

School Assessment Coordinator Checklist for the 2023–2024 Nova Scotia Assessment: Literacy and Mathematics in Grade 3 (LM3-EN) / Mathématiques in Grade 3 (M3-IM)

(to be administered between May 13-28, 2024)

Package 1 includes materials for use during the weeks prior to the assessment; distribute upon receipt.

(this package is sent to schools in late April)

LM3-EN M3-IM	Task
<input type="checkbox"/>	<p>Immediately:</p> <ul style="list-style-type: none"> • Check the package of assessment materials to ensure that the packing slip accurately reflects what is in the package and that there are enough materials for your school. If there are not, contact Student Assessment and Evaluation. • Distribute materials to Grade 3 teachers (documents also available online at https://plans.ednet.ns.ca/grade3/documents): <ul style="list-style-type: none"> – Information Guide – Administration Guide – LM3/M3 Teacher Checklist – Information for Parents and Guardians pamphlets – Literacy in Grade 3 Sample Questions (and Instructions for the Teacher) – Mathematics in Grade 3 Sample Questions (and Instructions for the Teacher) – Échantillon de questions – Mathématiques en 3^e année (et Instructions pour l’enseignant)

Package 2 includes materials for the assessment; distribute as outlined below.

(this package is sent to schools in early May)

LM3-EN M3-IM	Task
<input type="checkbox"/>	<p>Immediately:</p> <ul style="list-style-type: none"> • Check the package of assessment materials to ensure that the packing slip accurately reflects what is in the package and that there are enough student assessment booklets for your school. Keep the packing slip to check when returning materials to the department. • Verify that any alternate format assessments ordered through the TIENET form have been received. Alternate format assessment booklets may be sent to schools in a separate shipment.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Sort the assessment materials by class prior to the morning of the assessment. <ul style="list-style-type: none"> – Please note, French immersion teachers must receive 1 copy of an English assessment booklet, non-personalized (Literacy and Mathematics in Grade 3) for reference; this copy must be returned with the rest of the Student Assessment Booklets. – Teachers must receive 1 copy of an English assessment booklet for use during the administration of writing. • Keep the assessment booklets secure: distribute them to teachers on the morning of your school’s scheduled Day 1 administration date. • Confirm that there is a student assessment booklet for every student in the grade being assessed. • Non-personalized assessment booklets are to be used for any student for whom there is no personalized booklet. Never use the personalized booklet of a student who is not participating in the assessment or is not enrolled in your school for another student. Do not send a personalized booklet to a student’s new school. • Update the department’s List of Students. There will be a separate List of Students for students in the French immersion program. Note any students who are not enrolled in that grade level and add any new students (include student’s full legal name, provincial student ID#, and date of birth). • Confirm that every administering teacher has a copy of the Administration Guide.
<input type="checkbox"/>	<p>Morning of your school’s scheduled Day 1 administration date:</p> <ul style="list-style-type: none"> • Distribute Nova Scotia Assessment: Literacy and Mathematics in Grade 3 or Mathématiques in Grade 3 student assessment booklets to Grade 3 teachers.

After the assessment

LM3-EN M3-IM	Task
<input type="checkbox"/>	<p>Ensure that a student booklet has been returned to you for every student, and that the back cover of the student booklets have been completed for the following students:</p> <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"/>	<ul style="list-style-type: none"> • If applicable, retain all materials at the school until May 28, 2024 to provide new students, or students who were absent on one or more of the assessment dates, with the opportunity to complete the unfinished part(s) of the assessment.
<input type="checkbox"/>	<p>On or before May 28, 2024:</p> <ul style="list-style-type: none"> • Verify the contents of your return package by consulting the Packing Slip that you received to ensure that you are returning the same number of assessment booklets as received. Be sure to include any additional materials received after the initial mail out, as well as any alternate formats of the assessments. • Return the following materials: <ul style="list-style-type: none"> – All Nova Scotia Assessment: Literacy and Mathematics in Grade 3/Mathématiques in Grade 3 student assessment booklets, including: <ul style="list-style-type: none"> ○ completed booklets ○ unused personalized booklets (ensure back cover is completed) ○ unused non-personalized booklets ○ alternate format student booklets – Student List (<i>updated</i>) – Quality Control Return Report (<i>completed</i>) • Use the pre-paid Canada Post return Bill of Lading to return the assessment materials to the Department of Education and Early Childhood Development. <ol style="list-style-type: none"> 1. Drop off the return assessment package at your local Canada Post office, or 2. Phone the Canada Post toll-free number 1-888-550-6333 to arrange for pick up by Canada Post (if there is on-demand pick-up service in your area).

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.

Student Assessment and Evaluation: PLANS@novascotia.ca or 902-424-7746