



# LABS GUIDELINES

## 1 STEREOTYPING

Testing materials should not present persons stereotyped according to the following characteristics:

- Age
- Disability
- Gender
- Race/Ethnicity
- Sexual orientation

## 2 SENSITIVE OR CONTROVERSIAL SUBJECTS

Controversial or potentially distressing subjects should be avoided or treated sensitively. For example, a passage discussing the historical importance of a battle is acceptable whereas a graphic description of a battle would not be. Controversial subjects include:

- |                       |                 |
|-----------------------|-----------------|
| a. Death and Disease  | e. Religion     |
| b. Gambling*          | f. Sexuality    |
| c. Politics (Current) | g. Superstition |
| d. Race relations     | h. War          |

*\*References to gambling should be avoided in mathematics items related to probability.*

## 3 ADVICE

Testing materials should not advocate specific lifestyles or behaviors except in the most general or universally agreed-upon ways. For example, a recipe for a healthful fruit snack is acceptable but a passage recommending a specific diet is not. The following are categories of advice are to be avoided completely:

- Religion
- Sexual preference

## 4 DANGEROUS ACTIVITIES

Care should be taken not to present dangerous activities in such a way as to make them seem appealing or acceptable.





## 5 POPULATION DIVERSITY AND ETHNOCENTRISM

Testing materials should:

- Reflect the diversity of the testing population
- Use stimulus materials (such as works of literature) produced by members of minority communities
- Use personal names from different ethnic origin communities
- Use pictures of people from different ethnic origin communities
- Avoid ethnocentrism (the attitude that all people should share a particular group's language, beliefs, culture, or religion)

## 6 DIFFERENTIAL FAMILIARITY

Specialized concepts and terminology extraneous to the core content of test questions should be avoided. This caveat applies to terminology from the fields of:

- Construction
- Finance
- Sports
- Law
- Machinery
- Military topics
- Politics
- Science
- Technology
- Agriculture

## 7 LANGUAGE ACCESSIBILITY

Language should be as direct, clear, and inclusive as possible. The following should be avoided or used with care:

- Passive constructions
- Idioms
- Multiple subordinate clauses
- Pronouns with unclear antecedents
- Multiple-meaning words
- Nonstandard grammar
- Dialect
- Jargon

