Administering *Lecture Ready* Tests

1) Allow students time to read the questions in **Part 1** before playing the video (approximately 3-5 minutes).

2) Play the video once. Allow students to take notes.

3) Allow students time to answer the first set of questions in *activity A* (approximately 5-10 minutes).

4) Tell students to read the second set of questions in *activity B* before they watch the video again.

5) Play the video a second time. Allow students to take notes.

6) Have students finish **Part 1** of the test and continue to **Part 2**. There is no audio or video for **Part 2**.

Grading Tests

Answers Keys are included in the *Lecture Ready* Assessment program.

Yellow highlights indicate the correct answers. Point values are found after the direction line of each activity (also highlighted yellow).

Hints for grading:

1) For questions that ask students to mark all that are correct, each item counts as one point. (Note in the following example the items are labeled *Questions 18-25* because there are eight items (18, 19, 20, 21, 22, 23, 24, 25).

   - If the student checks (✓) an item and it should be checked, it is correct.
   - If the student checks an item and it should NOT be checked, it is wrong.
   - If the student does NOT check an item and it should NOT be checked, it is correct.
   - If a student does NOT check an item and it should be checked, it is wrong.

For example:

Questions 18–25

Mark the FOUR expressions used to contribute ideas to a discussion or to enter a discussion. (8 points)

___✓___ I'd like to say something here regarding the statistics.	✓ = correct. Ø = wrong.
_____ Would anyone like some water?	Ø = correct. ✓ = wrong.
___✓___ I noticed that no one has mentioned the main competitors.	✓ = correct. Ø = wrong.
_____ It's a good angle, but it's not the most important thing.	Ø = correct. ✓ = wrong.
_____ I think that concludes today's meeting; thanks, everyone.	Ø = correct. ✓ = wrong.
___✓___ Can I add something to that point about the business plan?	✓ = correct. Ø = wrong.
_____ We have a lot of ground to cover, so let's stay focused.	Ø = correct. ✓ = wrong.
___✓___ I think it was interesting that you chose this example.	✓ = correct. Ø = wrong.

Sample Answer:

Questions 18–25

Mark the FOUR expressions used to contribute ideas to a discussion or to enter a discussion.

___✓___ I'd like to say something here regarding the statistics.	correct = 1 point
___✓___ Would anyone like some water?	wrong = 0 points
_____ I noticed that no one has mentioned the main competitors.	wrong = 0 points
_____ It's a good angle, but it's not the most important thing.	correct = 1 point
_____ I think that concludes today's meeting; thanks, everyone.	correct = 1 point
___✓___ Can I add something to that point about the business plan?	correct = 1 point
_____ We have a lot of ground to cover, so let's stay focused.	correct = 1 point
___✓___ I think it was interesting that you chose this example.	correct = 1 point
	Total = 6 points

2) For questions that ask students to choose more than one correct answer with a multiple choice type of question, each correct item counts as one point.

- The student receives one point for each item that is correct.
- If a student chooses a wrong answer, they do not receive a point.

For example:

Questions 9–10

Choose THREE answers for each question. (3 points)

9. Which THREE statements describe the function of language that signals a transition?
   A. It lets you know that a word is about to be defined.
   B. It helps you to follow how the lecture is organized.
   C. It gives you an idea of the big picture topic.
   D. It tells you when the professor is moving from one idea to another.
   E. It helps you to follow the flow of ideas in a lecture.
   F. It indicates that the professor is about to provide an example.

Choosing:
A = 0 points
B = 1 point
C = 0 points
D = 1 point
E = 1 point
F = 0 points

3) For questions that ask students to fill in a chart, each item in the correct column receives one point.

- The order of items within the column does not affect the score.
- If a student places an item in the wrong column, it receives no point and no points are deducted.

For example:

Questions 16–21

Put the strategies 16–21 in the correct column. (1 point each)

STRATEGIES		
Academic Discussion	**Presentation**	**Note-Taking**
16	18	17
19	21	20

16. Ask for clarification.
17. Use symbols instead of words.
18. Create rapport.
19. Ask for more information.
20. Use abbreviations instead of full words.
21. Open the floor to questions.

Sample Answer:

STRATEGIES		
Academic Discussion	**Presentation**	**Note-Taking**
✓ 19	✓ 18	✓ 17
✓ 16	✓ 21	
× 20		

2 points are awarded for the Academic Discussion column.

2 points are awarded for the Presentation column.

1 point is awarded for the Note-Taking column.

Total = 5 points (out of possible 6)

Scoring

The Unit Tests are out of 25 points. The Midterm and Final Exams are out of 50 points.

To determine the final score from 100%:

For **Unit Tests**

1) Add the points scored correctly for each item.
2) Multiply the total by 4.
    e.g. The student scores 18 points, the final score is 72%. (18x4=72)

For **Midterm and Final Exams**

1) Add the points scored correctly for each item.
2) Multiply the total by 2.
    e.g. The student scores 46 points, the final score is 92%. (46x2=92)