

# Teacher Checklist for the

## 2023–2024 Nova Scotia Assessment: Reading and Writing in Grade 8

(to be administered over two days between May 21 and June 4, 2024)

The School Assessment Coordinator has provided you with the Nova Scotia Assessment: Information Guide and the *Guide de déroulement* prior to the assessment. English language arts teachers will receive the student assessment booklets on the morning of your school's administration date.

### Before the Assessment (RW8: English language arts teachers)

RW8	Task
<input type="checkbox"/>	Familiarize yourself with the Nova Scotia Assessments: Information Guide, particularly the section on adaptations.
<input type="checkbox"/>	Review the procedures and teacher script outlined in the <i>Guide de déroulement</i> (also available online at <a href="http://plans.ednet.ns.ca/grade8/documents">http://plans.ednet.ns.ca/grade8/documents</a> ).
<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 <a href="http://plans.ednet.ns.ca/grade8/documents">http://plans.ednet.ns.ca/grade8/documents</a> ).
<input type="checkbox"/>	If applicable, provide students registered for the NSA-RA platform the opportunity to use it when completing Sample Questions so they can become familiar with it before the assessment (see Information Guide, Appendix).
<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 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.</li><li>• Reading and Writing materials (posters and charts) may remain on walls and desks.</li><li>• 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.</li></ul>
<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"/>	Confirm the participation status of students with an Individual Program Plan (IPP) in English language arts 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"/>	Make arrangements for students who need to use acceptable documented adaptations during the assessment. (See the Information Guide for more detail.)
<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"/>	Keep the assessment booklets secure at all times.

### During the Assessment

RW8	Task
<input type="checkbox"/>	Administer the Reading and Writing portions of the assessment according to the procedures and teacher script outlined in the <i>Guide de déroulement</i> , and note: <ul style="list-style-type: none"><li>• Students will have a 5–15 minute stretch break in the middle of the assessment session as outlined in the <i>Guide de déroulement</i>.</li><li>• 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.</li></ul>
<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	Task
<input type="checkbox"/>	If applicable, complete the back cover of the student booklet for the following students: <ul style="list-style-type: none"><li>• <b>Section 1:</b> Participation of a student on an Individual Program Plan (IPP)</li><li>• <b>Section 2:</b> Student used adaptations as documented in TIENET during the assessment (record only those adaptations that the student used during the assessment)</li><li>• <b>Section 3:</b> Student did not participate in the assessment (for reasons other than an IPP)</li></ul>
<input type="checkbox"/>	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"/>	With the School Assessment Coordinator, arrange make-up sessions for absent students to complete the RW8 assessment on or before <b>June 4, 2024</b> . Students should complete only one section of the assessment per day. Only the Reading and Writing Day 1 and Reading and Writing Day 2 of the English assessment booklet are to be completed. Be sure that the back cover accurately reflects students' participation.
<input type="checkbox"/>	English language arts teachers return the following materials to the School Assessment Coordinator immediately after the school's Reading and Writing Day 2 administration: <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 this assessment and for returning all requested materials to the Department of Education and Early Childhood Development.