

This *American Headway, Third Edition* Placement Test booklet contains the following:

Introduction to the Placement Test

- The Placement Test
- Administering the Test
- Guidelines on Scoring and Placement

Photocopiable Answer Sheets and Placement Tests

- Placement Test A
- Placement Test B

Answer Keys

- Answer Key A
- Answer Key B

THE PLACEMENT TEST

The *American Headway, Third Edition* Placement Test is designed to help teachers place new students into the appropriate level of American Headway. Students will have 45 minutes to complete the test.

This booklet contains two different versions of the same multiple-choice Placement Test. We suggest handing out different versions of the Placement Test to alternate students in order to discourage test takers from sharing answers.

The Placement Test consists of the following sections:

- Grammar
- Everyday English
- Vocabulary
- Reading

ADMINISTERING THE TEST

Instructions on how to take the Placement Test should be given in the students' native language, if possible.

Before You Begin

1. Make photocopies of Placement Tests A and B, including the Answer Sheets. Make enough copies so that one half of the students will have Test A and the other half Test B.
2. Staple the pages together with the appropriate Answer Sheet on top.
3. Be sure you have enough sharpened pencils and erasers for all students.

Seating the Students

4. Seat the students and make sure that they all have pencils and erasers.

5. Distribute the Placement Tests. Be sure to hand out different versions of the test to alternate students. Tell the students to write their names and the date in the spaces at the top of the Answer Sheet.
6. Have students remove the Answer Sheet from the rest of the Placement Test.

Preparing the Students

7. Explain to the students that they should mark the Answer Sheet *only*.
8. Show students that there are four sections in the test—Grammar, Everyday English, Vocabulary, and Reading.
9. Have students look at the sample question on the first page of the test. Explain that they will record their answers by completely filling in the circle on the Answer Sheet that corresponds to the letter of their answer.
10. Point out that there is only one answer per question.
11. Remind students that the purpose of this test is only to place them into the right level. The test will not be “graded.” It is OK if they do not understand everything on the test or are not able to answer all the questions.
12. Explain that the items increase in difficulty in each section. It is better for them to work quickly until the items become difficult. When the items become too difficult to answer, students should stop and go to the next section.
13. Tell students that they have 45 minutes to complete the test. Make sure they know that they must turn in their Answer Sheets after 45 minutes, even if they haven't yet finished the test.
14. When you have finished giving the instructions, have the students begin working.

During the Test

15. Check to see that students are using the Answer Sheet correctly.
16. Be prepared to answer questions from the students about the instructions or sample questions. However, do not help students with questions about grammar, vocabulary, or the answer choices.

After the Test

17. After 45 minutes, collect the Placement Tests and Answer Sheets. Be sure you collect one Answer Sheet and one Placement Test from each student.

3. Combine the two scores to find the student's Total Score. Use the Total Score chart below to determine which level of *American Headway* is best for the student. Circle the appropriate level on the student's Answer Sheet.

TOTAL SCORE	
Below 10 points	Starter
11–20 points	Level 1A
21–30 points	Level 1B
31–40 points	Level 2A
41–50 points	Level 2B
51–60 points	Level 3A
61–70 points	Level 3B
71–77 points	Level 4
Above 78 points	Level 5

GUIDELINES ON SCORING AND PLACEMENT

1. Count the number of correct answers from the first three sections of the test—Grammar, Everyday English, and Vocabulary. Record this number on the student's Answer Sheet.
2. Count the number of correct answers in the Reading section of the test. Use the Reading Score chart below to find the adjusted score. Add this number to the student's Answer Sheet.

READING SCORE	
0–2 correct	-8 points
3–5 correct	-5 points
6–7 correct	-2 points
8–10 correct	+2 points
11–12 correct	+5 points
13–15 correct	+8 points