 items. If you choose to administer the Speaking and Writing tests, Speaking is worth 10 points and Writing is worth 15, and each General Test item is worth 2.5 points for a total of 75 points. The General Test, Speaking Test and Writing Test add up to 100 points, which makes it easy to convert points to a percentage. See sample test scores below.

### **Sample test score (General Test only)**

Unit 1 General Test: **25/30 = 83%**

### **Sample test score (for all three tests):**

Unit 1 General Test: **25 (correct items) × 2.5 = 62.5 points**

Unit 1 Speaking Test: **10/10**

Unit 1 Writing test: **12/15**

**62.5 + 10 + 12 = 84.5**

SCORE: **84.5%**

**REVIEW TESTS AND FINAL EXAM** These tests have 50 items. If you also administer the Speaking Test (10 points) and Writing Test (15 points), each General Test item is worth 1.5 points for a total of 75. See sample test scores below.

### **Sample test score (Review Test only)**

Units 1–7 Review Test: **45/50 = 90%**

### **Sample test score (for all three tests)**

Units 1–7 Review Test: **45 (correct items) × 1.5 = 67.5 points**

Units 1–7 Speaking Test: **10/10**

Units 1–7 Writing test: **12/15**

**67.5 + 10 + 12 = 89.5**

SCORE: **89.5%**

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

The following criteria are offered to help evaluate students' response in the speaking and writing sections of the test.

### **SPEAKING**

- 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.

### **WRITING**

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

Use the Speaking and Writing rubrics on the pages that follows to score the Speaking and Writing tests. We suggest using the following point system:

**0 = unable to function      1 = satisfies somewhat      2 = meets or exceeds**

Give a score of 0, 1, or 2 for each aspect of the student's performance and total the points at the end. For the Speaking Test, the maximum number of points is 10 ( $2 \times 5 = 10$ ). For the writing test, multiply the total number of points by 2.5 (see rubric). Thus, the maximum number of points is 15 ( $6 \times 2.5 = 15$ ).

You may photocopy the rubrics and use them for all Units. Note that there are two rubrics per page so as to economize. There is also space to write comments and corrections for students.

**Speaking test scoring sheet** [0 = unable to function 1 = satisfies somewhat 2 = meets or exceeds]

Student's name: \_\_\_\_\_

Date: \_\_\_\_\_

	notes	score
<b>Appropriate</b>		
<b>Complete</b>		
<b>Fluent</b>		
<b>Intelligible</b>		
<b>Accurate</b>		
<b>Total score</b>		<b>/10</b>

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**Speaking test scoring sheet** [0 = unable to function 1 = satisfies somewhat 2 = meets or exceeds]

Student's name: \_\_\_\_\_

Date: \_\_\_\_\_

	notes	score
<b>Appropriate</b>		
<b>Complete</b>		
<b>Fluent</b>		
<b>Intelligible</b>		
<b>Accurate</b>		
<b>Total score</b>		<b>/10</b>

**Writing test scoring sheet** [0 = unable to function 1 = satisfies somewhat 2 = meets or exceeds]

Student's name: \_\_\_\_\_

Date: \_\_\_\_\_

	notes	score
<b>Appropriate</b>		
<b>Complete</b>		
<b>Accurate</b>		
<b><i>Subtotal</i></b>		× 2.5
<b><i>Total score</i></b>		<b>/15</b>

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**Writing test scoring sheet** [0 = unable to function 1 = satisfies somewhat 2 = meets or exceeds]

Student's name: \_\_\_\_\_

Date: \_\_\_\_\_

	notes	score
<b>Appropriate</b>		
<b>Complete</b>		
<b>Accurate</b>		
<b><i>Subtotal</i></b>		× 2.5
<b><i>Total score</i></b>		<b>/15</b>