

Teacher Checklist for the 2023–2024 Nova Scotia Assessment: Reading, Writing, and Mathematics/Mathématiques in Grade 8 (RWM8)

(to be administered between May 21–June 4, 2024)

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, particularly the section on adaptations.
<input type="checkbox"/>	<input type="checkbox"/>	Review the procedures and teacher script outlined in the Administration Guide (also available online at http://plans.ednet.ns.ca/grade8/documents).
<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 assessment administration.
<input type="checkbox"/>	<input type="checkbox"/>	Distribute and complete the sample questions with students during the weeks prior to the assessment to familiarize students with the format and types of questions on the assessment (also available online at http://plans.ednet.ns.ca/grade8/documents).
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, provide students registered for the NSA-RA platform the opportunity to use the platform when completing Sample Questions so they can become familiar with it before the assessment (see Information Guide, Appendix).
<input type="checkbox"/>	N/A	Ensure students have access to dictionaries and thesauri for only assessments of reading and writing. Paper or electronic dictionaries and/or thesauri may be used; personal electronic devices may not be used. Students may take turns using a teacher-monitored device (computer, chromebook, iPad, etc.) to access an electronic dictionary and/or thesaurus. The computer monitor must be large enough to be visible by the teacher.
N/A	<input type="checkbox"/>	Ensure that French immersion teachers have a single English student booklet to assist students, as needed, during the assessment of mathématiques.
N/A	<input type="checkbox"/>	Gather the following required materials and mathematics/mathématiques manipulatives: <ul style="list-style-type: none"> • Pencils, erasers, metric rulers and tracing paper (for each student) • Alge-tiles (at least one set for every student) • Sets of fraction pieces, fraction circles, fraction strips, fraction factory or pattern blocks (for each student, as necessary)
N/A	<input type="checkbox"/>	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 Mathematics Day 2/Mathématiques Jour 2 of the assessment.
<input type="checkbox"/>	<input type="checkbox"/>	Prepare the classroom: <ul style="list-style-type: none"> • Arrange seating so students can have privacy during the assessment. • Reading, Writing, and Mathematics/Mathématiques materials (posters and charts) may remain on walls and desks. However, addition, subtraction, and multiplication tables should be removed. Please do not put previous or new mathematics support materials up on the classroom walls. • Ensure that students have a book to read or a quiet activity to complete after they have finished their work. Use of electronic devices is not considered an acceptable quiet activity.
<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 a 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"/>	Confirm the participation status of students with an Individual Program Plan (IPP) in the subject area being assessed as of the date of the assessment as they may or may not be eligible to participate per the Student Planning Team's decision. Complete the back cover IPP section for these students. (See the Information Guide for more detail.)
<input type="checkbox"/>	<input type="checkbox"/>	Make arrangements for students who need to use acceptable documented adaptations during the assessment. (See the Information Guide for more detail.)

<input type="checkbox"/>	<input type="checkbox"/>	Ensure that the Principal and/or School Assessment Coordinator has made arrangements for students who are not participating in the assessment (e.g., students not in the grade being assessed, students with an IPP who are not participating in the assessment).
<input type="checkbox"/>	<input type="checkbox"/>	Keep the assessment booklets secure at all times.

During the Assessment

RW8	M8	Task
<input type="checkbox"/>	N/A	Administer the Reading and Writing portions of the assessment according to the procedures and teacher script outlined in the Administration Guide, and note: <ul style="list-style-type: none"> Students will have a 5–15 minute stretch break in the middle of the assessment session as outlined in the Administration Guide. Students are not to begin the writing section until after the stretch break, when students may briefly discuss (3–5 minutes) in partners and/or as a whole class the writing prompt prior to planning their writing.
N/A	<input type="checkbox"/>	Administer the Mathematics/Mathématiques portion of the assessment according to the procedures and teacher script outlined in the Administration Guide, and note: <ul style="list-style-type: none"> French immersion students must receive Mathématiques administration instructions in French (see Mathématiques Jour 1 and Mathématiques Jour 2 in the Administration Guide). Students will have a 5–15 minute stretch break in the middle of the assessment session as 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	M8	Task
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, complete the back cover of the student booklet for the following students: <ul style="list-style-type: none"> Section 1: Participation of a student on an Individual Program Plan (IPP) Section 2: Student used adaptations as documented in TIENET during the assessment (record only those adaptations that the student used during the assessment) Section 3: Student did not participate in the assessment (for reasons other than an IPP)
<input type="checkbox"/>	N/A	Print student writing for students who have used Assistive Technology and confirm that the student's name and provincial student ID# are included on each piece of writing. Place the printed copies of student writing inside the front cover of the student's assessment booklet. Ensure that the electronic files of student writing are deleted from all locations once printed.
<input type="checkbox"/>	<input type="checkbox"/>	With the School Assessment Coordinator, arrange make-up sessions for absent students to complete the RWM8 assessment on or before June 4, 2024 . Students should complete only one section of the assessment per day. All days of the assessment are to be completed. Be sure that the back cover accurately reflects students' participation.
<input type="checkbox"/>	N/A	English language arts teachers return the following to the School Assessment Coordinator immediately after the school's Reading and Writing Day 2 administration: <ul style="list-style-type: none"> 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.
N/A	<input type="checkbox"/>	Mathematics/Mathématiques teachers return the following to the School Assessment Coordinator after the school's Mathematics Day 2/Mathématiques Jour 2 administration: <ul style="list-style-type: none"> 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.

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