

# Using the KTEA™-3 flash drive



## What is on the flash drive?

- The KTEA-3 Technical & Interpretive Manual. This file is read-only for test security purposes.
- Audio files for administering the Listening Comprehension passages and for demonstrating administration or scoring of items for:
  - Phonological Processing (PP)
  - Letter & Word Recognition (LWR)
  - Nonsense Word Decoding (NWD)
  - Word Recognition Fluency (WRF)
  - Decoding Fluency (DF)
- Hand scoring forms and normative data. Hand-scoring files are not needed if scoring with Q-global®. Files included:
  - Math Fluency and Silent Reading Fluency scoring keys
  - Error analysis worksheets (4 per form)
  - Error Analysis Summary Form
  - Graphical profiles (2)
  - Subtest & Composite Score Computation Form
  - Analysis & Comparisons Form
- Qualitative Observations Form to assist examiners in recording key behavioral and performance indicators during the testing session
- Letter Checklist to help determine which uppercase and lowercase letter names or sounds an examinee knows

## Why a flash drive?

**A digital manual saves paper.** We receive frequent requests for products that are more portable (make kits lighter) and waste less paper (make record forms shorter). At 688 pages, the Technical & Interpretive Manual is extremely large. A printed copy is available for purchase upon request.

**The digital manual includes hyperlinks making it faster to find the information you need.**

Hyperlinks are included in the Technical & Interpretive Manual, on a Quick Links reference page, as well as in the table of contents. This allows you to find selected information with one click. When viewing data tables, it's possible to change the orientation of the table and zoom in as needed. This zoom feature is useful because the font size of the data tables is quite small due to the size of the tables. We recommend highlighting the row of data that contains the examinee's raw score to help track across to the score column. The digital manual also includes preloaded bookmarks for easy navigation by section. Additionally, the digital manual is searchable, making it easy to refer back to specific sections within a chapter or appendix.

**Reproducible hand-scoring files saves paper and saves you money.** The length of the record form is reduced by including the hand-scoring worksheets as reproducible files. For those customers using Q-global to score and report, this eliminates record form waste.

Rather than purchasing the error analysis forms separately, the KTEA-3 allows customers to print them out as needed and save money.

**Audio files can be used on any playback device for ease of use and added portability.** Audio files are in mp3 format, and can be imported/copied into many audio programs for use on your smart phone, tablet, or any other audio playback device.

## How do I use the flash drive?

After inserting the flash drive into an open USB port on your device:

### On a Mac:

1. Double-click KTEA3\_Materials.
2. Open the desired files. Files may also be copied to your computer for viewing, printing, or listening. It is recommended that you copy the files to your computer or laptop for easier access.
3. Eject KTEA3\_Materials from your desktop before removing the flash drive.

### On a PC running Windows:

1. If the autoplay window launches, click **Open folder to view files**. If the autoplay window does not display, double-click Computer, then double-click **KTEA3\_Materials** under **Devices with Removable Storage**.
2. Open the desired files. Files may be copied to your computer. It is recommended that you copy the files to your computer or laptop for easier access.
3. Before removing the flash drive, click **Safely Remove Hardware and Eject Media** from the taskbar and click **Eject**

To copy the audio files to your smart phone, tablet, or other preferred digital audio playback device, you may first need to transfer the mp3 files to a computer. You can then copy the files from the computer onto the device. Refer to the user's guide for your device and follow the instructions for transferring files from a computer to that specific device