Division Guidelines
Grade 5 Alternative Writing Assessment   February 2017

All resources listed below are located on the MCPS Elementary Language Arts Assessment Webpage: http://www.mcps.org/cms/One.aspx?portalId=92248&pageId=245850

They are accessed via the title *Grade 5 Alternative Writing Assessment* Resources.

Administering the Assessment

1. Each elementary school will select its test administration time **between February 21 and March 30.** All 5th grade students will write a short paper given a Division Prompt from the VDOE published list of prompts. (Two make-up prompts will be available and similar in type to the Division Prompt.) If you choose to schedule your initial 5th grade assessment on two different days, use Make-Up Prompt 1 for the second day of administration. You may then use Make-up Prompt 2 for all make-up tests.

2. Accommodation criteria in place for the VDOE past administration will remain in place. Accommodations should be documented in IEP, 504, and ESL plans.   As with the Virginia SOL Writing Assessment, English Language Learners who are not yet proficient in English may be exempted from the locally developed test.

3. STCs (Principals) will be sent the Division Prompt and two make-up prompts as attachments in an email. Prompts will be written in a document that contains a student checklist. The STC will print for students a copy of the Division Prompt and keep all documents secure until test administration. Prompts are labeled *Division Prompt, Make-Up Prompt 1, Make-Up Prompt 2.*

4. Prompts will be sent electronically during the week February 20th. Schools print the prompts for students.

5. The paper will be written in one day as either a Google or Word document, saved, and printed. Prior to writing the paper, students should become familiar with the interface they will be using and the process for saving and printing. Per Dr. Graham's direction to keep the writing experience authentic, students will be able to use all features of the interface they have been using.

6. Prior to testing, the STC or designee should confer with the building ITRT to create a school process/location for saving papers. Students should save their papers using their **student lunch identification number. They should not write their name on the paper so the papers can be scored anonymously.**

7. Printed student papers should be given to the STC immediately following the completed testing session. STCs will keep the papers secure until they are distributed to be scored.

See page 2 for Scoring the Assessment instruction.

Scoring the Assessment

8. **Papers should be scored and spreadsheet completed by April 12, 2017**.

9. <u>Each paper will be independently scored at the school level by two teachers</u>: the classroom teacher and one other teacher.

   Principals will establish the school's process whereby each paper is scored by two teachers who are familiar with 5th grade writing and trained on the VDOE *Understanding Scoring* webpage: https://va.scoring.pearsonassessments.com/understandscoring/

   Teachers should not discuss the papers until each has completed scoring and submitted the completed rubric to the STC.

10. Teachers will use the *Alternative Assessment SOL-Aligned Writing Rubric* for 5th grade found via the MCPS **Elementary Assessment webpage** to score the papers.
    a. The STC prints two copies of the *Alternative Assessment SOL-Aligned Writing Rubric* <u>for 5th grade and have teachers complete paper rubrics.</u>
    b. Completed rubrics may be maintained for 2 years in a paper file or may be scanned and maintained as an electronic file for 2 years.

11. Teachers should use the following two resources to determine student scores. Both may be accessed through the following link: *Grade 5 Alternative Writing Assessment* Resources.
    - Anchor papers published by Pearson for *Composing/Written Expression* and *Usage/Mechanics*
    - Division-wide Scoring Consistency: VDOE Understanding Scoring Training

12. Each paper will be <u>scored in the two reporting categories</u>:
    - **Research, Plan, Compose**, **and Revise = Composing/Written Expression**
    - **Editing = Usage/Mechanics**

    <u>**Scores should be recorded on the rubric according to the directions written on it.**</u>

13. Papers should be **scored and completed spreadsheets emailed to the Division STC by April 12.**

See page 3 for <u>Computing and Reporting Student Scores</u> information.

Computing and Reporting Student Scores

14. **During the week of March 13th, The Division DDOT will send each principal a spreadsheet for tabulating student scores.** Students' name and lunch identification number will be populated. <u>The principal or her/his designee will be responsible for</u>

   - <u>Entering the Composing/Written Expression and the Usage/Mechanics scores for Reader 1 and Reader 2</u>. The<u> spreadsheet tabulates the student's score and indicates Proficient or Not Proficient</u>. See sample below.

   - <u>Emailing the completed spreadsheet to the Division STC by April 12</u>.

Name	Lunch ID No.	Composing/Written Expression (Score Range 4-16)				Usage/Mechanics (Score Range 2-8)			Total Point Range	Proficient/ Not Proficient
		Reader 1	Reader 2	Sum of Reader 1 & Reader 2	Weighted (Multiply by 2)	Reader 1	Reader 2	Sum of Reader 1 & Reader		
Little Miss Muffet	M1234	3	2	5	10	4	3	7	17	?
				0	0			0	0	
				0	0			0	0	

15. Paper scores will be identified as Proficient and Not Proficient. Out of a total of 24 points, a score of 14 or higher is Proficient. A score of 13 or lower is Not Proficient.