

Steps for Obtaining Researcher-Developed Tests

CAL makes the tests developed for the Acquiring Literacy in English research projects available at no cost to qualified researchers in the field. In exchange for use of the tests, researchers agree to provide a report on their use of the tests and share their data with CAL.

To obtain one or more tests:

1. Identify the test(s) you wish to obtain.
2. Review the procedure for using the ALE tests on the next page.
3. Review the Standards for Educational and Psychological Testing.
4. Fill out and sign the User's Application Form.
5. Mail or fax the completed form to Dr. Carolyn Fidelman at the Center for Applied Linguistics. Address and fax number are on the form. Emailed forms cannot be accepted.
6. After administering the test, please fill out and return the Report of Test Usage and other required materials.

Procedure for Using the ALE Tests

Researchers and practitioners who use the ALE researcher-developed tests are asked to adhere to the following procedure. It is crucial that users abide by this procedure in using these tests, in order to express respect for the work that the investigators in the ALE studies have put into developing them.

1. Familiarize yourself with the tests and testing procedures. Carefully read the description of the test that you are interested in, and make sure that you and other test users have sufficient training in using tests. Training in assessment provides test users with a basic understanding of test statistics, and of general procedures governing test administration, scoring, interpretation and sharing test results. Such training is usually obtained through a university degree, state certification process or from special workshops or seminars. Likewise, make sure that your purpose for using the test and the ages and populations which you will use it with are in line with or similar to the intended purpose, age and population for the original test, as stated in the specific test descriptions.
2. Read the AERA/APA/NCME Standards for test users on sound testing practices. The ALE investigators subscribe to the general principles of test use as set forth in the Standards for Educational and Psychological Testing (1999) by the American Educational Research Association, American Psychological Association, and National Council on Measurement in Education. Relevant quotations from the Standards for Educational and Psychological Testing are provided in the next section.
3. Based on the AERA/APA/NCME Standards, you must
 - Have the facilities to provide for the security of the testing materials
 - Protect the privacy of testing information
 - Have procedures in place to protect the rights of the test-takers
 - Have a clear understanding of the objectives of the testing and its possible consequences
 - Use the tests only if you have the training, professional credentials, and the experience necessary to handle such a responsibility
 - Be aware of potential misinterpretations of test scores
4. Apply to use the test. Use the attached application form. Once your application has been approved, you can register to be a user of the test.
5. Include information about colleagues. If other persons in your institution will be administering and/or working with the tests and/or data, you will need to provide their names. They will need to fill out their own application forms as well.
6. Cite the tests you use. Researchers who publish articles based on these tests must include citations of these tests in their publications. The specific citations are listed at the end of the description of each test.

7. Report on test usage. Complete and submit the attached “Report on Test Usage” form. Also submit your data (Excel, Access, or SPSS), any reliability and validity information, and any written documentation (such as theses, dissertations, institutional reports or published articles) involving the use of ALE tests. Submit materials to

Dr. Carolyn Fidelman
Center for Applied Linguistics
4646 40th Street NW, Suite 200
Washington DC 20016-1859

You may also submit materials via email: cfidelman@cal.org

Relevant Quotations for Test Users *from the Standards for Educational and Psychological Testing*

We draw your attention to the following statements with which you, as a potential user of an ALE test, must agree to comply:

In selecting a test and interpreting a test score, the test user is expected to have a clear understanding of the purposes of the testing and its probable consequences. The knowledgeable user has definite ideas on how to achieve these purposes and how to avoid bias, unfairness, and undesirable consequences. In subscribing to these Standards, test publishers and agencies mandating test use agree to provide information on the strengths and weaknesses of their instruments. They accept the responsibility to warn against likely misinterpretations by unsophisticated interpreters of individual scores or aggregated data. However, the ultimate responsibility for appropriate test use and interpretation lies predominantly with the test user. In assuming this responsibility, the user must become knowledgeable about a test's appropriate uses and the populations for which it is suitable. The user must also become adept, particularly in statewide and community-wide assessment programs, in communicating the implications of test results to those entitled to receive them. (p.112)

5.7 Test users have the responsibility of protecting the security of test materials at all times. (p. 64)

5.10 When test score information is released to students, parents, legal representatives, teachers, clients, or the media, those responsible for testing programs should provide appropriate interpretations. The interpretations should describe in simple language what the test covers, what scores mean, the precision of the scores, common misinterpretations of test scores, and how scores will be used. (p. 65)

8.6 Test data maintained in data files should be adequately protected from improper disclosure. Use of facsimile transmission, computer networks, data banks, and other electronic data processing or transmittal systems should be restricted to situations in which confidentiality can be reasonably assured. (p. 88)

11.1 Prior to the adoption and use of a published test, the test user should study and evaluate the materials provided by the test developer. Of particular importance are those that summarize the test's purposes, specify the procedures for test administration, define the intended populations of test takers, and discuss the score interpretations for which validity and reliability data are available. (p. 113)

11.2 When a test is to be used for a purpose for which little or no documentation is available, the user is responsible for obtaining evidence of the test's validity and reliability for this purpose. (p. 113)

11.3 Responsibility for test use should be assumed by or delegated only to those individuals who have the training, professional credentials, and the experience necessary to handle the responsibility. Any special qualifications for test administration or interpretation specified in the test manual should be met. (p. 114)

11.15 Test users should be alert to potential misinterpretations of test scores and to possible unintended consequences of test use; users should take steps to minimize or avoid foreseeable misinterpretation and unintended negative consequences. (p. 116)

Reference

American Educational Research Association, American Psychological Association, and National Council on Measurement in Education. (1999). Standards for educational and psychological testing. Washington, DC: American Educational Research Association.

Test User's Application Form

Name _____

Position _____

Email Address _____

Employer _____

Type of Organization University Research Institution

Elementary School Other

Employer's Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

Membership in Professional Organizations ACA AERA APA

ALSHA NASP

Other _____

Are there other persons in your institution who will use and/or administer the tests that you are applying for?

Yes No

If you answered "Yes," please list their names below. **Note:** They will also need to fill out separate application forms themselves.

_____	_____
_____	_____
_____	_____

I. Test(s) interested in using:

- Cognate Awareness Test (English)
- Developmental Contrastive Spelling Test (English)
- Developmental Contrastive Spelling Test (Spanish)
- Diagnostic Assessment of Reading Comprehension (English)
- Extract the Base Test (English)
- Narrative Production Task (English)
- Narrative Production Task (Spanish)
- Phonological Awareness Test (English)
- Phonological Awareness Test (Spanish)
- Phonological Transfer Test
- Spelling Transfer Test
- Test of Phonological Processing in Spanish (TOPPS)

II. Purpose(s) for using the test(s) (please mark all that apply).

- A. Research (please attach a 500-word abstract of your study)
- B. Other Use (please attach an explanation of how and why you will use the test[s])

III. Security

A. Please indicate what steps you will take to keep testing materials secure and protect the privacy of testing information:

B. Please indicate what steps you will take to protect the rights and privacy of the test-takers:

IV. Ages or grades of children that the test(s) will be used on:

- Preschool
- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade
- Other _____

V. Native language(s) of children that the test(s) will be used on:

- Native Spanish-speaking children
- Native English-speaking children
- Bilingual English-Spanish children
- English Language Learners (from various language groups)
- Other _____

By signing this form, I certify and agree that:

- I have a general knowledge of measurement principles and of the limitations of test interpretations. I am qualified to use and interpret the results of these tests as recommended in the *Standards for Educational and Psychological Testing*.
- I will follow the requirements/principles stated in the *Guidelines for Using ALE Tests* and those of the *Standards*.
- I will use the tests only for the purposes, ages and populations that I have stated above.
- I will maintain the security of ALE test materials and will keep them in a secure place at all times, except as necessary and appropriate to administer or score a test. I will communicate the need for security to all appropriate persons within my organization and other organizations involved in using these tests.
- I will observe the confidential nature of the tests and test results.
- I will not photocopy or otherwise reproduce these test materials without the permission of the ALE investigators (this includes entry into any computer memory or other storage medium).
- I will not use the tests for commercial purposes nor will I profit monetarily from their use.
- I will notify the ALE investigators of any suspected breach of these conditions that I am aware of.
- I will report to the ALE investigators on the usage of these tests, both by filling out and returning the Report on Test Usage form and by making my data available to the ALE contact person, Dr. Carolyn Fidelman, for reliability and validity purposes.

Signature of Applicant

Date

Send this form by mail, email or fax to
Dr. Carolyn Fidelman
Center for Applied Linguistics
4646 40th Street, NW, Suite 200
Washington, DC 20016-1859
Email: cfidelman@cal.org
Fax: 202-362-3740

Report of Test Usage

(Please attach your written documentation of test usage to this form.)

Name _____

Position _____

Email Address _____

Employer _____

Type of Organization University Research Institution
 Elementary School Other

Employer's Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

I. I used the following ALE test(s):

- Cognate Awareness Test (English only)
- Developmental Contrastive Spelling Test (English)
- Developmental Contrastive Spelling Test (Spanish)
- Diagnostic Assessment of Reading Comprehension (English)
- Extract the Base (English)
- Narrative Production Task (English)
- Narrative Production Task (Spanish)
- Phonological Awareness Test (English)
- Phonological Awareness Test (Spanish)
- Phonological Transfer Test
- Spelling Transfer Test
- Test of Phonological Processing in Spanish (TOPPS)

Note: Please complete a separate copy of sections II through VI for each test used.

II. Purpose

A. My purpose for using the test was (mark all that apply):

Research

Other _____

B. I feel that the test was appropriate for the purpose that I intended:

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Please explain:

C. I feel that the test could also be useful for these purposes (List any purposes not given in II.A.):

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Please explain:

III. Ages of subjects

A. I feel that the test was appropriate for the ages or grades of children that I used it with:

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Please explain:

B. I feel that the test could also be useful for these ages/grades:

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Please explain:

IV. Language backgrounds

A. I feel that the test was appropriate for the language background of the children that I used it with.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Please explain:

B. I feel that the test could also be useful for children from these language backgrounds:

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Please explain:

V. I will use the test again.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Please explain:

VI. Any other comments about the test?

Mail or email your completed form, with your raw data, any reliability and validity information, and any other documentation of your use of the ALE tests, to:

Dr. Carolyn Fidelman
Center for Applied Linguistics
4646 40th Street, NW, Suite 200
Washington, DC 20016-1859

Email: cfidelman@cal.org

THANK YOU!