

## 2015–2016 Junior High Assessment Weeks: Teacher Checklist

### Before the Assessment (RW8: English language arts teachers; M8: mathematics/mathématiques teachers)

RW8	M8	Task
<input type="checkbox"/>	<input type="checkbox"/>	Familiarize yourself with the Nova Scotia Assessments: Information Guide.
<input type="checkbox"/>	<input type="checkbox"/>	Familiarize yourself with the Administration Guide.
<input type="checkbox"/>	N/A	Distribute the <i>Information for Parents and Guardians</i> pamphlets to your students to take home one week prior to the administration of the assessment.
<input type="checkbox"/>	<input type="checkbox"/>	Review the Reading and Writing Sample Questions and Mathematics/Mathématiques Sample Questions online at <a href="http://plans.ednet.ns.ca/grade8/documents">plans.ednet.ns.ca/grade8/documents</a> to familiarize students with selected response format items, if needed.
N/A	<input type="checkbox"/>	Mathematics/Mathématiques teachers—gather the required materials and manipulatives as outlined in Appendix A/Appendix B of the Administration Guide.
<input type="checkbox"/>	<input type="checkbox"/>	Prepare the classroom: <ul style="list-style-type: none"> <li>• Arrange seating so students can have privacy during the assessment.</li> <li>• Ensure students have access to dictionaries and thesauri (not electronic) for only Day 1 and Day 2 (the reading and writing portions).</li> <li>• Ensure that all students have access to a standard or scientific calculator (not a feature on a cell phone or other technological device) for only Day 4 of the assessment.</li> <li>• For mathematics/mathématiques classrooms, remove or cover all mathematics/mathématiques materials (posters, charts, fact tables) from walls and desks to ensure consistency and fairness for all students.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Confirm that there is a student assessment booklet for every student in your class. Use a non-personalized booklet for any student for whom there is no personalized booklet (do not use the personalized booklet for a different student); write the student's full legal name, date of birth, and provincial student ID# on the non-personalized booklet cover.
<input type="checkbox"/>	<input type="checkbox"/>	Make arrangements for students who need to use acceptable documented adaptations as documented in TIENET during the assessment. (See the Eligibility, Exemptions, and Adaptations section of Information Guide for more detail.)
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that the Principal and/or School Assessment Coordinator has made arrangements for the students who are not participating in the assessment (i.e., students not in the grade being assessed and/or students with an IPP who are not participating in the assessment).
<input type="checkbox"/>	<input type="checkbox"/>	Follow the instructions outlined in the Administration Guide.
<input type="checkbox"/>	<input type="checkbox"/>	Keep the assessment booklets secure at all times.

### During the Assessment (RW8: English language arts teachers; M8: mathematics/mathématiques teachers)

RW8	M8	Task
<input type="checkbox"/>	<input type="checkbox"/>	Administer the assessment according to the procedures and teacher script outlined in the Administration Guide.
<input type="checkbox"/>	<input type="checkbox"/>	Take note of student participation/attendance for each day of the assessment. Upon return, previously absent students will write the same part of the assessment as the rest of the class. Previous day(s) missed can be made up during a make-up session(s).

**After the Assessment** (RW8: English language arts teachers; M8: mathematics/mathématiques teachers)

RW8	M8	Task
<input type="checkbox"/>	<input type="checkbox"/>	<p>After the administration of the assessment, fill in the applicable circle on the back cover of the student booklet for each student who required the use of an adaptation (as documented in TIENET) during the assessment or for each student who did not participate in the assessment.</p> <ul style="list-style-type: none"> <li>• Section 1A: Students who did not participate in some or all of RW8 and/or M8</li> <li>• Section 1B: Students with an IPP in English language arts and/or Mathematics</li> <li>• Section 2: Students who used adaptations as documented in TIENET during the assessment</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>With the School Assessment Coordinator, arrange make-up sessions for absent students to complete the assessment on or before June 3, 2016. Students should complete only one section of the assessment per day. All days of the assessment are to be completed.</p>
<input type="checkbox"/>	<b>N/A</b>	<p>English language arts teachers return the following to the School Assessment Coordinator immediately after the school's Day 2 administration:</p> <ul style="list-style-type: none"> <li>• all student assessment booklets (all completed, unused, and alternate format booklets). Be sure to complete the information on the back cover for students who did not complete some or all of the assessment, students with an IPP, and students who used adaptations as documented in TIENET during the assessment.</li> </ul>
<b>N/A</b>	<input type="checkbox"/>	<p>Mathematics/Mathématiques teachers return the following to the School Assessment Coordinator after the school's Day 4 administration:</p> <ul style="list-style-type: none"> <li>• all student assessment booklets (all completed, unused, and alternate format booklets). Be sure to complete the information on the back cover for students who did not complete some or all of the assessment, students with an IPP, and students who used adaptations as documented in TIENET during the assessment.</li> </ul>

Thank you for taking the time to oversee the administration of these assessments and for returning all requested materials to the Department of Education and Early Childhood Development.