The present tests are designed to measure the intelligence of the pupils falling within the age range 9.5 to 13.5 and studying in grades V, VI and VII of secondary schools in the Karnataka State. This battery contains a practice test to be given in the beginning and another eight tests to be given after that. This examination is of a different type than the usual ones. The results can be treated as reliable only if the tests are administered according to the prescribed procedure. It is precisely because of that, that a full account of the procedure is given in this manual. As is essential to follow the procedure without any modifications whatsoever, the examiner should study it properly in advance and should also use the manual while conducting the examination so that, the prescribed instructions may be literally followed. The entire examination takes seventy minutes and hence it can be conveniently arranged during two usual consecutive school periods.
**Examination Procedure**

**Preparation for the examinations:**

Two school periods, without a recess in between, may be selected for this work. If possible, a separate/in a quiet corner of the school, not subject to any external disturbance, be selected. If there is sufficient seating accommodation, about a hundred pupils of grade VI and VII can be administered the test in one group. The pupils of grade V should never be administered the test in a group of more than fifty pupils.

The pupils should be seated apart on the benches so that they may not get an opportunity to copy from the neighbour. In many schools the pupils are accustomed to sit on the floor during the examination and there is harm if they use some supports like cardboards or wooden board to write. Let the pupils be seated in such a way that you can face them while instructing them. Make sure whether all the pupils are able to hear your instructions. A black board facing all should be kept in the room. You must have with you a piece of Chalk stick and at least about forty pencils if there are hundred pupils as well as sharpeners. Check, if each pupil has a pencil or a fountain or lead pen. Let the pupils be told that they should keep nothing in front of them, except a pencil or a pen or both and a note book. Check in particular that they do not keep in their front any articles like a compass box, a ruler or an eraser.
Keep a stop-watch with you:

For every forty pupils, let there be a Supervisor to help you. He may be assigned the work of watching whether your instructions are carried out and of supplying the pencils to the pupils on demand. The Supervisor may specially requested not to issue any instructions to the pupils, as well as not to say anything, while the examination is going on. He should be made conscious of the fact that the result of a mental test is vitiated if the prescribed procedure is not strictly followed.

While you read the manual you will find that there are many interrogative sentences. When you read or say such sentences, the pupils will spontaneously give a simultaneous response by saying 'yes' or 'no' or some such word. They should not be instructed not to say any such thing and remain completely silent. When they get such an opportunity to speak, they regain confidence and are able to work well. However, on such occasion you should see that they keep quiet after some such short answer, so that they may concentrate in following instructions.

The information regarding the time to be allowed for answering the items in each test, after the instructions are over will be had from the instructions. However it is noted below with a view to avoiding any misunderstanding.
The Commencement of the examination:

Face the pupils and address them as follows:

"I am going to assign you a very pleasant work today. It's a kind of game, but it is of different type. You have not to run about for playing it. You can play it while sitting here for it is a quite quizz. You will have to use your intelligence for playing it; so it has been named "intelligence test". But, you know that a guess is best enjoyed when it is played in accordance with the rule. All the joy is lost if one practises cunning and is not honest. Will you do what I ask you to? If so, it's really very fine! Come on then, I shall explain you the rules; try to follow them and act as per instructions. Be careful lest you should commit a mistake!

"I have these small booklets of intelligence test (show) and separate answer sheet. I shall give you all, one booklet and one answer sheet each. You would like to look into the booklet when you get it, won't you? But that can't be done according to our rules. However much you may be tempted to look into the booklet, control yourself and do not open until I tell you to do so. Please be careful; see that no one make a mistake!"
"But you have not to be passive after you receive the booklet and answer sheet. You have to fill in some information, here, on the answer sheet (show the blank spaces). You have to write your name, cancel 'girl' if you are a boy or 'boy' if you are girl, class, name of your school and place, your parent/guardian occupation, caste etc. will you be able to do it? All right. As soon as you receive the answer sheet, begin to fill in the blank space. I shall now distribute answer sheet first after filling the blank, I shall give you the question booklet. Look here, Do you remember that point? You are not supposed to open the 'booklet'!

The supervisor may be asked to distribute the booklets. You must stand in front of them and watch that no one opens the booklet. After all the pupils receiving the booklet, say:

"Did you write your name? Cancel Boy/Girl which ever not applicable to you. Do you remember your class? Write your caste like Brahmin, Harijan etc. and your parents or Guardian's occupation. Do you know date of birth and your age? Write the number of years completed. If you do not know leave it blank. Has everyone finished writing? Put your pencil down I am going to read the instructions on the covering page of question booklet. You should also read them silently along with me. If you don't understand any instruction, put up your hand. Later on I won't let you ask anything. Hence, you must ask, whatever you want to, now only."
The instructions should be read with proper emphasis, slowly and in a clear voice.

In these tests, the answers are mostly to be indicated by putting a circle on numbers of alphabet and filling the gap somewhere. Suppose there are four words (A red, B blue, C yellow, D green)—write these four words on the blackboard. You have to select a word and indicate your answer by, blank putting a circle on any one of these say D (show on/board). Then, you feel that it is not the appropriate answer. It should be 'Blue' (cross the (D) and encircle the number (B) and suppose you fill the series number 22, 34 and then you feel it wrong and write one would be 24 and 32, you just cross 24, 32 and write correct one's near by the canceled one's. Then read the remaining instructions. Then say "Have you understood everything? Do you remember all that properly. Now fold your arms. You should not unfold until I tell you to do so, observe what I am doing, I am opening this first page and folding it like this. So I have before me the 'practice test' (show). Unfold your arms open the book and keep the 'Practice Test' before you check properly it must be the practice test and not the page with tables (the Supervisor should go round and see that none has opened some other page). Now take your pen or pencil in your hands. I shall read. You have to read silently. Mark the answers only when I ask you to do so.
Then the instructions on page 2, as well as the items of the practice Test are to be read, one by one.

After having read the first item, the second and others followed are answered. "Now put your pencil down and sit with arms folded. It is not yet time to turn the page. You have to turn it only when I ask you to. Listen to some important instructions."

"Now we shall take eight test, one by one. In each there is different method of answering. I shall explain the method before beginning of each test. Understand it properly. After I have, finished explaining the instructions, I shall say, cover your paper with a note book pencil in hand start so that no one else might see your answers. You answer the questions as fast as you can 'you have not to waste time. But you should not hurry up unnecessarily and answer at random. You must think and find out correct answer. When the time is up "I shall say, pencil down, hands up." When I say, you must do so and raise both of your arms like this and move the hands so that, might know, If you write answers after that, it would be 'cunning' then,turn the page as I direct.

"Even if you finish writing the answer earlier you have not to turn the page. You have not to close the book-keep the very page on which you have stopped and cover it thus with the note book (show) Have you understood every thing ?
One more point, if the pencil breaks or if there is no ink, while you are marking the answers, do not spoil your time in erasing it, and you may not be able to finish the test in time you take the pencil in hand and raise up your arm, we shall follow it and you will be provided with a substitute (the supervisor) may do net work of supplying the pencil and sharpening the broken ones). Every time you should not repeat purposefully.

"Now, turn the book let like this, so that you will have Test 1 in front of you. Bet it? Now fold your arms.

Test - 1 Similarities

Directions are explained with one illustration and one exercise is solved, as mentioned in the question booklet and in its English translation. "You write will be given only six minutes to complete 20 items here. So, work fast. Cover your answer paper with the note book, pencil in hand, start! Start the stop-watch and say after six minutes, "Pencil down, hands up. Now open the page thus and fold it and keep test 2 before you (show).

Test - 2 Analogy

The same procedure is adopted, explaining the directions of each test and after the allotted time ask them to stop, turn the booklet to the next test, till 8th one by one with in the specified time.
Now our work is over. Pass on the booklets to your right hand side, and answer sheets to your left hand side. I shall take answer sheets and the supervisor will collect the question booklets.
Scoring the Tests

If more than one answer to an item are given, and even if they include the answer, the item should be treated as having been answered incorrectly. If the answers are marked by square instead of circles, they may be considered owing to their rather immature age and experience of such examinations, and method of answering they sometimes adopt, is altogether different from the one which is fixed. On such occasions, the scorer should try to understand the method used by the pupil by putting tick mark \( \checkmark \) on the right answer may also be considered rather than treat the answers as incorrect.

Method of Scoring

Count the number of items correctly answered and write the figures at the bottom of each test and the totals of eight tests be added and put it on the right side corner in the first page of the answer sheet. While doing so, the items left, unattemtped by the pupils, should not be treated as incorrect. If two answers are marked to in single item it will be treated as incorrect.

Calculation of Intelligence quotient:

The intelligence of a pupil can be measured by interpreting his scores in relation to his chronological age. For that purpose Table of half yearly norms and Ready reckoner of IQs are prepared in the basis of stanford-Einet IQs mean and SD. as 

\[
IQ = \frac{15(S - M)}{\sigma} + 100.
\]
Suppose the age of boy is known as 11 years and 3 months, and he scores 85. From the table, the S.D. and mean (Norm) for this age by referred and findout the values to be 15.7 and 66 respectively. Substituting the values in the table

\[ IQ = \frac{15(85 - 66)}{15.7} \times 100 = 118. \]

By referring to the table of classification of IQ, it can be known that the boy is bright normal intelligence.

The same procedure followed in preparing the ready reckoner for IQ. The values are checked by the help of the computer IIM Ahmedabad as enclosed in the appendix and simplified the process of calculation. According to classification of IQs the extreme values below 70 and above 140 are clubbed together and presented in the following table for convince—separately for boys and Girls.