

# Everett Public Schools

## Secondary Writing Assessment

### Teacher Guide



#### **AS A REMINDER:**

1. Contact the *School Assessment Coordinator* (SAC) if you need additional materials.
2. Keep drafts for your instructional use. Only include them in the booklet if the student was not able to finish and you want the draft scored.
3. Score sheets will be provided on scoring day. If you would like 4x4 worksheets for student reference, they are on DocuShare.
4. Return the Writing booklets, **alphabetized by section/period**, to the SAC on or before the last day of testing.

## Writing Assessment Teacher Guide

**Purpose:** The purpose of the assessment is to determine each student's ability to demonstrate skill in the assessed targets and to inform upcoming instruction.

Please note:

- Just like the state assessment, writing is untimed. Most students will need 2-3 days to complete the assessment. Students may NOT take the assessments out of the classroom unless supervised.
- No pre-teaching, coaching, or feedback on drafts is allowed.
- For mid-year assessment only, it is up to teacher discretion whether mid-year assessments are used for a classroom grade.

### **Prior to testing:**

- Instruct students to bring materials for independent work/reading on the assessment days.
- Read the student packet and prompt before administering the test.
- Verify that you have a Student Packet for each student.
- Have scratch paper available for any students who do not have notebook paper with them.
- Have several dictionaries and thesauri readily available.
- Confirm with your SAC which students on IEPs are testing in your room.
- Prepare accommodations for students according to their IEPs, such as computers or other electronic devices, if they are testing in your room.

### **Testing:**

#### **Remind students that they should:**

- remain seated throughout the assessment period.
- work quietly or read independently when finished with the assessment.

Distribute Student Packets and make certain each student has writing utensils.

- Fill in Name and class information on the front test booklet
- Read directions to the students
- Review the "Scoring Criteria for the Writing Task" checklist.
- Remind students to write their draft on scratch paper; the final will be written in the booklet.
- Show students where the dictionaries and thesauri are for their use
- Read the prompt aloud
  - Answer any questions about the prompt.
  - Explain a word if anyone asks. Remember that this is a test of writing ability, not reading.
  - Remind students that they need to fit their final text within the space given in the student packet.

**Test Security:** This is a secure test, collect student packets and drafts at the end of **each period**.

### **After testing:**

1. Place Student Packets (test booklets) **alphabetized by section/period** in the envelope and **labeled with teacher name, grade level and period**.
2. Return testing materials to your School Assessment Coordinator (SAC)

**NOTE:** If a student's IEP includes computer access you will need to disable grammar-check:

1. Go to Tools/Options/Spelling and Grammar.
2. Under Grammar, uncheck the first box - Check grammar as you type.
3. Remember to go back and change the settings later.