

OPERATION INSTRUCTIONS

TEST MODULE

TM-16



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HOW TO USE THIS BOOK

This book contains instructions for use of a Test Module connected to a Language Laboratory supplied by Educational Media, LLC.

Before administering the actual test, you will need a set of blank cassette tapes complete with labels that correspond to the labels on the recorders inside the Test Module cabinet. These recorders are labeled sequentially beginning with recorder A, labeled “RA, RB, RC...” etc. The tapes must also be labeled “RA, RB, RC...” and used in the matching recorders during the test.

Because there are half as many recorders as student positions in the lab, only half the student positions can be individually tested at one time. Several of the tests are designed to determine the speaking skills of half the class, while the other half writes their answers to a listening test. After the first test is completed, the control switch is flipped to reverse the halves of the class and the test is given again. This is why the following tests are in two parts; Checkerboard, Left Side/Right Side, and Alternate Rows.

Other tests are designed to pair students with a partner and record their voices on the same answer tape; one tape per pair. This allows testing the whole class at one time. Pairing can be done horizontally across the room, or vertically from front to back. Again, the type of test is selected by the control switch. Similarly, quads can be selected for testing the students in groups of four. Even fewer answer tapes are needed when testing by quads.

For each type of test in this book, you will find a written procedure and a sample seating chart for that specific type of test. **THIS CHART IS THE ONLY MEANS BY WHICH YOU WILL KNOW WHICH STUDENTS WILL BE RECORDED ON EACH TAPE IN THE TEST MODULE RECORDERS.** You will want to find the appropriate seating chart in the back of this manual and make a copy for each class you plan to test.

The seating chart shows a box for each student position in the lab, and the boxes are arranged to correspond to the student seating arrangement in the lab. Each box contains a label in an upper corner that matches the corresponding student position label on the lab’s Instructor.

Control Panel. The “R” labels show which recorder in the Test Module will contain each student’s answers after completing the test. The blank area inside each box is provided for logging the name of the student who occupies that seat in the lab when the test is given. The date, class period, and test name can be written on each seating chart and stored with the answer tapes. When the tapes are played for grading, the seating charts will be available for determining who’s voice is on each tape.

The charts with two different types of boxes indicate taped results of two tests on one page. For example, if the gray boxes show “left side” results, then the darker boxes would show “right side” results. In this example, both left side and right side tests would be needed to test the whole class.

**SETUP PROCEDURE
FOR LEFT SIDE/RIGHT SIDE TEST
(APPROPRIATE FOR A COMBINED LISTENING/SPEAKING TEST)**

1. Plug test module into console
2. Turn RUN/STANDBY switch to STANDBY position
3. Load student tapes into cassette recorders except RQ & RR
(MATCH STUDENT TAPE LABELS TO CASSETTE RECORDER LABEL)
4. Push RECORD on all cassette recorders except RQ & RR
5. Program Row A & B to Channel 1 on the teacher console panel
6. Program Row C & D to Channel 2 on the teacher console panel
7. Turn Recording Control Switch Box to Row A & B
8. Load speaking test into Channel 1
9. Load Listening test into Channel 2

YOU ARE NOW READY TO ADMINISTER THE TEST

TO START TEST:

1. Press PLAY on teacher cassette players 1 & 2
2. Turn RUN/STANDBY switch to RUN position

AFTER SPEAKING TEST IS FINISHED (TO CHANGE AND TEST THE REMAINDER OF THE STUDENTS):

1. Turn RUN/STANDBY switch to STANDBY position
 2. Rewind test tapes on teacher cassette players
 3. Flip-flop tapes in teacher cassette players
 4. Turn Recording Control Switch Box to ROW C & D
 5. Press PLAY on teacher cassette players
 6. Turn RUN/STANDBY switch to RUN position
- (FOR USE WITH LAB CONTAINING 4 ROWS OF 8 STUDENTS PER ROW)*

SET UP PROCEDURE FOR ALTERNATE ROW TEST

1. Plug test module into console
2. Turn RUN/STANDBY switch to STANDBY position
3. Load student tapes into cassette recorders except RQ & RR
(MATCH STUDENT TAPE LABELS TO CASSETTE RECORDER LABEL)
4. Push RECORD on all cassette recorders except RQ & RR
5. Program Row A & C to Channel 1 on the teacher console panel
6. Program Row B & D to Channel 2 on the teacher console panel
7. Turn Recording Control Switch Box to ROW A & C
8. Load speaking test into Channel 1
9. Load listening test into Channel 2

YOU ARE NOW READY TO ADMINISTER THE TEST

TO START TEST:

1. Press PLAY on teacher cassette players 1 & 2
2. Turn RUN/STANDBY switch to RUN position

AFTER SPEAKING TEST IS FINISHED (TO CHANGE AND TEST THE REMAINDER OF THE STUDENTS):

1. Turn RUN/STANDBY switch to STANDBY position
 2. Rewind test tapes on teacher cassette players
 3. Flip-flop tapes in teacher cassette players
 4. Turn Recording Control switch box to ROW B & D
 5. Press PLAY on teacher cassette players
 6. Turn RUN/STANDBY switch to RUN position
- (FOR USE WITH LAB CONTAINING 4 ROWS OF 8 STUDENTS PER ROW)*

SET UP PROCEDURE FOR CHECKER BOARD TEST

1. Plug test module into console
2. Turn RUN/STANDBY switch to STANDBY position
3. Load student tapes into cassette recorders except RQ & RR
(MATCH STUDENT TAPE LABELS TO CASSETTE RECORDER LABEL)
4. Push RECORD on all cassette recorders
5. Program the following students to Channel 1 on the teacher console panel:
Students A1, 3, 5, 7
 B2, 4, 6, 8
 C1, 3, 5, 7
 D2, 4, 6, 8
6. Program the following students to Channel 2 on the teacher console panel:
Students A2, 4, 6, 8
 B1, 3, 5, 7
 C2, 4, 6, 7
7. Turn Recording Control Switch Box to CHECKER BOARD #1 (gray)
8. Load speaking test into Channel 1
9. Load listening test into Channel 2

YOU ARE NOW READY TO ADMINISTER THE TEST

TO START TEST:

1. Press PLAY on teacher cassette players
2. Turn RUN/STANDBY switch to RUN position
(FOR USE WITH LAB CONTAINING 4 ROWS of 8 STUDENTS PER ROW)
AFTER SPEAKING TEST IS FINISHED (TO CHANGE AND TEST THE REMAINDER OF THE STUDENTS):
1. Turn RUN/STANDBY switch to STANDBY position
2. Rewind test tapes on teacher cassette players
3. Flip-flop tapes in teacher cassette players
4. Turn Recording Control Switch Box to CHECKER BOARD #2 (white

5. Press PLAY on teacher cassette players

6. Turn RUN/STANDBY switch to RUN position

(FOR USE WITH LAB CONTAINING 4 ROWS of 8 STUDENTS PER ROW)

**SET UP PROCEDURE
FOR HORIZONTAL PAIRS TEST**

1. Plug test module into console
2. Turn RUN/STANDBY switch to STANDBY position
3. Load student tapes into cassette recorders except RQ & RR
(MATCH STUDENT TAPE LABELS TO CASSETTE RECORDER LABEL)
4. Push RECORD on all cassette recorders except RQ & RR
5. Turn Recording Control Switch Box to HORIZONTAL PAIRS

YOU ARE NOW READY TO ADMINISTER THE TEST

1. Turn RUN/STANDBY switch to RUN position
(FOR USE WITH LAB CONTAINING 4 ROWS of 8 STUDENTS PER ROW)

SET UP PROCEDURE FOR VERTICAL PAIRS TEST

1. Plug test module into console
2. Turn RUN/STANDBY switch to STANDBY position
3. Load student tapes into cassette recorders except RQ & RR
(MATCH STUDENT TAPE LABELS TO CASSETTE RECORDER LABEL)
4. Push RECORD on all cassette recorders except RQ & RR
5. Turn Recording Control Switch Box to VERTICAL PAIRS

YOU ARE NOW READY TO ADMINISTER THE TEST

1. Turn RUN/STANDBY switch to RUN position
(FOR USE WITH LAB CONTAINING 4 ROWS OF 8 STUDENTS PER ROW)

SET UP PROCEDURE FOR QUADS TEST

1. Plug test module into console
2. Turn RUN/STANDBY switch to STANDBY position
3. Load student tapes into cassette recorders except RQ & RR
(MATCH STUDENT TAPE LABELS TO CASSETTE RECORDER LABEL)
ONLY LOAD TAPES INTO THE FOLLOWING RECORDERS:
RA – RC – RE – RG – RI – RK – RM – RO
4. Push RECORD on above-mentioned cassette recorders
5. Turn Recording Control Switch Box to QUAD

YOU ARE NOW READY TO ADMINISTER THE TEST

1. Turn RUN/STANDBY switch to RUN
(FOR USE WITH LAB CONTAINING 4 ROWS OF 8 STUDENTS PER ROW)

LENGTH OF TEST	NUMBER OF STUDENTS PER CLASS				TOTAL NUMBER OF STUDENTS PER TEACHER							
	18	24	30	36	110	120	130	140	150	160	170	180
1	0.3	0.4	0.5	0.6	1.8	2.0	2.2	2.3	2.5	2.7	2.8	3.0
2	0.6	0.8	1.0	1.2	3.7	4.0	4.3	4.7	5.0	5.3	5.7	6.0
3	0.9	1.2	1.5	1.8	5.5	6.0	6.5	7.0	7.5	8.0	8.5	9.0
4	1.2	1.6	2.0	2.4	7.3	8.0	8.7	9.3	10.0	10.7	11.3	12.0
5	1.5	2.0	2.5	3.0	9.2	10.0	10.8	11.7	12.5	13.3	14.2	15.0
6	1.8	2.4	3.0	3.6	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0
7	2.1	2.8	3.5	4.2	12.8	14.0	15.2	16.3	17.5	18.7	19.8	21.0
8	2.4	3.2	4.0	4.8	14.7	16.0	17.3	18.7	20.0	21.3	22.7	24.0
9	2.7	3.6	4.5	5.4	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0
10	3.0	4.0	5.0	6.0	18.3	20.0	21.7	23.3	25.0	26.7	28.3	30.0
11	3.3	4.4	5.5	6.6	20.2	22.0	23.8	25.7	27.5	29.3	31.2	33.0
12	3.6	4.8	6.0	7.2	22.0	24.0	26.0	28.0	30.0	32.0	34.0	36.0
13	3.9	5.2	6.5	7.8	23.8	26.0	28.2	30.3	32.5	34.7	36.8	39.0
14	4.2	5.6	7.0	8.4	25.7	28.0	30.3	32.7	35.0	37.3	39.7	42.0
15	4.5	6.0	7.5	9.0	27.5	30.0	32.5	35.0	37.5	40.0	42.5	45.0

Listen time is expressed in hours.

Length of test is expressed in minutes.