



**Office of Assessment,  
Evaluation, and Research**



# Fall 2009 Regional Meeting





# Writing Assessment





# Writing Test Dates



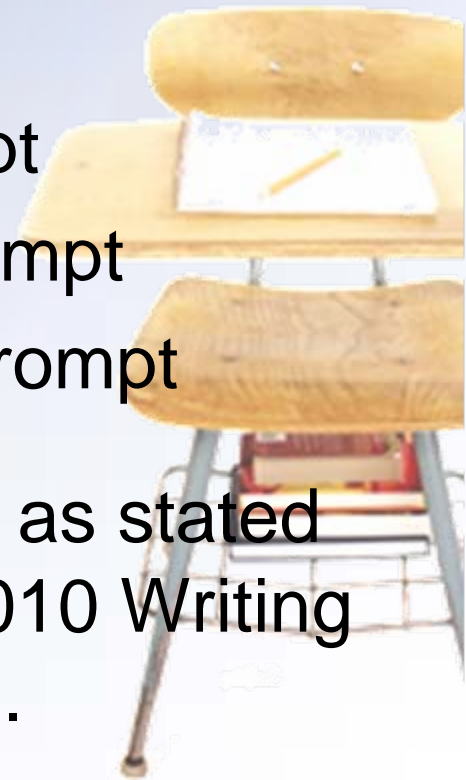
**February 2, 2010** - Writing Assessment

**February 3, 2010** – This is the **only** Make-up Day

## Test Administration Times

- **5<sup>th</sup>** grade - **35** minutes - ***narrative*** prompt
- **8<sup>th</sup>** grade - **35** minutes - ***expository*** prompt
- **11<sup>th</sup>** grade - **35** minutes - ***persuasive*** prompt

Be sure to read the prompt to the students as stated in the Teacher Directions found in the 2010 Writing Assessment Test Administration Manual.





# Writing Participation

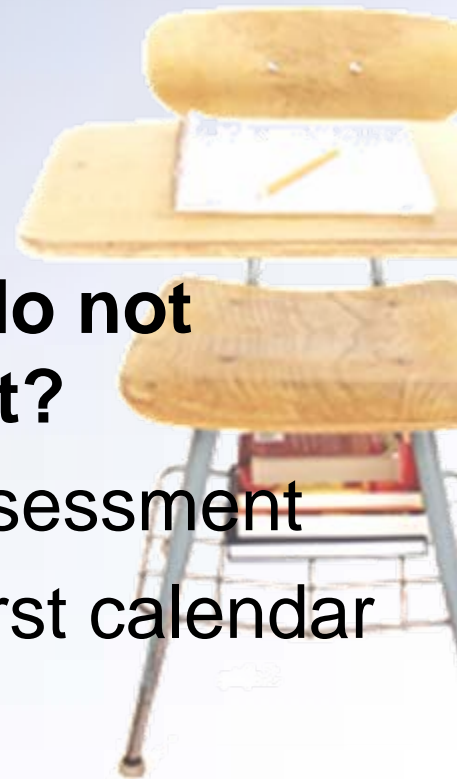


## Who is required to take the TCAP Writing Assessment?

- All fifth grade students
- All eighth grade students
- All eleventh grade students
- All Home School students in fifth grade

## Which students in grades 5, 8, and 11 do not participate in the Writing Assessment?

- Students who participate in Portfolio Assessment
- ELL students who are enrolled for the first calendar year in an American school





# Text Message



- The TCAP Writing Assessment should be written in standard English language.
- Text Messaging should not be utilized in any form on the TCAP Writing Assessment.





# Pre-ID Answer Documents

- Student Demographic Information will be uploaded from the EIS Data Base to pre-ID student answer documents for your system.
- In the left hand portion of the answer document, under the name grid, locate the pre-ID area.
- On the day of the assessment, only use the pre-ID answer document for the student listed in the pre-ID field.





# Pre-ID Fields



**If an answer document has a pre-ID barcode, do not bubble any of the shaded pre-ID fields.**

- The pre-ID fields are:
  1. Name
  2. Unique student ID number
  3. Birth date
  4. Ethnic origin
  5. Gender
  6. Grade
  7. System Name / System Number
  8. School Name / School Number





# Student Unique Identification Number



- The student's Unique Identification Number is obtained from the EIS System.
- If the number is less than nine digits, fill in the empty spaces using leading zeros.
- For the 2010 test, no social security numbers will be used for public schools.
- Non-Public students do not have an EIS generated number. Please bubble the "Non-Public #" field with the students' Social Security Number or a school generated number.





# Bubble the following for ALL students:

1. Membership Data
2. Code A/B
3. Title 1
4. Regular or Make-up Date

Bubble the following **only** if it applies to a student:

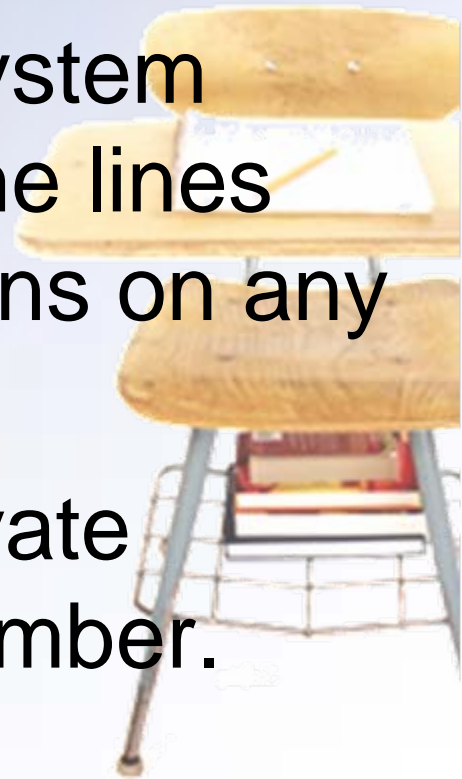
1. Absentee Status
2. Other Programs
3. ESL Services
4. Special Education
5. Special Accommodations
6. Modified Format Tests
7. *State Use Only* Box





# School Specific Information

- Fill out all school specific information located in the box in the lower left hand corner of the answer document.
- Print the teacher name, school system name, and the school name on the lines provided. Do not use abbreviations on any of the provided lines.
- Fill in the Non-Public #. Only private schools will have a non-public number.





# ***“State Use Only”* Box**

- Code **“C 1”** for high school students currently enrolled in a Career Technology Education course
- Code **“C 4”** for students with a broken arm or hand
- Code **“B 1”** for Homebound students





# Demographic Coding: *Absent Students*

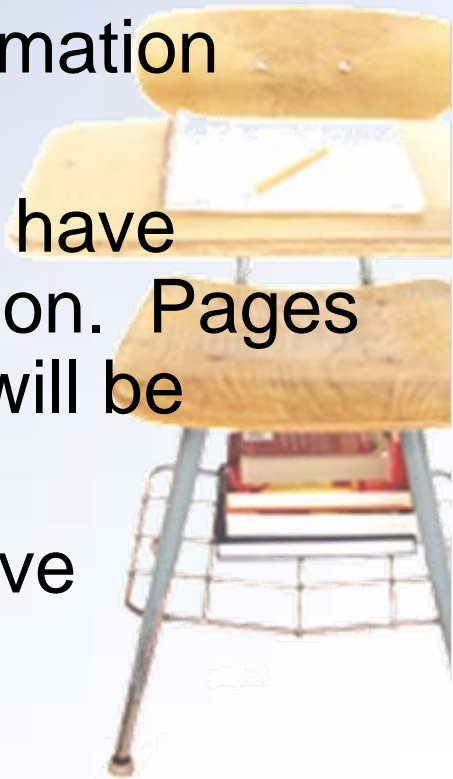
- The absent circle must be marked only for students who are not present to take the test on the initial administration day or the following make-up day.
- If a student makes up the test, erase this circle completely.
- If a student is absent on both the regular and make-up days, do not complete any portion of the survey page.





# Demographic Coding: *Student Refusals*

- Student Refusals are not to be coded in the absent circle.
- An answer document must be turned in with the scoreable materials under a Group Information Sheet.
- Page one of the answer document must have complete student demographic information. Pages three and four of the answer document will be blank.
- Refusals are not to be placed with Inactive Materials.





# Functionally Delayed



- In the “**Other Programs**” Box, there is a bubble to code students identified as *Functionally Delayed*.
- Functionally Delayed is not an IDEA recognized category.
- Do not use the box entitled Special Education to identify Functionally Delayed students.





# Writing SDDV



(Student Demographic Data Verification)

**Pre-ID SDDV Window**

Nov 2 – 13, 2009

**Post Test SDDV Window**

March 12 - 25, 2010

**<https://state2.measinc.com/wp>**





# Pre-ID Roster by System and School

Tennessee Comprehensive Assessment Program

P r e - I D

[Home](#)

[Help](#)

[My Programs](#)

[Sign-Out](#)

Welcome, **YourUserName**

## Pre-coded Student Demographics Roster

<a href="#">Return</a>	0000: SAMPLE SYSTEM
<a href="#">Export to Excel</a>	0000: SAMPLE SCHOOL
<a href="#">Add New Student</a>	

Filter:  Search:  Unique Student ID  Last Name  [Go](#)

Page 3 of 5    15    [Change Page View](#)    [<< 1st Page](#)    [< Prev 15](#)    [Next 15 >](#)    [Last Page >>](#)

[1](#) [2](#) [3](#) [4](#) [5](#)

		Last Name	First Name	MI	Unique Student ID	DOB	Ethnic Origin	Grade▲	Gender	Reviewed
<a href="#">Remove</a>	<a href="#">Edit</a>	MAHARAJ	TYREEK	L	304822587	12091996	White	05	F	
<a href="#">Remove</a>	<a href="#">Edit</a>	MALAGISI	DAYTRON	J	001925724	02231998	White	05	F	
<a href="#">Remove</a>	<a href="#">Edit</a>	MALDONADO	AMANDA	B	001735450	06261998	White	05	F	
<a href="#">Remove</a>	<a href="#">Edit</a>	MCGILL	CRISTIAN		001914400	11171997	White	05	M	
<a href="#">Remove</a>	<a href="#">Edit</a>	MEJIA	MARQUES	C	001914255	02261998	White	05	F	
<a href="#">Remove</a>	<a href="#">Edit</a>	MERCEDES	TORI	B	001914288	12241997	White	05	M	
<a href="#">Remove</a>	<a href="#">Edit</a>	MISOREK	MELANY	N	001914352	02021998	White	05	M	

- Filter roster by records reviewed or not reviewed
- Search for student by last name or student ID
- Edit student information
- Add a new student to the roster
- Remove a student from the roster
- Export roster to an Excel spreadsheet





# Edit Student Data

Tennessee Comprehensive Assessment Program

P r e - I D

[Home](#)

[Help](#)

[My Programs](#)

[Sign-Out](#)

Welcome, **YourUserName**

## Edit Student PRE-ID

[Return](#)      00000: SAMPLE COUNTY  
0000: SAMPLE SCHOOL

Record 33 of 70 Students << [Previous](#)      [Next](#) >>

Required	Optional	Optional
<p><b>Grade:</b> 05</p> <p><b>Last Name:</b> MALDONADO</p> <p><b>First Name:</b> AMANDA</p> <p><b>Middle Initial:</b> B</p> <p><b>Birth Date (mm/dd/yyyy):</b> Jun 26 1998</p> <p><b>Unique Student ID:</b> 001735450</p> <p><b>Gender:</b> <input type="radio"/> Male <input checked="" type="radio"/> Female</p> <p><b>Ethnic Origin:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> American Indian or Alaska Native</li><li><input type="radio"/> Asian/Pacific Islander</li><li><input type="radio"/> Black, not Hispanic</li><li><input type="radio"/> Hispanic</li><li><input checked="" type="radio"/> White, not Hispanic</li></ul>	<p><b>ESL Services:</b> Choose One</p> <p><input type="radio"/> ELL Excluded    <input type="radio"/> ELL    <input type="radio"/> T1    <input type="radio"/> T2</p> <p><b>ELL Accommodation:</b> <input type="checkbox"/> Q</p> <p><b>Title I:</b></p> <p><input type="radio"/> Title I SWP(Schoolwide Programs)</p> <p><input type="radio"/> Title I TAS(Targeted Assisted Schools)</p> <p><b>Special Education:</b></p> <p><input type="radio"/> Special Education Services(less than 4 hours per week)</p> <p><input type="radio"/> Special Education Services(4 through 22 hours per week)</p> <p><input type="radio"/> Special Education Services(23 or more hours per week)</p> <p><b>Special Accommodations:</b></p> <p><input type="checkbox"/> A    <input type="checkbox"/> E    <input type="checkbox"/> F    <input type="checkbox"/> I    <input type="checkbox"/> J    <input type="checkbox"/> K</p>	<p><b>Modified format test:</b></p> <p><input type="radio"/> Large Print    <input type="radio"/> Braille</p> <p><b>Other Programs:</b></p> <p><input type="checkbox"/> 504 Service Plan</p> <p><input type="checkbox"/> Gifted</p> <p><input type="checkbox"/> Migrant</p> <p><input type="checkbox"/> Functionally Delayed</p> <p><input type="checkbox"/> Home School</p> <p><b>State use only:</b></p> <p><input type="checkbox"/> A1    <input type="checkbox"/> B1    <input type="checkbox"/> C1</p> <p><input type="checkbox"/> A2    <input type="checkbox"/> B2    <input type="checkbox"/> C2</p> <p><input type="checkbox"/> A3    <input type="checkbox"/> B3    <input type="checkbox"/> C3</p> <p><input type="checkbox"/> A4    <input type="checkbox"/> B4    <input type="checkbox"/> C4</p> <p><b>Code A/B:</b></p> <p><input type="radio"/> Code A    <input type="radio"/> Code B</p> <p><b>Membership data:</b></p> <p><input type="radio"/> 1    <input type="radio"/> 2    <input type="radio"/> 3    <input type="radio"/> 4</p>
<p><b>Optional</b></p> <p><b>Teacher Name:</b> _____</p>		

[Submit](#)      [Reset](#)

- Update student demographic data
- Submit changes
- Changes are highlighted for your review
- Confirm changes
- Move from record to record





# Pre-ID Download / Upload

Tennessee Comprehensive Assessment Program

P r e - I D

[Home](#)

[Help](#)

[My Programs](#)

[Sign-Out](#)

Welcome, **YourUserName**

## PRE-ID Upload

[Download the excel spreadsheet template](#)

[Operating Instructions](#)

System: 00000: SAMPLE SYSTEM

Select The File To Upload:

This application will ONLY accept Excel files (.xls). For information about the valid values, please click here:

[Valid and Acceptable Values](#)

**CAUTION:** If you are uploading multiple files, make sure that each student is only listed once. If you attempt to upload the same student more than once you will receive an error.

**To submit more students after uploading a Pre-ID file, upload the extra students in a file with a different name.**

**Current Files Uploaded:**

SAMPLE SYSTEM.xls 10/13/09 10:58 AM

- Download an Excel template for entering pre-ID data
- Acceptable data formats are displayed in the template
- Browse to the saved Excel file location
- Upload the file for pre-ID processing
- Invalid data is flagged for correction



# RANDA Website



<https://tdoe.randasolutions.com>

Go to the Randa website for:

1. Ordering Test materials
2. Complete student group lists to include with materials shipped back to Durham, N.C.
3. Complete any of the following on-line that occur during testing:
  - Report of Irregularity
  - Breach of Security
  - Medical Exemptions





# Return all Writing Test Materials



- Return all Writing Test materials to:
  - **Measurement Incorporated**  
423 Morris Street  
Durham, North Carolina 27701  
Attn: TCAP Writing Assessment  
Processing





# Scoring Committee



- **November 1<sup>st</sup>** - Listserv to Testing Coordinators to submit teacher nominations
- 2010 Scoring Committee meets: **February 25<sup>th</sup> and 26<sup>th</sup>**.
- Please give us good recommendations!





# What is returned in a Breach Envelope?

- One (1) Adequate Yearly Progress Form for your system
- Breach of Security Reports with attached documentation
- Medical Exemption Forms with current doctor documentation

- Mail to: ***Charlotte Woehler***  
TCAP Writing Program  
1252 Foster Avenue  
Hardison Building  
Nashville, TN 37243 (US mail)  
(Mail Parcel zip code--- 37210)





# Constructed Response Assessment

## Areas tested:

- Grade 3<sup>rd</sup>
  - Reading / Language Arts (30 min.)  
(Some Social Studies content will be measured)
  - Math (25 min.)
  
- Grade 7<sup>th</sup>
  - Reading/Language Arts (40 min.)  
(Some Social Studies content will be measured)
  - Math (35 min.)
  - Science (35 min.)

