

Watson-Glaser Critical Thinking Appraisal
Directions for Administration

Please advise your students a class period or two before they take the *Watson-Glaser Critical Thinking Appraisal* (WGCTA) that they should bring pencils to the examination. **Number 2 pencils** must be used to fill in the scantron sheet; pens may not be used.

If there is no clock in your classroom, please make sure that you bring a watch. While the Psychological Corporation allows for untimed administrations, Eastern has chosen to give timed administrations. Students should have 30 minutes to take the exam.

As students arrive, seat the students. Once all students have arrived, pass out the answer sheets and the major code list. The tests are in sequential order and must be returned that way, so you may want to seat students in such a way as to make it easy for you to pick up tests in this order. Tests must be returned to Ninth Street Hall, Room 2100 in sequential order. You may decide whether students must stay for the whole time or may leave when they are finished.

Be sure that the examinees understand how to mark their answers on the answer sheets. Examinees are given an opportunity to ask questions about the test before the signal to begin is given. In order to keep testing conditions standard, such questions should be answered by rereading the appropriate section of the directions. Do not volunteer new explanations or examples. Before beginning the test, be sure the examinees understand what is required of them. The question period should never be rushed or omitted.

If examinees have routine questions after the testing has started, try to answer them without disturbing the other examinees. However, questions about the subtest directions should be handled by telling the examinees to do his or her best.

All directions that the test administrator should read aloud to examinees are shaded. Read the directions exactly as they are written, using a natural tone and manner. Do not shorten the directions or change them in any way. If mistakes are made in reading a direction,

Say, No, that is wrong. Listen again.

Then read the direction again.

When all examinees have been seated and have been given an answer sheet, begin reading the directions.

Please make sure that you do not fold, tear, or otherwise damage the answer sheets in any way. Notice that your answer sheet has an example of how to properly blacken the circle. Make sure that the circle is completely filled in as shown.

In the upper left corner of the answer sheet you will find box "A" labeled *NAME*. Neatly print your *Last Name* or the first 13 letters of your last name. Neatly print your *First Name* or the first 6 letters of your first name in the next section and print your middle initial in the remaining section of this box. Fill in the appropriate circle under each letter of your name.

Using the major code list you have been given, enter the numeric code for your major in the FIRST TWO columns of box "B", IDENTIFICATION NUMBER, and blacken the appropriate circles. Please make certain you enter the correct code.

Find box "C," labeled *DATE*. Write today's month, day, and year here. (Tell examinees today's date.) Blacken the appropriate circle under each digit of the date.

Find box, "D," labeled *OPTIONAL INFORMATION*. In that box, please print your course number and section number. For example, EIU 4199, sect. 1. On the third line in box "D," using the major code list you have been given, enter the numeric code for your major. Please make certain that you are entering the correct code.

Answer any questions.

After you receive a test booklet please keep it closed. You will do all your writing on the answer sheet only. Do not make any additional marks on the answer sheet until I tell you to do so.

Distribute the test booklets.

In this test, all the questions are in the test booklet. There are five separate tests in the booklet, and each one is preceded by its own directions. For each question, decide what you think is the best answer. Since your score will be the number of items you answer correctly, try to answer each question even if you are not sure that your answer is correct.

Record your choice by making a black mark in the appropriate space on the answer sheet. Always be sure that the answer space has the same number as the question in the booklet and that your marks stay within the circles. Do not make any other marks on the answer sheet. If you change your mind about an answer, be sure to erase the first mark completely. Do not spend too much time on any one question. When you finish a page, go right on to the next one. If you finish all the questions before time is up, you may go back and check your answers.

You will have 30 minutes to work on this test. Now read the directions on the cover of your test booklet.

After examinees have read the directions, say

Are there any questions about what you are to do?

Answer any questions, preferably by rereading the appropriate section of these directions.

Ready? Begin.

After 30 minutes have elapsed, say

Stop. Put your pencils down. This is the end of the test.

Collect the answer sheets and put in one pile. Collect the test booklets and put in sequential order. Also, please collect the major code list. **Return all materials to Room 2100, Ninth Street Hall.**

Thank you!