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SAMPLE TEST ITEMS FOR SUBTEST II: MANAGEMENT PROCEDURES AND REQUIREMENTS FOR OREGON ADMINISTRATORS

This section of the study guide provides sample test directions and sample multiple-choice items with an answer key for Subtest II of the Oregon Educator Licensure Assessments® (ORELA®) Administrator Examination.

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SAMPLE TEST DIRECTIONS

A sample of the general directions for Administrator Examination Subtest II is shown in the box below.

You should have in front of you:

- (1) a test booklet,
- (2) an answer sheet, and
- (3) a No. 2 lead pencil.

IF YOU DO NOT HAVE ALL OF THESE MATERIALS, PLEASE INFORM THE TEST ADMINISTRATOR. PLEASE REMOVE ALL OTHER MATERIALS FROM YOUR DESK.

DIRECTIONS

Each question in this booklet is a multiple-choice question with four answer choices. Read each question carefully and choose the ONE best answer. Record each answer on the answer sheet in the space that corresponds to the question number. Completely fill in the circle having the same letter as the answer you have chosen. *Use only a No. 2 lead pencil.*

Sample Question:

1. What is the capital of Oregon?
 - A. Pendleton
 - B. Portland
 - C. Salem
 - D. Beaverton

The correct answer to this question is C. You would indicate that on the answer sheet as follows:

1. (A) (B) ● (D)

Try to answer all questions. In general, if you have some knowledge about a question, it is better to try to answer it. You will not be penalized for guessing. You may use the margins of this booklet for scratch paper, but all of your answers must be recorded on the answer sheet. Only the responses recorded on the answer sheet will be scored.

The words "End of Test" indicate that you have completed the test. You may go back and review your answers at any time during the testing session. Be sure you have answered all questions and properly recorded all of your responses on your answer sheet before raising your hand for dismissal. Your test materials will be collected by a test administrator before you are dismissed.

FOR SECURITY REASONS, YOU MAY NOT TAKE NOTES OR REMOVE ANY OF THE TEST MATERIALS FROM THE ROOM. If you have any questions, please ask them now before beginning the test.



DO NOT GO ON UNTIL YOU ARE TOLD TO DO SO.

SAMPLE MULTIPLE-CHOICE ITEMS

This section presents sample multiple-choice items for you to review as part of your preparation for Subtest II of the Administrator Examination. To demonstrate how the test objectives may be assessed, each sample item is preceded by the objective that it measures. On an actual test, the objectives will not be given.

The sample multiple-choice items are designed to illustrate the nature of the test items. They should not be used as a diagnostic tool to determine your individual strengths and weaknesses. The multiple-choice items require you to demonstrate more than the ability to recall factual information. They ask you to think critically about the information, to analyze it, to consider it carefully, or to apply it to a hypothetical situation.

Work through each item carefully before referring to the answer key, which follows the sample multiple-choice items.

Objective 0005

Understand how to manage the organization at the school and district level in ways that promote learning and achievement and help ensure the success of all students.

1. A school district is considering a plan to reorganize a number of student programs and services. The plan is intended to cut costs by increasing efficiency and reducing duplication across schools. In determining whether to proceed with the plan, district administrators should make it their *first* priority to answer which of the following questions?
 - A. What impact will the plan have on current patterns of space utilization in each district school and in the district as a whole?
 - B. How is the plan likely to affect the education of individuals and groups of students in the district?
 - C. What is the potential of the plan to free up funds that could be used to enhance overall district functioning and effectiveness?
 - D. Is the plan likely to require potentially unpopular changes in teacher and staff assignments?

Objective 0006

Understand how to manage operational plans, procedures, and schedules at the school and district level to ensure a safe, effective, and healthy learning environment and promote achievement of educational goals.

2. Federal regulations state that in order to participate in the National School Lunch Program, a school district:
 - A. must provide free or reduced price lunches to any student enrolled in the district at the request of the student's family.
 - B. cannot use revenues generated by the school lunch program to support other programs, such as instruction or maintenance and repair.
 - C. must purchase food and other supplies from a list of vendors who are recognized by the National School Lunch Program.
 - D. cannot receive support, such as donations of food or money, from any source other than the National School Lunch Program.

Objective 0007

Understand principles and practices of human resource management, including Oregon's educator licensure requirements, and their use in ensuring the placement of qualified staff in all positions and the provision of effective instruction to all students.

3. Which of the following practices would be most effective in helping ensure that candidates for an administrative position in a school are treated equitably during the interview process?
- A. assigning one member of the search committee to serve as an advocate for each candidate with other members of the committee
 - B. allowing each candidate to take as much time as is necessary to explain his or her qualifications
 - C. asking all candidates to respond to the same questions that are agreed upon in advance by all members of the search committee
 - D. providing all candidates with similar information about the job and the school before the interview

Objective 0008

Understand principles and practices of fiscal and material resource management and their use in promoting the achievement of educational goals.

4. Which of the following is one provision of Oregon's Local Budget Law as it is applied to local school districts?
- A. School district budgets must be approved by the school board and then presented to the voters, who must approve the budget by a simple majority before any funds can be appropriated or spent.
 - B. School district superintendents must prepare a budget for consideration by the school board in which total expenditures do not increase or decrease by more than 2 percent compared with the previous budget.
 - C. School district budgets must adhere to a formula established by the State Board of Education specifying the percentage of the budget that must be allocated to each major category of spending.
 - D. School boards must establish a local budget committee consisting of an equal number of registered voters and school board members to review the budget and make recommendations to the board.

Objective 0009

Understand ethical guidelines and policies, laws, regulations, and judicial decisions affecting education in Oregon.

5. Which of the following situations most clearly represents a conflict of interest on the part of an educational administrator?
- A. A superintendent donates money to the political campaign of a legislator who has been a strong supporter of increased state aid for education.
 - B. A principal hires the teenage daughter of a teacher who works at a different school in the district to babysit his children.
 - C. A superintendent accepts tickets to sporting events from a reporter who is writing a feature story about district schools.
 - D. A principal dismisses a probationary teacher who had previously been given several negative performance reviews by the principal.

Answer Key for Sample Multiple-Choice Items

1. B
2. B
3. C
4. D
5. C

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