

**ADMINISTRATION INSTRUCTIONS  
DIGITAL EDITION**



**COGNITIVE  
ABILITIES  
TEST**

## Test environment

The test must be administered in a formal test environment with students made aware that they are taking a test and that the usual expectations of behaviour and constraints of a test session will be in place.

It is important that the invigilator is active in ensuring that students are working their way through the tests with intent and that there is no talking or opportunity to copy from another's work.


## Checklist for testing

### Before the test session

- ✦ Check minimum system requirements to ensure system compatibility. Please see requirements at the following link: <https://support.gl-assessment.co.uk/testwise/msr>
- ✦ Allow approximately 40 minutes of testing time for each part of CAT4 levels A-G, or 30 minutes of testing time for each part of CAT4 levels X or Pre-A.
- ✦ Provide computer, headphones and a mouse, or a tablet or laptop, fully charged and in good working order for each student.
- ✦ Become familiar with these administration instructions.
- ✦ Provide rough paper and pencil for the Number Analogies and Number Series tests.

### General arrangements for testing

- ✦ Be sure the testing room is comfortable.
- ✦ Place a 'Testing - Do Not Disturb' sign on the door.
- ✦ Try to forestall any interruption of the testing session by visitors or announcements.
- ✦ You may want to set up the computers in advance.



Ensure all students are comfortable and prepared before beginning the test.

Students must work in silence but, if they have a query, they should raise their hand and wait for the teacher to approach them. Answer any questions at this stage and explain that you cannot help with any of the test questions.

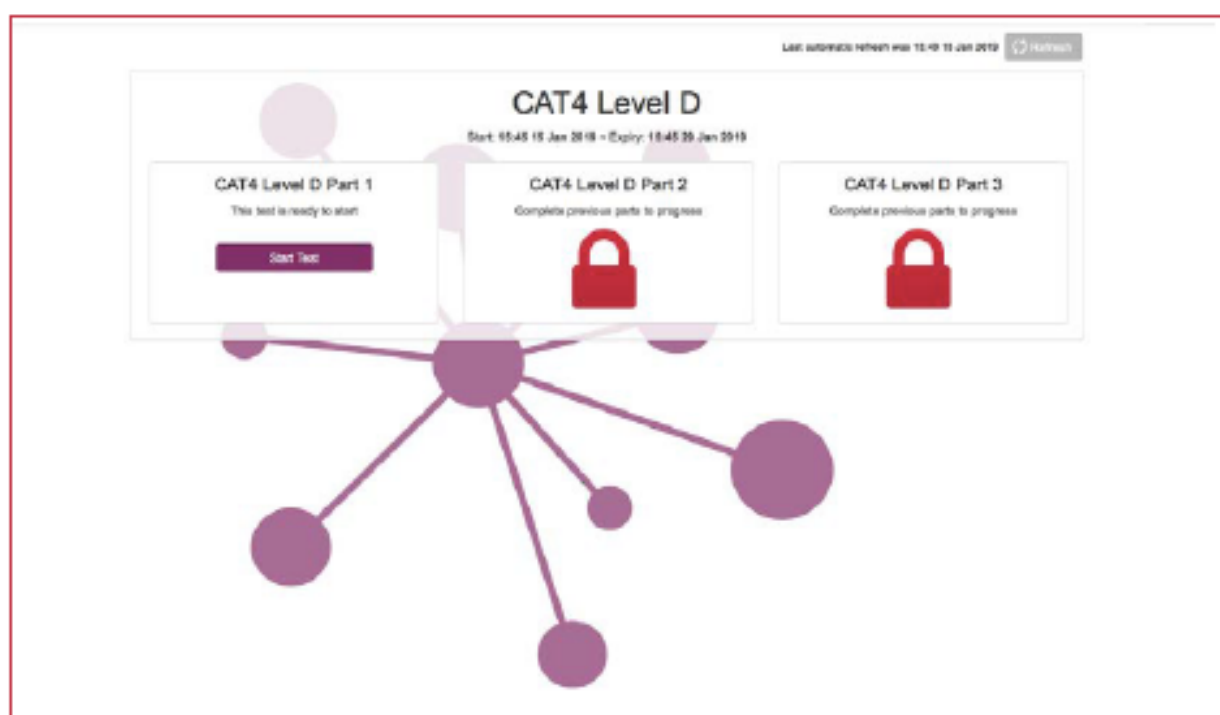
All directions, examples and practice items are part of the test and are delivered on screen.

While the students are taking the test the teacher should walk around to check that they are progressing appropriately, that they are not having difficulty with the methods of answering and, importantly with digital tests, that they have not rushed through any part of the test without attempting to answer each question.

## Accessing CAT4

Students will access the test via [www.testwise.com/code](http://www.testwise.com/code).

Students need to type in their access code on their own screen. Further information and guidance is available on the [GL website](#).



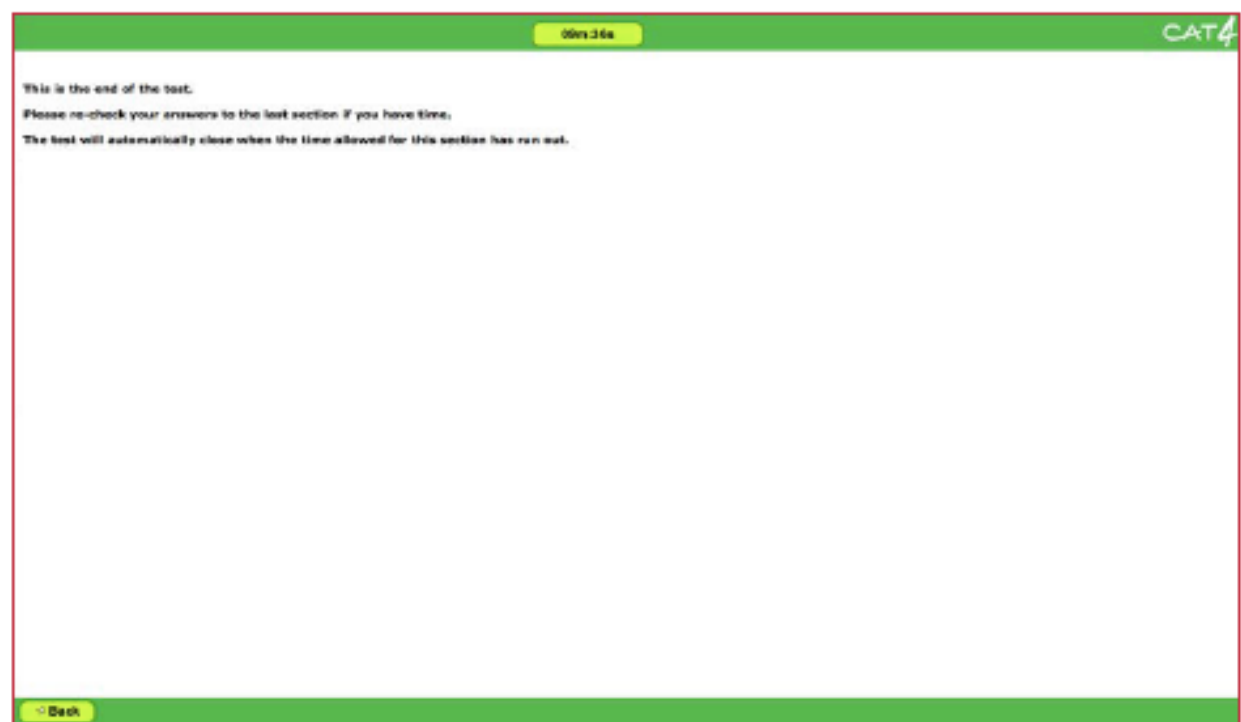
The order in which *CAT4* is taken is fixed and so students must work through the parts in order.

It is possible to take a break between parts. Testing can be completed over one, two or three sessions and may be carried out over one, two or even three days.

If completing the testing over one day, at least a five minute break between each pair of the three successive parts should help to refresh students.

Students must complete all tests and parts; if they exit the test mid-way through one part of the test their data will be lost. Each test is timed and students will not be able to move to the next until the time is up.

At the end of each test the following screen will appear:



## End of test

When all parts of *CAT4* have been completed and the test timer has run out, your results are sent to Testwise.

Students must wait until the time for the final test has elapsed and their results will be stored automatically. Students must not try to exit the test or close the screen by clicking on the cross at the top right-hand corner as this will cause results to be lost.