

English Language Arts / Mathematics



PROVINCIAL ASSESSMENT GUIDELINES

Principals

To the Principal

We would like to thank principals for taking an active role in provincial assessments. Assessment and instruction are seamless in their impact on student learning. Research has consistently demonstrated that the leadership of the principal underpins school success at all levels.

This document is intended to supply principals with the information that Grade 3, 6, and 9 teachers receive as well as provide information relevant to the principal. **PLEASE NOTE THE EXEMPTION/ACCOMMODATIONS PRACTICES WILL FOLLOW PAST PRACTICES AND POLICIES.** The Primary and Elementary English Language Arts Assessments will take place from May 26 – May 31, 2011. The Primary Mathematics Assessment will take place from June 7 – June 9, 2011. The Elementary Mathematics Assessment will take place from June 7 – June 8, 2011. The Intermediate Language Arts Assessment will take place on June 14 and 15, 2011 and the Intermediate Math Assessment on June 16, 2011.

These administration schedules should be shared with your teachers as soon as possible.

PLEASE NOTE: VERY IMPORTANT CHANGES IN CRT ADMINISTRATION FOR PRINCIPALS ARE LOCATED IN THIS DOCUMENT.

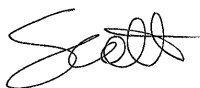
The following pages provide organizational checklists to assist principals with their roles in provincial assessments.

The information in this booklet should be shared and discussed with teachers as soon as possible.

If you have any questions or concerns please contact your appropriate **district program specialist.**

Thank you for your continued support.

Sincerely,



Scott Linehan / Norma Barron

IMPORTANT

CRTs are the property of the Department of Education.

THERE SHALL BE NO COPYING, SCANNING, REPLICATING, TAKING NOTES, SHARING OR DUPLICATION OF THE CRTS IN ANY MANNER.

THIS APPLIES TO ALL CRTS (GRADES 3, 6, and 9)

ALL materials for the ELA/MATH CRT assessments, including:

- Reading Booklets
- Student Work Books
- CDs/DVDs

shall be **RETURNED** to the Department of Education immediately following the last day of the **CRT administration** (June 1, 2011 for primary/elementary ELA and June 10, 2011 for mathematics – and as soon as possible for intermediate ELA and Mathematics.)

Each booklet shall be identified with a unique number. This number is specific to your school.

*Please ensure each teacher is made aware of this **CONFIDENTIALITY** regulation for the provincial assessments.*

The CRTs are confidential, and all booklets and related materials shall be returned to the Department of Education and no information concerning its contents are to be communicated or replicated, in whole or in part, in any manner.

ROLE OF THE PRINCIPAL

The role of the principal for CRT administration will be very similar to the role of principals as outlined for Public Examinations supervision.

The principal, or assistant principal, shall serve as the chief supervisor, or assessment coordinator, for the provincial CRTs.

SUPERVISION of CRTS

- i.) CRTs are conducted under the supervision of school principals and their teaching staff. The school principal shall act as the assessment coordinator for the CRTs with responsibility for overall administration of the classrooms.
- ii.) To receive, check, and provide secure storage of CRTs and materials.
- iii.) Provide appropriate materials to teachers at the scheduled times.
- iv.) Ensure the prescribed CRT Administration Schedule is followed.
http://www.ed.gov.nl.ca/edu/k12/evaluation/crts/crt_schedule_2011.pdf
- v.) Ensure that all materials are properly distributed each morning prior to the assessment and returned and secured immediately following the administration each day (**outlined on page 7 of this document**).
- vi.) Package and return **ALL** materials the FOLLOWING DAY after the final ELA administration (**MAIL TO DISTRICT OFFICES ON JUNE 1, 2011**). Package and return **ALL** materials the FOLLOWING DAY after the final Math administration. (**MAIL TO DISTRICT OFFICES ON JUNE 10, 2011**).
- vii.) Ensure teachers in Grades 3 and 6 are aware, and understand, the critical changes as outlined in the pertinent sections of the Primary and Elementary Administration Guides.

Before the Assessment

Principals and teachers should become familiar with the information in this book and the Administration Guides. A recommendation is to hold a grade level meeting with the teachers to discuss the contents in these documents.

When the assessment materials arrive at the school in May, the Assessment Coordinator should check the enclosed inventory list with the materials to make sure everything is present. It is important that this be done as soon as the materials arrive so that any missing items can be sent immediately. THESE MATERIALS SHALL ONLY BE CHECKED BY THE ASSESSMENT COORDINATOR.

In the interest of security and consistency, ALL CRT materials shall remain secured in the offices of the school administration and shall not be distributed, in whole or in part, until the DAY OF the administration.

For those schools with grades 3 and 6, check to make sure the school has a CD player and a DVD player.

Share the information in this document to the appropriate teachers. Ensure that teachers understand the necessary responsibilities to prepare for the assessment. The Administration Guides shall contain all the relevant information for teachers. Consequently,

- place a completed copy of the Accommodation/Exemption Form in the student's cumulative file,
- Once teachers complete individual student Exemption Forms, ONLY forward the enclosed **SUMMARY FORM** at the end of this guide (no other documentation) to the Department of Education by the **Monday, May 02**. The **SUMMARY FORM** shall only include the names of those students EXEMPT from the CRT.
- place the required documentation in the student's cumulative file with the completed and signed Exemption Forms (e.g., reading record, dated writing sample)
- students who exhibit less than adequate performance on previous CRTs are not necessarily exempt. Students who score levels 1 and 2 on the rubrics participate in provincial assessments

Read the Exemptions and Adaptation forms carefully to ensure all required information is included.

Complete and file Exemption/Accommodation forms at the school and place in student's cumulative file. **ONLY FORWARD THE SUMMARY FORM AT THE END OF THIS DOCUMENT TO THE DEPARTMENT OF EDUCATION.** All other documentation including Exemption/Accommodation forms (e.g, IEP, reading records, writing samples, etc) shall not be sent to the Department of Education but placed in student's cumulative file. **ONLY FORWARD SUMMARY FORM.**

When necessary, involve Guidance Counsellors in the process. However, the teacher should be able to assess and make judgments about student performance. Provincial assessments measure performance, not ability, so ability tests administered by the Guidance Counsellor are not necessary for the exemption and/or accommodation process at the school level.

Upon receipt of CRT Materials, distribute Parent Brochures prior to the assessment period. A recommendation is to send home the Administration Schedules as well.

CRT assessment materials should only be given to teachers 30 minutes prior to administration EACH DAY and collected at the end of the session EACH DAY.

THE CRT ADMINISTRATION SCHEDULE ON THE NEXT PAGE SHALL BE STRICTLY FOLLOWED

CRT Distribution and Collection Schedule*

** To be followed each day*

	CRT Distribution	CRT Collection
ELA (pri/elem)		
Th. May 26	30 mins. prior to testing	SAME DAY: Immediately following test completion
Fri. May 27	30 mins. prior to testing	SAME DAY: Immediately following test completion
Mon. May 30	30 mins. prior to testing	SAME DAY: Immediately following test completion
Tue. May 31	30 mins. prior to testing	SAME DAY: Immediately following test completion
Math (pri/elem)		
Tue. June 7	30 mins. prior to testing	SAME DAY: Immediately following test completion
Wed. June 8	30 mins. prior to testing	SAME DAY: Immediately following test completion
Math (pri)		
Th. June 9	30 mins. prior to testing	SAME DAY: Immediately following test completion
ELA (int)		
Tu. June 14	30 mins. prior to testing	As soon as possible
Math (int)		
Th. June 16	30 mins. prior to testing	As soon as possible

**At the end of each CRT administration each day, all materials shall be stored and secured in the offices of the school administration.*

<p>NO ASSESSMENT MATERIALS SHALL BE SHARED WITH TEACHERS BEFORE OR AFTER THESE DATES.</p>
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This will provide consistency within the province and fairness to all students and teachers.

CRT Administration Schedule

PRIMARY / ELEMENTARY ELA Week One		
Date	Assessment Component	Approximate Time
Thursday, May 26	Poetic Reading	60 – 90 minutes
Friday, May 27	Demand Writing 1	30 - 60 minutes

PRIMARY / ELEMENTARY ELA Week Two		
Date	Assessment Component	Approximate Time
Monday, May 30	Informational Reading	60 – 90 minutes
Tuesday, May 31	Listening and Demand Writing 2	60 – 90 minutes

PRIMARY MATH Week Three		
Date	Assessment Component	Approximate Time
Tues., June 7	Number Concepts	45 – 60 minutes
Wed., June 8	Number Operations Mental Math	60 - 80 minutes 5 minutes
Thurs., June 9	Shape and Space	45 – 60 minutes

ELEMENTARY MATH Week Three		
Date	Assessment Component	Approximate Time
Tues., June 7	Number Concepts Number Operations	45 – 60 minutes 45 – 60 minutes
Wed., June 8	Patterns and Relations Shape and Space Mental Math	30 – 45 minutes 30 – 45 minutes 5 – 10 minutes

INTERMEDIATE ELA/Math		
Date	Assessment Component	Approximate Time
Tues., June 14	Demand Writing 1 Poetic Reading	50 - 60 minutes 50 - 60 minutes
Wed., June 15	Demand Writing 2 Informational Reading	50 - 60 minutes 50 - 90 minutes
Thurs., June 16	MATH	120 minutes

All CRT materials shall be returned to the Department of Education; including: Reading Booklets, Student Workbooks, CDs, DVDs.

During the Assessment

Be aware of the assessment schedules during this time frame. For example, administration should not occur during Physical Education or Music periods. **During the assessment class time should be an uninterrupted session. As much as possible, the provincial assessment administration should occur as a natural part of the school day.**

It is not an advantageous time to schedule concerts, assemblies, or field trips.

After the Assessment

- Collect student work booklets, reading books, CDs, DVDs, answer sheets, tracking forms.
- **Check with teachers to ensure answer sheets have student names shaded correctly. Incorrect shading will produce incorrect names on school reports and student narratives. The Department of Education will not be responsible for correcting the spelling of student names.**
- *Check with teachers to ensure the required information on the outside of the student work booklets has been completed.* Both the school name and 6-digit school number should be included where indicated.
- **Check with teachers to ensure the tracking forms have students listed in alphabetical order with both first and last names included, as well as indications of when and why students did not complete certain portions of the assessment.**
- Check to ensure answer sheets are placed inside corresponding student booklets.
- Check to ensure there are no elastic bands around answer sheets or student work booklets. Answer sheets should be in the student work booklets but not stapled to the work booklets. Elastic bands and staples damage the answer sheets.
- **Check to ensure class headers and building headers are appropriately completed. Class headers, building headers, and tracking forms should be placed in the provided envelopes. Envelopes should remain unsealed. The names on the tracking forms should be the same as the names on the student booklets and answer sheets.**
- Enclose a completed Principal checklist on the top of all other materials.

IMPORTANT

→ **Send assessment materials to the appropriate district program specialist on;**

June 1, 2011 (primary/elementary ELA)

June 10, 2011 (primary/elementary mathematics),

June 20, 2011 (intermediate).

→ **If students who were absent do not have all work completed, the assessment must still be regarded as finished and subsequently packaged on these dates.**

NOTE:

If a student is absent or does not complete a portion of the CRT, he/she is not permitted to write this section on any other subsequent days. ONLY the scheduled sections of the CRT shall be written on the designated dates by ALL students.

EXEMPTION/ ACCOMMODATIONS POLICY

Exemptions and Accommodations will be completed and recorded at the school level. Administrators/teachers should complete individual student EXEMPTION or ACCOMMODATION forms and place completed forms in the student's cumulative file. Completed and signed Exemption Forms and accompanying documentation (e.g., IEP, Reading Record, writing sample, assessments, etc) should be placed in student's cumulative file. Exemption / Accommodation Forms should **NOT** be sent to the Department of Education, but should be placed in the student's cumulative file. A list of all student names who have been exempted (either partially or fully) must be forwarded to the Department of Education by **the first Monday in May** using the enclosed **SUMMARY FORM** at the end of this document. All documentation for Exemption/Accommodation should be in the student's cumulative file. Only the **SUMMARY FORM** alone should be sent to the Department.

ALL schools are required to complete and forward to the Department of Education the SUMMARY FORM at the end of this document which includes exemptions (if any) AND the student enrollment for the school in Grade 3, Grade 6, and Grade 9 as of April 30, 2011. The student enrollment includes ALL students in the grade, including those who will be exempt.

Following the enclosed guidelines ONLY, **ALL** exemptions and accommodations will be school-based decisions and shall be considered approved. The Department of Education may randomly request exempted (either partial or full) student names from schools and review the EXEMPTION form to ensure all criteria are in place for the practice of consistency throughout the province. All accommodations listed on the ACCOMMODATION Form will be approved and not reviewed by the Department of Education. **UNDER NO CIRCUMSTANCE** may accommodations be used that are **NOT** listed on the **ACCOMMODATION** form (regardless of special considerations in the student's IEP). Any special accommodation requests which are not listed on the ACCOMMODATION form must have prior written permission from the Department of Education.

NOTE: Provincial assessment data returned to schools in 2011 will reflect past practice. All exemption/unknown data will also be recorded and presented. **ALL** data will be presented, which will include exemption rate by school/district/province. This information will give a more complete picture of the entire student body as opposed to just those who completed the assessment. While exemption decisions rest with the school, all exemptions will be recorded and reported by school, district and province.



Government of Newfoundland and Labrador
Department of Education

SUMMARY FORM
Exemptions

District			School		

TOTAL student enrollment (as of April 30): Must include **ALL** students (*including* those exempt).

Grade 3: _____ Grade 6: _____ Grade 9: _____
Grade 3 (F.I.): _____ (if applicable)

LIST BELOW EXEMPTED STUDENTS ONLY

School: _____ Principal: _____

Primary <i>(Student name)</i>	ELA Reading / Writing		MATHEMATICS Full
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Exemptions	<input type="checkbox"/>		<input type="checkbox"/>
Elementary <i>(Student name)</i>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Exemptions	<input type="checkbox"/>		<input type="checkbox"/>
Intermediate <i>(Student name)</i>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHORIZATION: This form must be completed by the principal and returned to the Department of Education by **Monday, May 2, 2011** (f. 729-3669)

The information included on this form adheres to the Department of Education policy for exemptions.

Principal Name: _____ Principal Signature: _____