



STAT 3 Pilot Administration Handbook

Standardized Test of Achievement for Tonga,
Class 3



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MINISTRY OF EDUCATION

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Standardized Test of Achievement for Tonga, Class 3 : July 2026

1. Introduction

1.1 Purpose of this Handbook

This handbook provides test administrators with complete instructions for administering the STAT 3 Pilot test. The pilot will take place during the month of June - July 2026, in twenty selected schools.

The purpose of this pilot is to:

- Test the quality and appropriateness of test items
- Evaluate test administration procedures
- Gather feedback for the full TILSA assessment

1.2 Overview of the Pilot

What: English language and Tongan language reading assessment, Science, Mathematics

Who: Students in Classes 3

Where: 49 pilot schools in Tongatapu, 6 pilot schools for Eua, 6 for Vavau, 5 for Haapai

When: June – July, 2026

How: Paper-based group administration

Duration: Approximately 60 minutes per session

1.3 Test Format

- 10 different test versions (forms)
- Multiple-choice questions
- Paper-based booklets
- Students mark answers directly in their test booklets
- Student questionnaire

2. Administrator Responsibilities

2.1 Before the Test Day

At the latest by 18 May

- Receive test materials and count all booklets
- Verify you have the correct versions for your school
- Check that all materials are complete

- Read this handbook thoroughly
- Prepare the testing room

1 day before:

- Confirm testing schedule with school principal
- Verify classroom availability
- Ensure furniture arrangement is appropriate
- Check that you have all required materials

2.2 On the Test Day

- Arrive at least 30 minutes before testing begins
- Set up the testing room
- Prepare materials for distribution
- Brief any assisting teachers
- Ensure secure storage of test materials
- Administer tests according to procedures
- Collect all test booklets
- Account for all materials
- Securely pack completed tests

2.3 After the Test Day

- Return all test materials (completed and unused)
- Complete the Test Administration Report
- Store materials securely until collection

3. Materials and Preparation

3.1 Materials Checklist

Before each testing session, ensure you have:

Test Materials:

- Test booklets (correct quantity and versions)
- Pencils (2 per student plus extras)
- Pencil sharpeners
- Erasers
- This Administration Handbook

For the Room:

- “Testing in Progress - Do Not Disturb” sign
- Clock or timer (visible to you)
- Seating arrangement that prevents copying

Documentation:

- Attendance list
- Test Administration Report form
- Materials Control Log

3.2 Room Setup

Seating Arrangement:

- Space desks/tables to prevent students from seeing each other’s work
- Minimum 1 meter between students if possible
- Remove or cover any posted materials that could provide answers
- Ensure adequate lighting

Student Needs:

- Ensure all students can see the board/screen if used for instructions
- Have extra pencils, sharpeners, and erasers available
- Arrange for students with special needs as appropriate

4. Safeguarding and Student Consent

4.1 Principles of Consent

The process of obtaining student consent should be guided by two principles:

1. **Informed consent:** Students understand what they are agreeing to
2. **Voluntary participation:** Student involvement is completely voluntary

4.2 Explaining the Test to Students

Take time to explain to students in language they understand:

What the test is:

- This is a pilot test to help develop better assessments
- It tests English and Tongan reading skills, Science and Mathematics
- It is NOT a school exam that affects their grades

Confidentiality:

- Their individual answers will be kept confidential
- Results will not be shared with teachers, parents, or other students
- Their names will not be used to identify them in any reports
- Only researchers will see their responses

Their rights:

- Participation is completely voluntary
- They can choose not to participate without any consequences
- They can stop at any time if they feel uncomfortable
- There is no penalty for not knowing an answer

4.3 Obtaining Consent

Principal Consent:

- The principal must provide written consent for the school's participation
- This should be obtained before the test day

Student Assent:

- On test day, explain the test to students in Tongan (see Section 6.3)
- Ask if any student prefers not to participate
- If a student declines, thank them and have them return to class or work quietly on other materials
- Do not pressure students to participate

5. Test Security and Confidentiality

5.1 Before Testing

- Keep all test materials in a secure, locked location
- Do not allow anyone to review test booklets before administration
- Count and verify all materials before leaving secure storage

5.2 During Testing

- Only authorized administrators and supervising Ministry officials may be in the room
- Do not discuss test content with anyone
- Ensure students cannot see each other's answers
- Do not help students with answers
- Do not read test questions or answer choices to students

5.3 After Testing

- Collect ALL test booklets (completed and unused)

- Count booklets to verify all are returned
- Store in secure location immediately
- Do not discuss test content or student responses
- Complete Materials Control Log

5.4 Confidentiality

You must NOT discuss:

- Individual student answers or performance
- Test content or specific questions
- Which students participated or did not participate
- Any observations about student abilities

If teachers or principals ask about results:

“I cannot share information about individual students or test content. Results will be analyzed by the research team and summary findings will be shared with the Ministry.”

6. Test Day Procedures

6.1 Timeline

30 minutes before test time:

- Arrive at school
- Set up testing room
- Arrange materials
- Post “Testing in Progress” sign on door

15 minutes before test time:

- Students enter and find seats
- Take attendance
- Distribute pencils and erasers (NOT test booklets yet)

Test time:

- Welcome students and explain purpose (in Tongan)
- Obtain student assent
- Distribute test booklets
- Give instructions (in Tongan)
- Conduct test (approximately 60 minutes)
- Collect materials
- Thank and dismiss students

After test:

- Count and secure all materials

- Complete documentation
- Secure storage

6.2 Welcoming Students and Explaining the Test

Use Tongan to explain the following. A suggested Tongan script is provided in Section 6.3.

Say to students:

- Good morning/afternoon
- Thank you for participating in this pilot test
- This test will help us develop better assessments for all students in Tonga
- This is NOT a school exam - it will not affect your grades
- We want to see how well the test questions work
- Your answers are confidential - we will not share them with your teachers or parents
- You can choose not to participate if you prefer
- You can stop at any time if you feel uncomfortable
- Do not worry if you do not know some answers - we are testing the questions, not you
- The test will take about one hour

6.3 Tongan Instructions for Students

Note to Administrator: The following instructions should be given in Tongan. Adapt the language as needed to be age-appropriate and clear.

Opening Instructions:

“Mālō ho’omou lelei. Ko e ki’i tesi ko ‘eni ‘oku ‘ikai ko e ‘ai ke sivi’l koe ka ko hono ‘ahi’ahi e ngaahi fehu’i. Ko ho’o tali ‘e ‘ikai ke lau ia ki ho tu’unga he ako. Ko e taimi ni te tau kamata.”

“Welcome. This test is not a school exam, but a test of the questions. Your answers will not affect your grades. We are ready to begin.”

Participation is Voluntary:

“Kapau ‘oku ‘ikai te ke loto ke kau, ‘oku lelei pe. Fakahaa ki he faiako ‘aki hono hiki ho nima ki ‘olunga.”

“If you do not want to participate, that is fine. Just let the teacher know.”

Instructions for Taking the Test:

“‘Oku ‘i he pepa ‘oku ‘i mu’a ‘iate koe, ‘a e ngaahi fehu’i. Lau pe ‘a e fehu’i pea fili ‘a e tali lelei taha. Takitaha fai pe ‘ene ngaue, ‘oua toe sio holo pe talanoa ki ha taha.”

“In the booklet in front of you are the questions. Read each question and choose the best answer. Write the letter of the answer on your paper. Work alone. Do not share with anyone.”

Time and What to Do When Finished:

“Te ke fai e tesi he houa ‘e taha. Kapau te ke faka‘osi vave, toe sio ki ho‘o ngāue. Hiki ho nima ‘o tala ki he faiako.”

“You will have about one hour. If you finish early, check your work. Do not disturb others who are still working.”

6.4 Distributing Test Booklets

1. Ensure students cannot see each other’s booklets during distribution
2. Place booklet face-down on each desk
3. Tell students: “Do not open your booklet until I tell you to begin”
4. After all booklets are distributed, say: “You may begin now”

Important: Different students may receive different test versions (forms). This is intentional and part of the test design.

6.5 During the Test (Approximately 60 Minutes)

Your role during testing:

- Walk quietly around the room
- Monitor student behavior
- Ensure no copying or talking
- Do NOT help students with answers
- Do NOT read questions to students
- Answer only procedural questions

Procedural questions you CAN answer:

- “Can I use my pencil to work out answers?” - YES
- “Can I erase and change an answer?” - YES
- “What if I don’t know an answer?” - You can skip it or make your best guess
- “Can I go back to previous questions?” - YES

Content questions you CANNOT answer:

- “What does this word mean?” - Do your best
- “Is this answer correct?” - Choose the answer you think is best
- “Can you read this to me?” - Please try to read it yourself

Time management:

- After 45 minutes, say: “You have about 15 minutes remaining”
- After 55 minutes, say: “You have about 5 minutes remaining”
- After 60 minutes, say: “Please stop working and put down your pencil”

If a student finishes early:

- Tell them to check their work
- They must remain quiet and not disturb others
- They cannot leave until all students are finished or time is up

If a student becomes distressed:

- Speak quietly to them
- Ask if they need a short break
- If they want to stop, collect their booklet and allow them to leave quietly
- Note on your Test Administration Report what happened

6.6 Collecting Test Booklets

1. Say: "Testing time is over. Please put down your pencil and close your booklet."
2. Collect each booklet personally - do not have students pass them forward
3. Count booklets as you collect them
4. Keep booklets face-down to maintain confidentiality
5. Check that students have not removed pages
6. Verify you have collected all booklets (should equal number distributed)
7. Thank students and dismiss them

In Tongan:

"Kuo 'osi 'a e taimi. Tuku ho' o peni ki lalo pea tapuni ho' o pepa. Malo 'aupito e tokoni."

"The test is finished. Put down your pencil and close your booklet. Thank you very much for your help."

6.7 After Students Leave

- Count all booklets again
- Record any incidents or irregularities
- Complete Test Administration Report
- Return materials to secure storage
- Complete Materials Control Log

7. Troubleshooting and Special Situations

7.1 Student Arrives Late

- If less than 10 minutes late: Allow them to begin but note on report
- If more than 10 minutes late: Do not allow them to begin (disrupts other students)

7.2 Student Needs Bathroom Break

- Allow brief breaks as needed
- Student must leave booklet at desk
- Note time of break on report if extended

7.3 Student Is Unwell

- If student becomes ill during test, allow them to stop
- Collect their booklet

- Note incident on report
- Ensure student receives appropriate care

7.4 Disruption During Testing

Fire alarm or emergency:

- Follow school emergency procedures
- Collect all test booklets if time permits
- If evacuation prevents completion, note on report

Other disruption (noise, interruption):

- Handle quickly and quietly
- Minimize impact on students
- Note on report
- May extend time by amount of disruption

7.5 Suspected Cheating

- Do not accuse student during test
- Quietly move to position where you can observe better
- Note what you observed on report
- Collect test booklets as normal

7.6 Student Asks to Stop

- Allow student to stop at any time
- Collect their booklet
- Thank them for their participation
- Note on report

7.7 Technical Problems with Test Booklet

Missing pages:

- Note on booklet and report
- Allow student to complete remaining questions
- Provide replacement booklet if available

Printing errors:

- If question is illegible, tell student to skip it
- Note on booklet and report

Student marks wrong booklet section:

- If caught early, student may erase and correct
- If extensive, note on report

8. Test Administration Report

After each testing session, complete the Test Administration Report form. Include:

Session Information:

- Date and time
- School name
- Class/Grade level
- Administrator name

Participation:

- Number of students in attendance
- Number who participated
- Number who declined participation

Materials:

- Number of booklets distributed (by version if applicable)
- Number of booklets collected
- Any missing or damaged materials

Incidents:

- Late arrivals
- Early departures
- Disruptions
- Student distress
- Suspected cheating
- Any deviation from standard procedures

Timing:

- Actual start time
- Actual end time
- Any extensions and reasons

Comments:

- General observations
- Feedback on test administration
- Suggestions for improvement

9. Materials Control Log

Maintain accurate records of all test materials:

When receiving materials:

- Date and time received
- Source (who delivered)

- Quantity and versions
- Your signature

When distributing for testing:

- Date and time distributed
- Quantity and versions
- Session identifier
- Your signature

When collecting after testing:

- Date and time collected
- Quantity and versions collected
- Any discrepancies
- Your signature

When returning materials:

- Date and time returned
- Destination (who received)
- Quantity and versions
- Recipient's signature
- Your signature

10. Ethical Guidelines

10.1 Respect for Students

- Treat all students with dignity and respect
- Be patient and encouraging
- Never make students feel inadequate
- Respect cultural sensitivities
- Protect student privacy

10.2 Professional Conduct

- Maintain confidentiality at all times
- Follow procedures exactly as written
- Do not discuss test content
- Report any concerns to your supervisor
- Be punctual and prepared

10.3 Test Integrity

- Do not review test content before administration
- Do not provide answers or hints

- Maintain secure storage of materials
- Account for all materials
- Report any security breaches immediately

11. Contact Information

For questions before the test day:

[Amelia Folaumahina 7745088]

For emergencies on test day:

[Amelia Folaumahina 7745088]

For materials issues:

[Amelia Folaumahina 7745088]

Ministry of Education Contact:

[Amelia Folaumahina 7745088]

12. Checklist for Test Day

Use this checklist to ensure you have completed all steps:

Before Test Day:

- Read handbook completely
- Received and verified all materials
- Confirmed testing schedule with school
- Prepared testing room

Morning of Test:

- Arrived 30 minutes early
- Set up room
- Posted “Testing in Progress” sign
- Materials ready for distribution

During Test:

- Welcomed students in Tongan
- Explained purpose and obtained assent

- Distributed pencils and booklets
- Gave instructions in Tongan
- Monitored students
- Maintained test security
- Collected all materials

After Test:

- Counted all booklets
- Completed Test Administration Report
- Completed Materials Control Log
- Secured all materials
- Returned materials to storage

Appendix A: Frequently Asked Questions

Q: What if a student speaks very little English?

A: Give all instructions in Tongan. The test itself is in English as this is an English language assessment.

Q: Can students use dictionaries?

A: No. This is a test of English reading ability without aids.

Q: What if we don't finish in 60 minutes?

A: You may extend up to 15 additional minutes if students are actively working. Beyond that, collect booklets.

Q: Can teachers stay in the room?

A: Teachers may assist with room management but should not look at test content or help students with answers.

Q: What if a student asks about a specific word?

A: Tell them to do their best. Do not define words or explain test content.

Q: What if there's a power failure?

A: This is a paper test. Continue with natural light if adequate; otherwise pause and resume when power returns.

Q: Should students write their names on booklets?

A: Yes, follow the instructions on the booklet cover for student identification.

Q: What if booklet versions get mixed up between students?

A: It's fine - students receiving different versions is part of the test design.

Appendix B: Test Administration Script (Tongan)

[To be completed with finalized Tongan translations]

Complete opening script:

- Welcome
- Purpose of test
- Voluntary participation
- Confidentiality
- Instructions for taking test
- Time allocation
- What to do when finished

During test prompts:

- 15 minutes remaining
- 5 minutes remaining
- Stop working

Closing:

- Thank you
- Collection of materials

END OF HANDBOOK