



Envirothon Testing Format Guidelines

Recommendations – Consistent Format for all Tests:

Create tests in a **WORD** document.

Recommended Font: **Times New Roman** only for ALL questions. Variation in size, bold, underline, centered and italics may be used to change/enhance appearance to titles, stations, sections, etc.

Creating a Fair Test:

Document reference materials used for each created question and determined correct answer. This will assist the test review committee.

All questions must come from the required references. At least one question should be derived from every required reference.

All questions must be graded in whole points, no half-points given. Either make the question “all or nothing” or increase the value to 2 to 4 points so that partial credit may be given. All tests must ensure 100 total possible points.

Implement Fairness and Accuracy on Testing Day:

Assign each state and province a number. This number, rather than the state or province name, will be indicated at the top left of test and score at the top right, just as they are identified on the Oral Component score sheets.

- All tests must be corrected by the test writer(s) at the station. Tests should not be corrected at a later time by individuals who did not write the questions.
- Correcting of tests must be double checked for accuracy.
- Scoring of tests must be double checked for math errors.
- Assign a Competition Advisory Team Member (CAT) to each station to “check the checkers” to provide Quality Control.
- All tests, score sheets, and answer sheets with references will be turned over to the NCF-Envirothon Operating Committee.