



UNSW Global
THE UNIVERSITY OF NEW SOUTH WALES

GENERAL ACHIEVEMENT TEST

ADMINISTRATION INSTRUCTIONS 2009

2009 GAT

administration instructions for supervising teachers

Please ensure that all completed test booklets and any unused test materials are kept secure both before the test and until they are returned to EAA.

GAT should be administered under examination conditions.

Each student should have

- B or 2B pencil
- an eraser
- a ruler
- a test booklet, securely stapled down the side
- spare paper for rough work.

Students are NOT permitted to use calculators or dictionaries during the test.

1 When all students are seated say:

'Do not open the test booklet until I tell you.

Calculators, pocket organisers, mobile phones and pagers are **NOT** permitted.'

2 Please help students to fill in their names and other biographical data on the cover.

Make sure the students write their names correctly and clearly. This information **MUST** be accurately written on the booklet; otherwise incorrect information will appear on the reports.

3 When students have filled in their names and details say:

'Now we will do the practice questions. They are on the front cover of your test booklet.'

Read the first practice question to the students.

'Colour the bubble beside your answer. If you make a mistake, rub it out and colour the correct bubble.'

Read the second practice question to the students.

'This time you need to write an answer in the space provided.'

4 When the students are ready say:

'There are three parts to the test: English, Mathematics and Science Literacy. You will have 20 minutes to complete each part. You will be told when each period of 20 minutes is up. There will be no break between each part.

Turn to Part 1, English. There are 20 questions. Follow the instructions for each question. Colour the bubble beside the best answer for each question.

Are there any questions?

I will tell you when 20 minutes is up.

Turn the page and start now.'

5 Please note that students may continue into the next part of the test if they finish within 20 minutes. Students may also return to any unfinished questions if they finish within 60 minutes. The total 60-minute duration of the test should be strictly adhered to, but the allocation of the 20 minutes for each part can be flexibly applied.

6 At the end of the 20 minutes allocated to Part 1 say:

'That is the end of 20 minutes for English. You should turn to page 8 now and begin Part 2, Mathematics.

There are 20 questions. Choose the best answer for each question. Rough working may be done on spare paper.

Are there any questions?

I will tell you when 20 minutes is up.

You may start now.'

7 At the end of the 20 minutes allocated to Part 2 say:

'That is the end of 20 minutes for Mathematics. You should turn to page 11 now and begin Part 3, Science Literacy.

There are 10 questions. You are required to answer 9 multiple-choice questions and one extended-response question. I will tell you when you have 5 minutes left.

Are there any questions? You may start now.'

8 After 15 minutes say:

'You have 5 minutes left. If you have already finished you should check your work carefully.'

9 At the end of the 20 minutes allocated to Part 3 say:

'Please stop work and put your pencils down.'

RETURN OF TEST BOOKLETS

- 10**
- Please collect all test booklets. Make sure students have filled in their names clearly and that the pages are securely stapled together.
 - Complete the Return Advice and return with the test booklets.
 - Attach a CLASS LIST of students who sat the test to ensure students are correctly identified in reports.
 - Any unused test booklets should be stored securely for future use or returned to EAA for secure disposal.
 - Please return all papers promptly to:

Postal address:

**GAT
Educational Assessment Australia
UNSW Global Pty Limited
PO Box 8020
Alexandria NSW 2015
Australia**

Street address (courier deliveries):

**GAT
Educational Assessment Australia
UNSW Global Pty Limited
12-22 Rothschild Avenue
Rosebery NSW 2018
Australia**

CONTACT EAA

AUSTRALIA

Telephone: +61 (2) 8344 1010
Facsimile: +61 (2) 8344 1030
Email: info@eaa.unsw.edu.au

NEW ZEALAND

Telephone: 0800 778 010
Facsimile: 0800 778 011
Email: info@eaa.unsw.edu.au

Customer Service Unit contact hours:

8:00am to 5:00pm Australian Eastern Time, Monday to Friday

Written enquiries should be forwarded to:

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NSW 2015 AUSTRALIA



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