Appendix B

WJ IV *Tests of Cognitive Abilities* Examiner Training Checklist

Name of Examiner: _____   Date: _____

Name of Examinee: _____   Name of Observer: _____

Y = Yes   N = No   N/O = Not Observed

Test 1: Oral Vocabulary (Comprehension-Knowledge, *Gc*)

(circle one)

Y   N   N/O   1.   Administers both subtests (1A: Synonyms, 1B: Antonyms).

Y   N   N/O   2.   Knows exact pronunciation of each item.

Y   N   N/O   3.   Begins with Sample A for all examinees on both subtests.

Y   N   N/O   4.   Uses suggested starting points for each subtest.

Y   N   N/O   5.   Applies basal and ceiling rules correctly to each subtest.

Y   N   N/O   6.   Tests by complete pages.

Y   N   N/O   7.   Scores responses correct if they differ in verb tense or number, unless otherwise indicated.

Y   N   N/O   8.   Scores responses incorrect if the examinee substitutes different part of speech, unless otherwise indicated.

Y   N   N/O   9.   Accepts only one-word responses as correct, unless otherwise indicated.

Y   N   N/O   10.   Counts all items below basal on each subtest as correct.

Y   N   N/O   11.   Enters Number Correct from each subtest into scoring program.

Y   N   N/O   12.   Sums scores from both subtests when obtaining estimated AE/GE from Test Record.

Y   N   N/O   13.   Records errors for further analysis.

Test 2: Number Series (Fluid Reasoning, *Gf*)

Y   N   N/O   1.   Begins with Sample Item A for all examinees.

Y   N   N/O   2.   Provides corrective feedback on Sample Items A and B only.

Y   N   N/O   3.   Uses suggested starting points.

Y   N   N/O   4.   Presents worksheet in Response Booklet at Item 11 or sooner if requested or if examinee appears to need pencil and paper.

Y   N   N/O   5.   Applies basal and ceiling rules correctly.

Y	N	N/O	6.	Tests by complete pages.
Y	N	N/O	7.	Counts all items below the basal as correct.
Y	N	N/O	8.	Encourages examinee to respond if no response given in 1 minute.
Y	N	N/O	9.	Scores item 0 if no response after prompt at 1 minute and moves examinee to next item by saying, "Let's try another one."
Y	N	N/O	10.	Uses hand or piece of paper to uncover one line at a time if examinee requires this accommodation.

Test 3: Verbal Attention (Short-Term Working Memory, *Gwm*)

Y	N	N/O	1.	Uses suggested starting points.
Y	N	N/O	2.	Presents Sample Item A orally.
Y	N	N/O	3.	Presents Sample Items B and C and all test items from audio recording.
Y	N	N/O	4.	Follows standardized procedures for audio recorded tests.
Y	N	N/O	5.	Pauses or stops audio recording if examinee requires additional response time.
Y	N	N/O	6.	Does *not* repeat *any* test items.
Y	N	N/O	7.	Applies basal and ceiling rules correctly.
Y	N	N/O	8.	Knows that when order is specified, response must be in correct order to receive credit.
Y	N	N/O	9.	Presents items orally if examinee is not responsive to audio recording.
Y	N	N/O	10.	Does not penalize for mispronunciations resulting from articulation errors, dialect variations, or regional speech patterns.
Y	N	N/O	11.	Counts all items below basal as correct.

Test 4: Letter-Pattern Matching (Cognitive Processing Speed, *Gs*)

Y	N	N/O	1.	Adheres to 3-minute time limit.
Y	N	N/O	2.	Uses stopwatch.
Y	N	N/O	3.	Uses Response Booklet and pencil as directed.
Y	N	N/O	4.	Administers Sample Items A and B and Practice Exercise to all examinees.
Y	N	N/O	5.	Discontinues testing and records score of 0 if examinee has 3 or fewer items correct on Practice Exercise *after error correction procedure.*
Y	N	N/O	6.	Does *not* cover extra lines on Response Booklet page.
Y	N	N/O	7.	Reminds examinee to continue if he or she stops at bottom of page or column.
Y	N	N/O	8.	Records exact finishing time in minutes and seconds on Test Record.
Y	N	N/O	9.	Records exact starting and stopping times if not using a stopwatch.
Y	N	N/O	10.	Uses scoring guide overlay to facilitate scoring.

Test 5: Phonological Processing (Auditory Processing, *Ga*)

Y   N   N/O   1. Administers all three subtests (5A: Word Access, 5B: Word Fluency, 5C: Substitution).

Y   N   N/O   2. Sums scores from all three subtests when obtaining estimated AE/GE from Test Record.

Y   N   N/O   3. Enters Number Correct from each subtest into scoring program.

Y   N   N/O   4. Records errors for further analysis.

5A: Word Access

Y   N   N/O   1. Follows standardized procedures for audio recorded tests.

Y   N   N/O   2. Uses suggested starting points.

Y   N   N/O   3. Presents Sample Items A, B, and C and Items 1–3 orally and presents remaining items from audio recording.

Y   N   N/O   4. Says phoneme (most common sound) of letters printed within slashes (e.g., /s/), not letter name.

Y   N   N/O   5. Does not penalize for mispronunciations resulting from articulation errors, dialect variations, or regional speech patterns.

Y   N   N/O   6. Applies basal and ceiling rules correctly.

Y   N   N/O   7. Repeats any item if requested by examinee.

5B: Word Fluency

Y   N   N/O   1. Administers both items to each examinee.

Y   N   N/O   2. Adheres to 1-minute time limit for each item.

Y   N   N/O   3. Uses tally marks to record number of correct responses for each item on Test Record.

Y   N   N/O   4. Does not count duplicate answers as correct, including example word, if repeated.

Y   N   N/O   5. Does not interrupt examinee by asking him or her to repeat a word.

Y   N   N/O   6. Prompts examinee to continue naming words if there is 10-second pause.

5C: Substitution

Y   N   N/O   1. Follows standardized procedures for audio recorded tests.

Y   N   N/O   2. Begins with Sample Item A or C for all examinees based on their estimated ability.

Y   N   N/O   3. Presents Sample Items A and B and Items 1 and 2 orally. Presents Sample Items C and D and remaining items from audio recording.

Y   N   N/O   4. Repeats any item if requested by examinee.

Y   N   N/O   5. Does not penalize for mispronunciations resulting from articulation errors, dialect variation, or regional speech patterns.

Y   N   N/O   6. Applies basal and ceiling rules correctly.

Test 6: Story Recall (Long-Term Retrieval, *Glr*)

Y   N   N/O   1.   Follows standardized procedures for audio recorded tests.

Y   N   N/O   2.   Uses suggested starting points.

Y   N   N/O   3.   Follows continuation instructions to determine what stories to administer and when to discontinue testing.

Y   N   N/O   4.   Pauses or stops audio recording after each story so examinee can respond.

Y   N   N/O   5.   Does *not* repeat *any* stories.

Y   N   N/O   6.   Scores each correctly recalled element 1.

Y   N   N/O   7.   Knows examinee must recall specific key word in bold on Test Record or close synonym.

Y   N   N/O   8.   Scores response correct if it differs from correct response only in possessive case, verb tense, or number.

Y   N   N/O   9.   Presents stories orally if examinee is not responsive to audio recording.

Y   N   N/O   10.   Enters Number of Points for each group of two stories administered and *X* for each group of stories not administered into scoring program.

Test 7: Visualization (Visual Processing, *Gv*)

Y   N   N/O   1.   Administers both subtests (7A: Spatial Relations, 7B: Block Rotation).

Y   N   N/O   2.   Begins with Introduction and sample items for all examinees on each subtest.

Y   N   N/O   3.   Provides corrective feedback only as directed.

Y   N   N/O   4.   Scores item 1 if all puzzles pieces (7A) or both drawings (7B) are identified correctly.

Y   N   N/O   5.   Applies basal and ceiling rules correctly to each subtest.

Y   N   N/O   6.   Tests by complete pages until ceiling criterion is met on each subtest.

Y   N   N/O   7.   Encourages examinee to identify pieces or drawings by naming letters.

Y   N   N/O   8.   Follows 30-second guideline for all items in 7B: Block Rotation.

Y   N   N/O   9.   Uses hand or piece of paper to uncover one line at a time if examinee requires this accommodation.

Y   N   N/O   10.   Enters Number Correct from each subtest into scoring program.

Test 8: General Information (Comprehension-Knowledge, *Gc*)

Y   N   N/O   1.   Administers both subtests (8A: Where and 8B: What).

Y   N   N/O   2.   Uses suggested starting points for each subtest.

Y   N   N/O   3.   Applies basal and ceiling rules correctly to each subtest.

Y   N   N/O   4.   Gives only one reminder of task on 8B: What if examinee responds to "What" question with "Where" response.

Y   N   N/O   5.   Counts all items below basal on each subtest as correct.

Y   N   N/O   6. Enters Number Correct from each subtest into scoring program.

Y   N   N/O   7. Sums scores from both subtests when obtaining estimated AE/GE from Test Record.

Test 9: Concept Formation (Fluid Reasoning, *Gf*)

Y   N   N/O   1. Follows exact administration procedures to ensure controlled learning aspect of test.

Y   N   N/O   2. Begins with Introduction 1 (Preschool to Grade 1) or Introduction 2 (Grade 2 to Adult).

Y   N   N/O   3. Discontinues testing when cutoff criterion is met.

Y   N   N/O   4. Counts Items 1–5 as correct if not administered.

Y   N   N/O   5. Accepts correct synonym (e.g., *small* for *little*).

Y   N   N/O   6. Acknowledges correct responses through Item 35 by nodding or saying, "Good" or "Right."

Y   N   N/O   7. Provides corrective feedback on errors through Item 35.

Y   N   N/O   8. Does not acknowledge correct responses or provide corrective feedback on Items 36–40.

Y   N   N/O   9. Allows only 1 minute each for Items 27–40.

Y   N   N/O   10. Scores Items 27–40 incorrect and moves to next item if examinee does not respond within 1 minute.

Test 10: Numbers Reversed (Short-Term Working Memory, *Gwm*)

Y   N   N/O   1. Follows standardized procedures for audio recorded tests.

Y   N   N/O   2. Uses suggested starting points.

Y   N   N/O   3. Administers Sample Items A–C and Items 1–10 orally.

Y   N   N/O   4. Uses audio recording to administer Sample Item D and all remaining items.

Y   N   N/O   5. Provides reminder to say numbers backward only when indicated in Test Book.

Y   N   N/O   6. Counts all items below basal as correct.

Y   N   N/O   7. Presents items orally if examinee is not responsive to audio recording.

Y   N   N/O   8. Does *not* repeat *any* test items.

Test 11: Number-Pattern Matching (Cognitive Processing Speed, *Gs*)

Y   N   N/O   1. Adheres to 3-minute time limit.

Y   N   N/O   2. Uses stopwatch.

Y   N   N/O   3. Uses Response Booklet and pencil as directed.

Y   N   N/O   4. Administers Sample Items A and B and Practice Exercise to all examinees.

Y   N   N/O   5. Discontinues testing and records score of 0 if examinee has 3 or fewer items correct on Practice Exercise *after error correction procedure.*

Y   N   N/O   6. Reminds examinee to continue if he or she stops at bottom of page or column.

Y   N   N/O   7. Records exact starting and stopping times if stopwatch is unavailable.

Y	N	N/O	8.	Records exact finishing time in minutes and seconds on Test Record.
Y	N	N/O	9.	Counts transposed numbers as errors.
Y	N	N/O	10.	Scores 1 point for each correctly identified pair in same row.
Y	N	N/O	11.	Does *not* cover extra lines on Response Booklet page.
Y	N	N/O	12.	Uses scoring guide overlay to facilitate scoring.

Test 12: Nonword Repetition (Auditory Processing, *Ga*)

Y	N	N/O	1.	Begins with Sample Items A and B for all examinees.
Y	N	N/O	2.	Uses suggested starting points.
Y	N	N/O	3.	Presents Sample Items A and B and Items 1–7 orally.
Y	N	N/O	4.	Presents remaining test items from audio recording.
Y	N	N/O	5.	Applies basal and ceiling rules correctly.
Y	N	N/O	6.	Follows standardized procedures for audio recorded tests.
Y	N	N/O	7.	Presents Items 1–22 orally if examinee is not responsive to audio recording.
Y	N	N/O	8.	Does *not* repeat *any* test items.
Y	N	N/O	9.	Knows nonsense words must be pronounced smoothly as whole word to be scored correct.
Y	N	N/O	10.	Does not penalize if examinee pronounces word smoothly but places accent on different syllable than was emphasized on recording.
Y	N	N/O	11.	Does not penalize for mispronunciations resulting from articulation errors, dialect variations, or regional speech patterns.
Y	N	N/O	12.	Counts all items below basal as correct.

Test 13: Visual-Auditory Learning (Long-Term Retrieval, *Glr*)

Y	N	N/O	1.	Follows exact administration procedures to ensure controlled learning aspect of test.
Y	N	N/O	2.	Begins with Introduction 1 for all examinees.
Y	N	N/O	3.	Administers Test Story 1 to all examinees.
Y	N	N/O	4.	Discontinues testing when cutoff criterion is met.
Y	N	N/O	5.	Makes sure examinee verbalizes each symbol when introduced.
Y	N	N/O	6.	Allows 5 seconds for examinee to respond before pointing to symbol and providing word.
Y	N	N/O	7.	Points immediately to symbol and provides word when examinee makes error.
Y	N	N/O	8.	On Test Record, circles each word that examinee misses or that is told to examinee.
Y	N	N/O	9.	Does *not* accept synonyms as correct responses (e.g., *small* for *little*).
Y	N	N/O	10.	Counts extra words as errors.
Y	N	N/O	11.	Corrects errors on first symbol without naming second symbol for words composed of two symbols (e.g., "ride" . . . "ing" or "horse" . . . "s").

Y   N   N/O   12.   Uses hand or piece of paper to uncover one line at a time if examinee requires this accommodation.

Y   N   N/O   13.   Bases raw score on number of errors.

Test 14: Picture Recognition (Visual Processing, *Gv*)

Y   N   N/O   1.   Begins with Sample Item A (Preschool to Grade 4) or Sample Item C (Grade 5 to Adult) for all examinees.

Y   N   N/O   2.   Applies basal and ceiling rules correctly.

Y   N   N/O   3.   Allows examinee to view stimulus page for *exactly 5 seconds*.

Y   N   N/O   4.   Scores each item 1 (correct response) or 0 (incorrect response).

Y   N   N/O   5.   Scores item 1 only if examinee indicates correct pictures (in any order) and no others.

Y   N   N/O   6.   Scores item 0 if examinee provides more responses than requested or does not recall all pictures correctly.

Y   N   N/O   7.   Requests that examinee use letters to identify responses but accepts pointing if examinee does not know letter names.

Test 15: Analysis-Synthesis (Fluid Reasoning, *Gf*)

Y   N   N/O   1.   Follows exact administration procedures to ensure controlled learning aspect of test.

Y   N   N/O   2.   Administers Color Pretest to all examinees before testing.

Y   N   N/O   3.   Checks Untrainable on Test Record and discontinues testing if examinee cannot be trained on Color Pretest. Does not record score for test because no items were administered.

Y   N   N/O   4.   Begins testing with Introduction 1 for all examinees.

Y   N   N/O   5.   Discontinues testing when cutoff criterion is met.

Y   N   N/O   6.   Provides corrective feedback on errors through Item 28.

Y   N   N/O   7.   Acknowledges correct responses through Item 28 by nodding or saying, "Good" or "Right."

Y   N   N/O   8.   Allows only 1 minute each for Items 26–35.

Y   N   N/O   9.   Scores Items 26–35 incorrect and moves to next item if examinee does not respond within 1 minute.

Test 16: Object-Number Sequencing (Short-Term Working Memory, *Gwm*)

Y   N   N/O   1.   Follows standardized procedures for audio recorded tests.

Y   N   N/O   2.   Presents Sample Item A orally. Presents Sample Items B and C and all test items from audio recording.

Y   N   N/O   3.   Uses suggested starting points.

Y   N   N/O   4.   Applies basal and ceiling rules correctly.

Y   N   N/O   5.   Scores items correct only if examinee gives words first in correct order and then digits in correct order.

Y	N	N/O	6. Reminds examinee to say things first and then numbers only as directed in Test Book.
Y	N	N/O	7. Scores response correct if examinee responds with words that rhyme with or sound similar to target words as long as they are in correct sequence.
Y	N	N/O	8. Counts all items below basal as correct.
Y	N	N/O	9. Presents items orally if examinee is not responsive to audio recording.
Y	N	N/O	10. Does *not* repeat *any* test items.

Test 17: Pair Cancellation (Cognitive Processing Speed, *Gs*)

Y	N	N/O	1. Uses stopwatch.
Y	N	N/O	2. Adheres to 3-minute time limit.
Y	N	N/O	3. Uses Response Booklet and pencil as directed.
Y	N	N/O	4. Begins with Sample Item A and Practice Exercise for all examinees.
Y	N	N/O	5. Discontinues testing and records score of 0 if examinee has 2 or fewer items correct *after error correction procedure* on Practice Exercise.
Y	N	N/O	6. Records exact starting and stopping times if stopwatch is unavailable.
Y	N	N/O	7. Records exact finishing time in minutes and seconds on Test Record.
Y	N	N/O	8. Scores as correct circled pairs consisting of ball followed by dog in same row.
Y	N	N/O	9. Credits pairs where both parts are at least partially circled.
Y	N	N/O	10. Reminds examinee to cross out responses he or she wishes to change.
Y	N	N/O	11. Does *not* cover extra lines on Response Booklet page.
Y	N	N/O	12. Uses scoring guide overlay to facilitate scoring.

Test 18: Memory for Words (Short-Term Working Memory, *Gwm*)

Y	N	N/O	1. Follows standardized procedures for audio recorded tests.
Y	N	N/O	2. Presents Sample Item A orally to all examinees.
Y	N	N/O	3. Presents Sample Item B and all test items from audio recording.
Y	N	N/O	4. Uses suggested starting points.
Y	N	N/O	5. Applies basal and ceiling rules correctly.
Y	N	N/O	6. Scores as correct if examinee provides words in same order as they were presented on audio recording.
Y	N	N/O	7. Scores response correct if examinee responds with words that rhyme with or sound similar to target words.
Y	N	N/O	8. Counts items below basal as correct.
Y	N	N/O	9. Presents items orally if examinee is not responsive to audio recording.
Y	N	N/O	10. Does *not* repeat *any* test items.