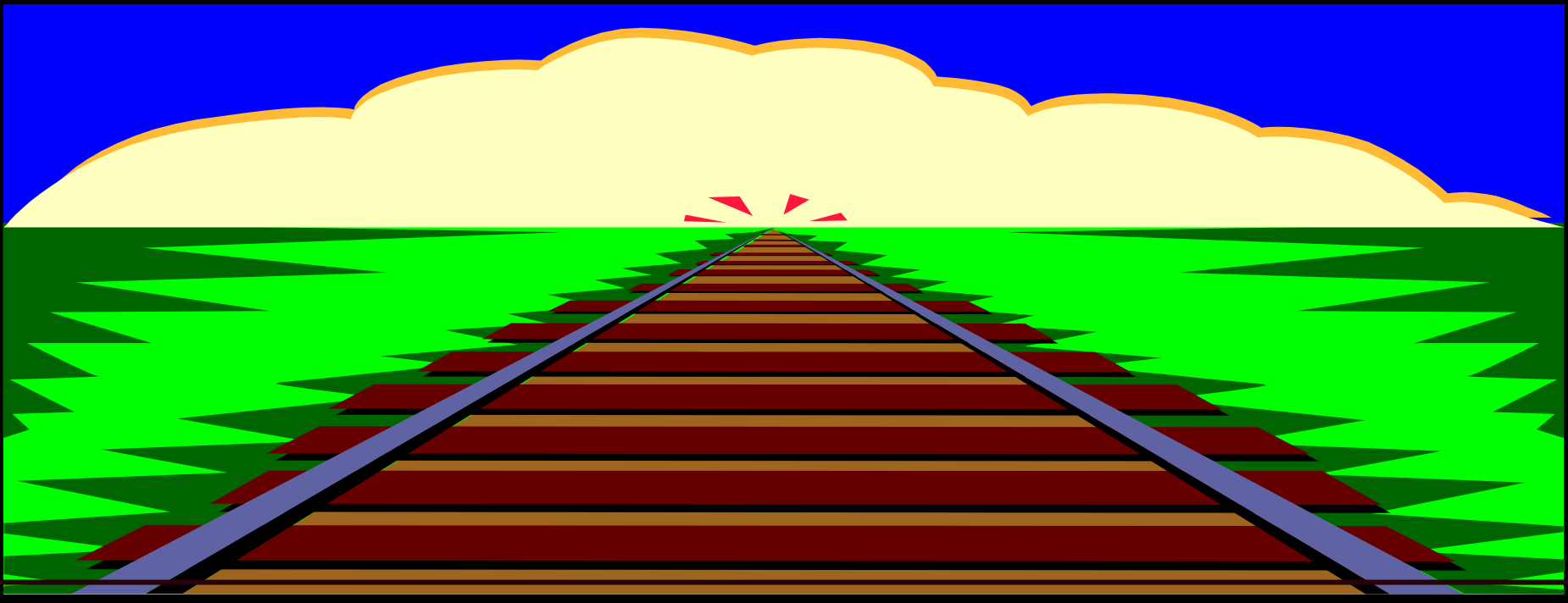


STAYING ON TRACK WITH THE TCAP WRITING ASSESSMENT



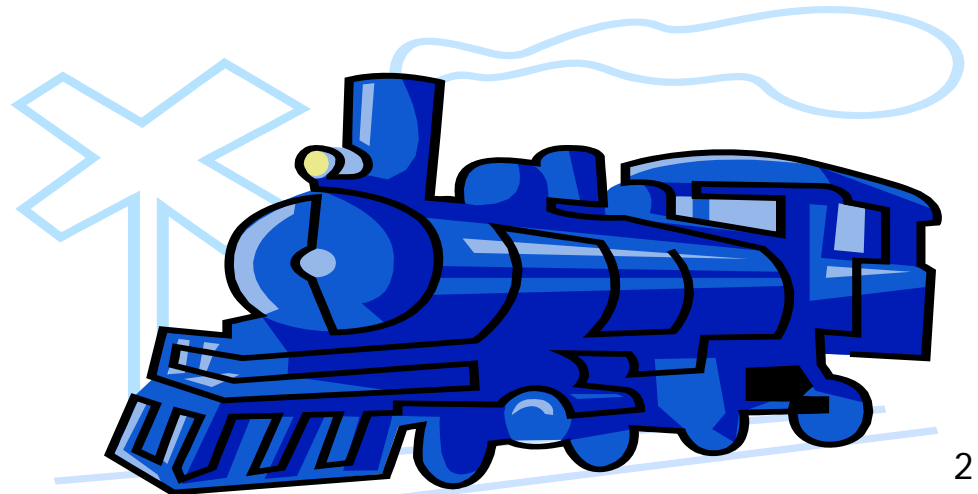
Charlotte Woehler, Director
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TCAP Writing
(615) 532-9754
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Lorie.L.Vaughn@tn.gov

Test Dates

- **February 2, 2010** - Writing Assessment
- **February 3, 2010** – This is the *only* Make-up Day





Participation

Who is required to take the TCAP Writing Assessment?

- All fifth grade students
- All eighth grade students
- All eleventh grade students
- All Home School students in fifth grade



No Participation in TCAP Writing

Which students in grades 5, 8, and 11 do not participate in the Writing Assessment?

- Students that participate in the Portfolio Assessment
- ELL students who are enrolled for the first calendar year in an American school



Test Administration Times

- Students in the *fifth grade* will have 35 minutes to respond to a *narrative* prompt.
- Students in the *eighth grade* will have 35 minutes to respond to an *expository* prompt.
- Students in the *eleventh grade* will have 35 minutes to respond to a *persuasive* prompt.

Text Message

- The TCAP Writing Assessment should be written in standard English language.
- Text Messaging should not be utilized in any form on the TCAP Writing Assessment.



Locating

Pre-ID Student Information

- Student Demographic Information will be uploaded from the EIS Data Base to pre-ID student Answer Documents for your system. Every student will have a Unique Student Identification Number.
- In the left hand portion of the answer document, under the name grid, locate the pre-ID area.



Do Not Bubble Pre-ID Fields

- If an answer document has a pre-ID barcode, do not bubble any of the shaded pre-ID fields.
- On the day of the assessment, only use the pre-ID answer document for the student listed in the pre-ID field.



Pre – ID Fields Provided (Student Demographic Coding)

- The pre-ID fields are:
 1. Name
 2. Unique student ID number
 3. Birth date
 4. Ethnic origin
 5. Gender
 6. Grade
 7. System Name / System Number
 8. School Name / School Number

Student Unique Identification Number



- The student's Unique Identification Number is obtained from the EIS System.
- If the number is less than nine digits, fill in the empty spaces using leading zeros.
- For the 2010 test, no social security numbers will be used for public schools.
- Non-Public students do not have an EIS generated number. Please bubble the "Non-Public #" field with the students' Social Security Number or a school generated number.



Bubble for **all** students

1. Membership Data
2. Code A/B
3. Title 1
4. Regular or Make-up Date



School Specific Information

- Fill out all school specific information located in the box in the lower left hand corner of the answer document.
- Print the **teacher name**, **school system name**, and the **school name** on the lines provided. Do not use abbreviations on any of the provided lines.
- Fill in the **Non-Public #**. Only private schools will have a non-public number.



Bubble the following **only** if it applies to a student

1. Absentee Status
2. Other Programs
3. ESL Services
4. Special Education
5. Special Accommodations
6. Modified Format Tests
7. *State Use Only* Box



"State Use Only" Box

- Code **"C 1"** for high school students currently enrolled in a **Career Technology Education** course
- Code **"C 4"** for students with a **broken arm or hand**
- Code **"B 1"** for **Homebound students**



Student Demographic Coding: *Absent Students*

- The absent circle must be marked only for students who are not present to take the test on the initial administration day or the following make-up day.
- **If a student makes up the test, erase this circle completely.**
- If a student is absent on both the regular and make-up days, do not complete any portion of the survey page.



Functionally Delayed

- In the “**Other Programs**” Box, there is a bubble to code students identified as *Functionally Delayed*.
- Functionally Delayed is not an IDEA recognized category.
- Do **not** use the box entitled Special Education to identify Functionally Delayed students.



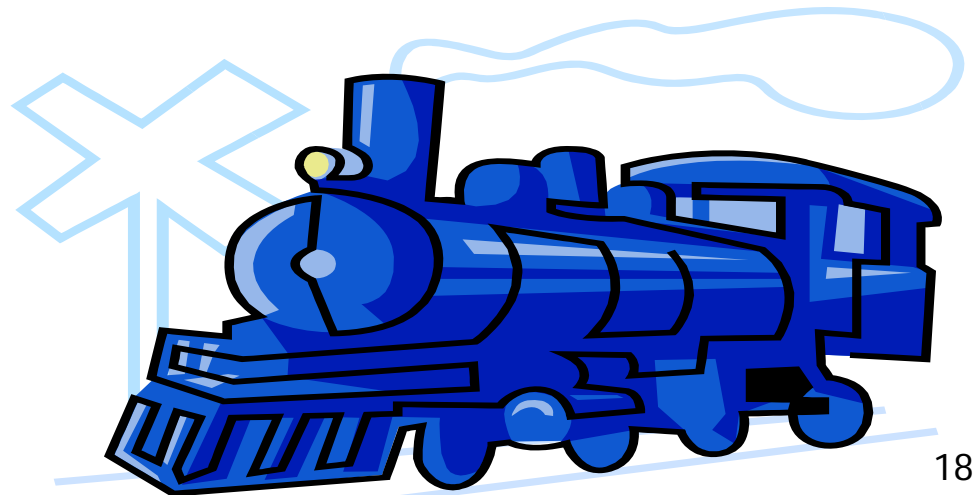
Student Demographic Coding: *Student Refusals*

- Student Refusals are not to be coded in the absent circle.
- An answer document must be turned in with the scoreable materials under a Group Information Sheet.
- Page one of the answer document must have complete student demographic information. Pages three and four of the answer document will be blank.
- Refusals are not to be placed with Inactive Materials.

SDDV

(Student Demographic Data Verification)

- *Pre-ID SDDV Window:*
November 2 - 13, 2009





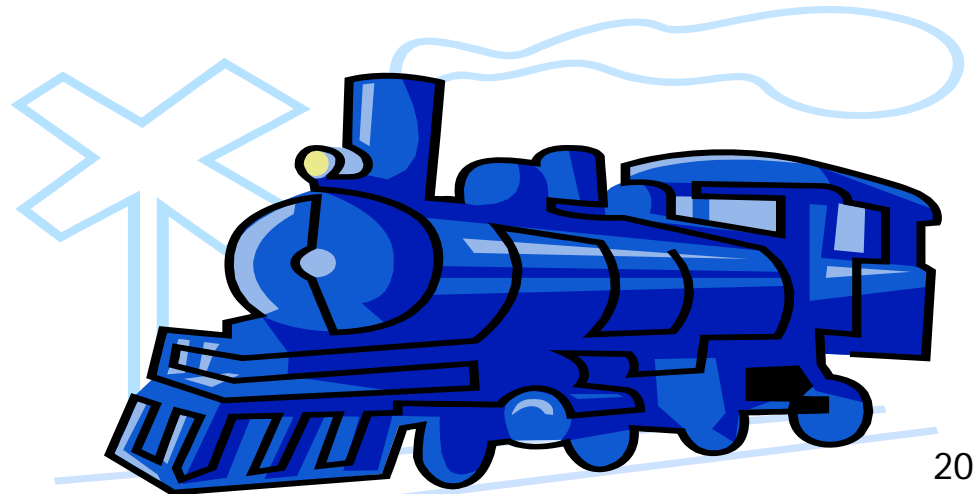
Successful Test Administration

- Be sure to adhere to all test security procedures and guidelines prior, during, and after the 2010 test administration.
- Tennessee Education Assessment Website:
 - [http://www.state.tn.us/education/assessment/
tools_resources.shtml](http://www.state.tn.us/education/assessment/tools_resources.shtml)



RANDA Website

- <https://tdoe.randasolutions.com>





RANDA Website

- Go to the Randa website for:
 1. Ordering Test materials
 2. Complete student group lists to include with materials shipped back to Durham, N.C.
 3. Complete any of the following on-line that occur during testing:
 - Report of Irregularity
 - Breach of Security
 - Medical Exemptions

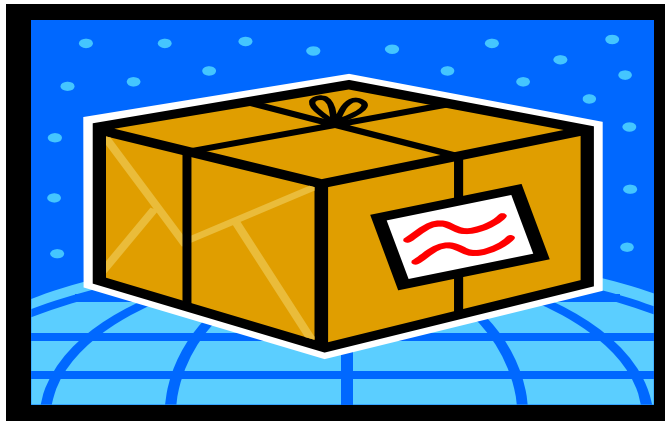


Inactive Test Material (ITM) Forms

- All Inactive Test Material (ITM) forms and attached materials are returned in boxes with the other materials.

Return all Writing Test Materials

- Return all Writing Test materials to:
 - **Measurement Incorporated**
423 Morris Street
Durham, North Carolina 27701
Attn: TCAP Writing Assessment Processing





Medical Exemption Requests

- Submit severe medical circumstances on-line at the Randa web site:
 - <https://tdoe.randasolutions.com>
- Print off the completed form. Attach current signed medical documentation and return to the Writing Program Manager at the Office of Assessment, Evaluation and Research.

Breach of Testing Security Report



- Report a potential Breach of Security to the Office of Assessment, Evaluation and Research.
- On the Randa web site, complete the required information: <https://tdoe.randasolutions.com>
- Print the completed form. Attach the form with signed documentation and return to the Writing Program Manager in the Breach Envelope.



What is returned in a Breach Envelope?

- One (1) **A**dequate **Y**early **P**rogress Form for your system
- Breach of Security Reports with attached documentation
- Medical Exemption Forms with current doctor documentation

- Mail to:

Charlotte Woehler

TCAP Writing Program

1252 Foster Avenue

Hardison Building

Nashville, TN 37243 (US mail)

(Mail Parcel zip code--- 37210)

** (envelopes or letters)

** (Fed Ex or UPS)



AYP FORMS

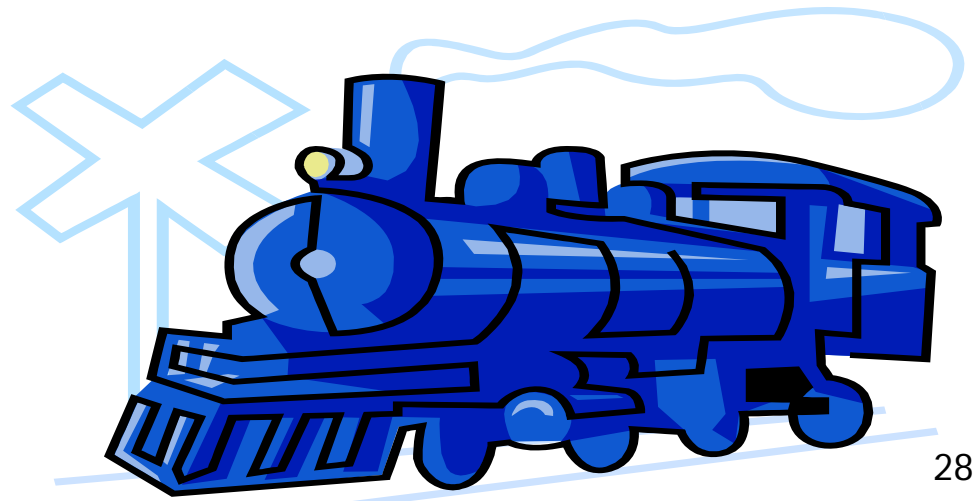
- Every system will submit one (1) **A**dequate **Y**early **P**rogress Demographic Review form in the Breach Envelope.
- This form is signed and dated by the System Testing Coordinator and returned to the Writing Program Manager at the Office of Assessment, Evaluation and Research.

SDDV

(Student Demographic Data Verification)

- **Post Test SDDV Window:**

March 12 - 25, 2010





Scoring Committee

- **November 1st** - Listserv to Testing Coordinators to submit teacher nominations
- 2010 Scoring Committee meets:
February 25th and 26th.
- Please give us good recommendations!

CONSTRUCTED RESPONSE ASSESSMENT

- Areas tested:

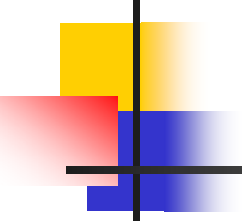
- **Grade 3rd**

- Reading / Language Arts (30 min.)
- Math (25 min.)

- **Grade 7th**

- Reading/Language Arts (40 min.)
- Math (35 min.)
- Science (35 min.)





NEW TEACHER OPPORTUNITY: ITEM WRITING

- An Item Writing Committee Meeting will be held in Nashville on October 21, 2009.
- Interested teachers should submit their information on-line at <http://survey.measinc.com/SelectSurveyNET/TakeSurvey.aspx?SurveyID=n2KK452>

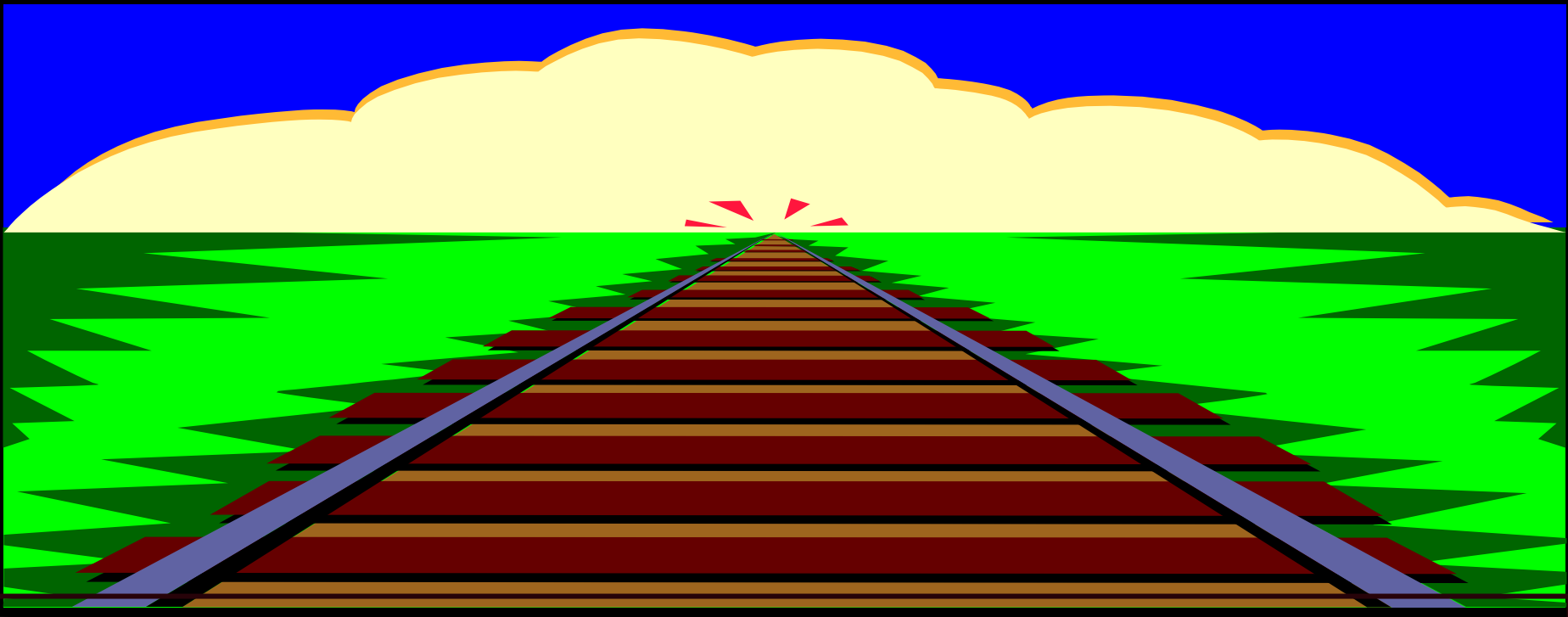


FOR QUESTIONS OR ASSISTANCE:

- Email contact at Measurement for questions:
- Kathleen Stapleton
kstapleton@measinc.com

This is a confidential web site. Teachers not selected for the October meeting will be considered for other Constructed Response Meetings.

STAYING ON TRACK WITH THE TCAP WRITING ASSESSMENT



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