

2016 Provincial Assessment Mathematics Administration Guide



Intermediate

Department of Education and Early Childhood Development
Division of Evaluation and Research

IMPORTANT INFORMATION

THERE SHALL BE NO SHARING, COPYING, SCANNING, PHOTOGRAPHING, REPLICATING, REPRODUCING OR COMMUNICATING THE CONTENTS OF THE PROVINCIAL ASSESSMENTS IN ANY MANNER.

Provincial Assessments are the property of the Department of Education and Early Childhood Development. They are considered **confidential secure documents**, and all booklets and related materials shall be returned to the Department.

The following activities are prohibited:

- Revealing the assessment items before the administration
- Copying the assessment items or any student work
- Interpreting or clarifying assessment items for students
- Changing or interfering with student responses or assessment items

The Provincial Assessment for Intermediate Mathematics is intended to be completed in an uninterrupted two hour session. **However, using teacher discretion, students may be given as much time as needed to complete the assessment.**

Instructions must be delivered and fully understood by the entire class **before** students requiring an alternate setting may leave the room. All accommodations must be delivered by qualified teachers and not student assistants, parents or other volunteers.

Calculators, rulers and manipulatives are permitted for the assessment. Graphing calculators and cell phones are not permitted.

Please ensure students shade their answers for the Multiple Choice Questions on their bubble sheets using a pencil and not a pen.

It is recognized that some students need special accommodations while others may not be able to participate in the Provincial Assessment. **Documentation** is required to note these accommodations or exemptions. The **Accommodation and Exemption Policy, Accommodation and Exemption Form and Summary Form** are available online at:

<http://www.ed.gov.nl.ca/edu/k12/evaluation/crts/index.html>

Teacher Administration Policy and Procedures

BEFORE THE ASSESSMENT

In preparation for the assessment teachers should:

- Share the Administration Schedule with students.
- Explain the format of the assessment to students. **The assessment has a total score of 50 points.** Section one is composed of 25 selected response questions (multiple choice) worth one point each. Section two is composed of 10 constructed response questions worth 1, 2 or 3 points each. Encourage students to show all workings whenever possible as partial marks will be awarded for most questions.
- Inform students they will have approximately two hours to complete the assessment.
- Assemble materials needed for the assessment, including HB pencils and math manipulatives. Ensure students know they are permitted to use manipulatives as well as a scientific calculator. Remind students that cell phones and graphic calculators are not permitted.

THE DAY OF THE ASSESSMENT

Teachers should:

- Ensure all students have a book, or reading material **under their desks** to read when they have finished their assessments. Students shall not be permitted to draw, colour, doodle, use electronic devices, go to bookshelves, retrieve leisure items, etc.
- Ensure that students have the necessary supplies (two sharpened HB pencils, a quality eraser, and access to a pencil sharpener, manipulatives, and an appropriate calculator as needed).
- Refrain from helping students answer any assessment questions. For example:
 - do not talk to students about any specific assessment item
 - do not provide any information that would allow students to infer the correct answer, such as suggesting that they might want to check their work
 - do not engage in any verbal or nonverbal communication that would allow students to conclude they have omitted or answered a question incorrectly

- Administer the assessment according to all procedures specified in this guide.
- Ensure the assessment is administered to all Grade 9 students, except those eligible for an exemption.
- Provide general directions to all students at the same time and ensure all instructions are fully understood by the entire class **before** students requiring an alternate setting may leave the room.
- Shade **all bubbles that apply** in the “Service Delivery” section of the Student Bubble sheets to indicate the service for students receiving support (see page 9).
- Have students shade in the appropriate bubble on the Bubble Sheet if they are enrolled in French Immersion (FR.IMM).
- Complete the Student Tracking Sheet by filling in the students’ names (as recorded on the register or in PowerSchool) by alphabetical order of last name (including those who did not participate). This sheet must be included with the returned materials. **Please ensure that the teacher identifier (teacher name or Teacher A/B, etc.) on the Bubble Sheets and Student Booklets coincides with the teacher identifier on the Student Tracking Sheet.**

ASSESSMENT ADMINISTRATION

Student Materials

- Student Booklet (provided)
- Bubble Sheet (provided)
- Two pencils
- Ruler (or other straightedge that is graduated in a regular way)
- Eraser
- Manipulatives
- Calculator (**No graphing calculators/cell phones**)

Procedure

- Explain to students that they will have approximately 120 minutes to complete their assessment which includes both selected response (multiple choice) and constructed response questions.
- Remind students that spelling and other writing conventions will not be considered in the marking. Encourage students to print/write as neatly as possible because the assessment will be marked by educators who will not know them.
- Explain that for the constructed response items they are to write (or print) their answers on the lines or space provided in the booklet. Partial marks are awarded for these questions so

it is important to show all workings. Some constructed response items will also be scored for reasoning and communication or problem solving. This will be indicated by a scoring box which only the marking panel will use.



- Remind students they are to read the questions independently and silently.
- Ensure students are aware that they may use manipulatives and calculators as needed (no graphic calculators/cell phones).
- Distribute the Student Booklets and Bubble Sheets. Encourage students to ensure the question numbers match the numbers on the Bubble Sheet.
- Have students fill in the personal information on the cover of the Student Booklets and on the Bubble Sheets (if they are not pre-printed).
- Explain that when they are finished, students should put their Bubble Sheets inside the front cover of their Student Booklets and read silently.
- Ensure students' Bubble Sheets and Student Booklets have been completed correctly with their names, school, etc.
- Collect the booklets and bubble sheets at the end of the allotted time.

IMPORTANT

If students ask questions about the assessment, teachers shall respond **VERBATIM:**

Do your best work. This is an assessment and I can only answer questions about the instructions. I cannot answer any questions about the assessment or your answers.

AFTER THE ASSESSMENT

Immediately following the administration, teachers should:

- Ensure the Bubble Sheets are completed in pencil and placed inside the front cover of the Student Booklets. All student Bubble Sheets and Student Booklets are to be returned to Department.
- Ensure there is a Class Header and Student Tracking Sheet for each class set of Bubble Sheets.

When scoring the Provincial Assessments teachers should (NEW):

- Follow the scoring guide that is provided by the Department of Education and Early Childhood Development.
- Ensure that the security of the scoring guide is maintained. It should not be reproduced in any manner.
- Mark directly on the Student Booklets using **blue or black ink**.
- **Record your mark in the scoring boxes** that indicate the value of each question. Do not mark on the student Bubble Sheet or the scoring boxes for Problem Solving/Reasoning and Communication.
- Provide any feedback/comments directly on the scoring guide.
- Return all assessment materials (Student Booklets, Bubble Sheets, Student Tracking Sheet, Class Header, and Scoring Guide to the principal as soon as the marking is completed.

When packaging the assessments, teachers should:

- **ENSURE EACH STUDENT BUBBLE SHEET IS PLACED INSIDE THE COVER OF HIS/HER STUDENT BOOKLET.**
- Check the outside cover of the Student Booklets to ensure the student/teacher/school information is correct and complete.
- Avoid using elastic bands, paper clips, staples or any other item that could result in the damage of the student Bubble Sheets and prevent them from being processed by the scanner.
- Separate the booklets by class and complete **one** Class Header form *per class*. One Class Header is required for each teacher (even if there is only one teacher per grade).

- **Class Header (see page 7):**
 - Include teacher identifier (e.g. Name or Teacher A, Teacher B, etc.). This name must be the same on all Bubble Sheets and Student Booklets.
 - Include total number of students **in the class** who participated in the Provincial Assessment, where it says “Sheet Count”.
 - Indicate the grade level by shading in the appropriate bubble under “Grade”.
 - Do not shade bubbles under the headings “Level” or “Form”.

Assemble all pertinent materials verifying the contents with the principal who will send them to the Department on, or the day following administration.

When packaging the assessments, principals should:

- Ensure all booklets and materials have been accounted for and complete **one Building Header for each grade level** that completed the Provincial Assessment.
- **Building Header (see page 8):**
 - Include school name where it says building name.
 - Include total number of students at each grade level who participated in the Provincial Assessment, where it says “Sheet Count”.
 - Indicate the school number under “Codes” starting under the A.
- Put the Student Tracking Sheet(s), Class Header(s), and Building Header(s) **and Scoring Guide(s)** in the envelope provided. Please put school name and region on the outside of the envelope.

CLASS HEADER

Please use a pencil for ALL Bubble Sheets.

Print teacher identifier (name, teacher A, teacher B, etc.) and shade the corresponding bubbles.

GRADE/CLASS NAME

T	E	A	C	H	E	R	A												
---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

GRADE

K	<input type="radio"/>
1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>
6	<input checked="" type="radio"/>
7	<input type="radio"/>
8	<input type="radio"/>
9	<input type="radio"/>
10	<input type="radio"/>
11	<input type="radio"/>
12	<input type="radio"/>
13	<input type="radio"/>
14	<input type="radio"/>
15	<input type="radio"/>
16	<input type="radio"/>
OTHER	<input type="radio"/>

Write the number of students who participated in your class.

All four columns should be shaded. For example, 24 would be written as 0024.

LEVEL

<input type="radio"/> A/1	<input type="radio"/> J/10	<input type="radio"/> S/19
<input type="radio"/> B/2	<input type="radio"/> K/11	<input type="radio"/> T/20
<input type="radio"/> C/3	<input type="radio"/> L/12	<input type="radio"/> U
<input type="radio"/> D/4	<input type="radio"/> M/13	<input type="radio"/> V
<input type="radio"/> E/5	<input type="radio"/> N/14	<input type="radio"/> W
<input type="radio"/> F/6	<input type="radio"/> O/15	<input type="radio"/> X
<input type="radio"/> G/7	<input type="radio"/> P/16	<input type="radio"/> Y
<input type="radio"/> H/8	<input type="radio"/> Q/17	<input type="radio"/> Z
<input type="radio"/> I/9	<input type="radio"/> R/18	

FORM

<input type="radio"/> PRIMARY
<input type="radio"/> PRIMARY I
<input type="radio"/> PRIMARY II
<input type="radio"/> PRIMARY III
<input type="radio"/> ELEMENTARY
<input type="radio"/> ELEMENTARY I
<input type="radio"/> ELEMENTARY II
<input type="radio"/> INTERMEDIATE
<input type="radio"/> INTERMEDIATE I
<input type="radio"/> INTERMEDIATE II
<input type="radio"/> ADVANCED
<input type="radio"/> ADVANCED I
<input type="radio"/> ADVANCED II
<input type="radio"/> JUNIOR HIGH
<input type="radio"/> SENIOR HIGH
<input type="radio"/> BLUE
<input type="radio"/> BROWN
<input type="radio"/> GREEN
<input type="radio"/> RED
<input type="radio"/> OTHER

FORM

<input type="radio"/> A/1	<input type="radio"/> J/10	<input type="radio"/> S/19
<input type="radio"/> B/2	<input type="radio"/> K/11	<input type="radio"/> T/20
<input type="radio"/> C/3	<input type="radio"/> L/12	<input type="radio"/> U
<input type="radio"/> D/4	<input type="radio"/> M/13	<input type="radio"/> V
<input type="radio"/> E/5	<input type="radio"/> N/14	<input type="radio"/> W
<input type="radio"/> F/6	<input type="radio"/> O/15	<input type="radio"/> X
<input type="radio"/> G/7	<input type="radio"/> P/16	<input type="radio"/> Y
<input type="radio"/> H/8	<input type="radio"/> Q/17	<input type="radio"/> Z
<input type="radio"/> I/9	<input type="radio"/> R/18	

Write the class number (001, 002, 003, etc.) in columns A, B and C.

SHEET COUNT

0	0	2	4
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

CODES

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
0	0	1												
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

To reorder call 1-800-367-6627, Reorder Form No. 16131
Fax 1-849-599-7710, www.ScantronStore.com

BUILDING HEADER

Please use a pencil for ALL Bubble Sheets.

To order call 1-800-387-8627

Copyright © 1995 - National Computer Systems, Inc.
Printed in the U.S.A.

Enter school name and shade the corresponding bubbles.

TESTWARE™

**BUILDING
HEADER**
Form No. 16129

BUILDING NAME

A	S	S	E	S	S	M	E	N	T		A	C	A	D	E	M	Y					
●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

Don't forget to shade in the spaces in your school's name.

Write the number of students who participated in either Grade 3, 6 or 9.

Sheet count is for Student Bubble Sheets only (do not include class or building headers in this number).

SHEET COUNT				CODES														
0	0	7	8	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

Print and shade your six-digit school identification number starting under the A.



Printed in U.S.A. Trans-Optic® by NCS MP16129 4948

STUDENT BUBBLE SHEET

Please use a pencil for ALL Bubble Sheets.

LAST NAME					FIRST NAME					M
S	M	I	T	H	J	A	N	E	D	
A	A	A	A	A	A	A	A	A	A	
B	B	B	B	B	B	B	B	B	B	
C	C	C	C	C	C	C	C	C	C	
D	D	D	D	D	D	D	D	D	D	
E	E	E	E	E	E	E	E	E	E	
F	F	F	F	F	F	F	F	F	F	
G	G	G	G	G	G	G	G	G	G	
H	H	H	H	H	H	H	H	H	H	
I	I	I	I	I	I	I	I	I	I	
J	J	J	J	J	J	J	J	J	J	
K	K	K	K	K	K	K	K	K	K	
L	L	L	L	L	L	L	L	L	L	
M	M	M	M	M	M	M	M	M	M	
N	N	N	N	N	N	N	N	N	N	
O	O	O	O	O	O	O	O	O	O	
P	P	P	P	P	P	P	P	P	P	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
R	R	R	R	R	R	R	R	R	R	
S	S	S	S	S	S	S	S	S	S	
T	T	T	T	T	T	T	T	T	T	
U	U	U	U	U	U	U	U	U	U	
V	V	V	V	V	V	V	V	V	V	
W	W	W	W	W	W	W	W	W	W	
X	X	X	X	X	X	X	X	X	X	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	

BIRTH DATE 0 6 1 2 0 5 <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	SERVICE DELIVERY (mark all that apply) <input checked="" type="radio"/> ACCOMMODATIONS <input type="radio"/> MODIFIED PRESCRIBED <input type="radio"/> ALTERNATE	SEX <input type="radio"/> M <input checked="" type="radio"/> F
GRADE <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	FR: IMM <input checked="" type="radio"/>	SUBJECT <input type="radio"/> ENGLISH <input type="radio"/> FRENCH <input checked="" type="radio"/> MATH <input type="radio"/> SCIENCE <input type="radio"/> SOCIAL STUDIES <input type="radio"/> OTHER

ANSWER SHEET

SIDE 1

Department of Education

TEACHER	Teacher A
SCHOOL	Assessment Academy
DISTRICT	NLESD (Eastern)

Teacher identifier must be the same name on the Student Bubble Sheet, Student Booklet and Class Header.

1	A	B	C	D	E	16	A	B	C	D	E	31	A	B	C	D	E
2	A	B	C	D	E	17	A	B	C	D	E	32	A	B	C	D	E
3	A	B	C	D	E	18	A	B	C	D	E	33	A	B	C	D	E
4	A	B	C	D	E	19	A	B	C	D	E	34	A	B	C	D	E
5	A	B	C	D	E	20	A	B	C	D	E	35	A	B	C	D	E
6	A	B	C	D	E	21	A	B	C	D	E	36	A	B	C	D	E
7	A	B	C	D	E	22	A	B	C	D	E	37	A	B	C	D	E
8	A	B	C	D	E	23	A	B	C	D	E	38	A	B	C	D	E
9	A	B	C	D	E	24	A	B	C	D	E	39	A	B	C	D	E
10	A	B	C	D	E	25	A	B	C	D	E	40	A	B	C	D	E
11	A	B	C	D	E	26	A	B	C	D	E	41	A	B	C	D	E
12	A	B	C	D	E	27	A	B	C	D	E	42	A	B	C	D	E
13	A	B	C	D	E	28	A	B	C	D	E	43	A	B	C	D	E
14	A	B	C	D	E	29	A	B	C	D	E	44	A	B	C	D	E
15	A	B	C	D	E	30	A	B	C	D	E	45	A	B	C	D	E

All French Immersion students should shade this bubble (even if they are writing the Provincial Assessment in English).