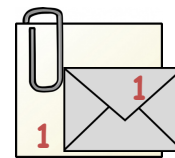# Instructions for Administering Bootstrap Pre/Post Tests

1. The test packet contains a stack of printed **pre-tests** and **post-tests**. Each one is numbered and attached to a sealed envelope (that is labeled with the same number, just in case the papers/envelopes get separated).

2. When you are ready to give the pre-test, give each student one of the paper/envelope pairs (with the same number).

3. Have the student write their name on the outside of the envelope and return the envelope to you.
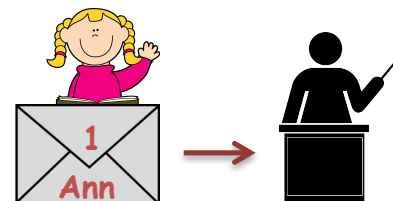
ENVELOPES SHOULD STAY SEALED AT THIS TIME

4. When you are ready to give the post-test, give each student the sealed envelope with his or her name on it. Have them open the envelope and finish the test inside. The test inside the envelope is pre-labeled with the same number as was on their pre-test. (This lets us match the pre- and post-tests without ever seeing the student names).
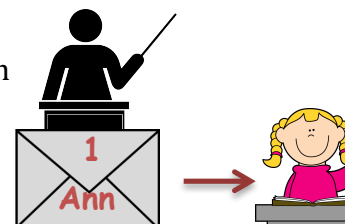
5. If you want to know which numbers go with each student, you can save the envelopes. Otherwise, discard the envelopes.

   (Optional) If your school or district requires parental consent forms, we have attached a form you can use. Distribute and collect them for each of your students.

6. Put the **pre-** and **post-tests** (no envelopes with names!) in the pre-paid mailing envelope that we sent you, and add consent forms if you've used them. Mail the packet back to use at:

   > Bootstrap, c/o Laura Dobler
   > Brown University
   > Box 1910
   > Providence, RI 02910

Questions? Contact Emmanuel Schanzer (schanzer@bootstrapworld.org) or Kathi Fisler (kathi@bootstrapworld.org).

Thanks!