Invitation to Regional Cluster Scoring for 3-8 ELA and Math

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**Who and Where:** Same groupings as 2011-12 as feedback indicates that the grouping size and locations were successful. Each site to have a OCM BOCES coordinator.

**Who:**

* Trainers for each test determined and provided by district agreement. Have two trainers ready to train for each assessment (can share, one take lead, or divide by sections).
* Facilitators: One facilitator per 6 scorers.
	+ Role: check-in tests to assigned group of scorers, conduct read behinds, check- out tests from designated area, share responsibility to move papers around the room, score tests (expect to do lighter load)
	+ Have common communication or prior training (by site)
	+ Must be experienced scorer
* Scorers: Tentatively (based on last year test construction) -includes facilitators as scorers but not trainers
	+ ELA 1:25
	+ Math 1:34
	+ Within cluster need to determine, agree and communicate expected hours ( and what to do if scoring goes later)
* Support – Clerical or administrative or combination.
	+ Each district provide minimum of one on–site up to 1:250 tests
	+ The timing (typically need more early in test scoring cycle, need more at beginning and end of day) can be flexible. This will be worked out within cluster groups.
	+ People and times will be scheduled prior to scoring
	+ Role: Check in test papers, match to roster, check bubbles, track make-ups and special handling, assist with communication back with districts around issues such as missing or partial test, missing scorers), final check that test match rosters, separate answer sheets and test booklets

**When:**

Proposed schedule:

|  |  |  |
| --- | --- | --- |
| **Date** | **South Site** | **All other Sites** |
| April 19 |  |  |
| April 22 |  | ELA 6 |
| April 23 (ELA Make-ups completed) | ELA 6 and 4 (Make-ups could come in later) | ELA 4 |
| April 24 ( math tests begin) |  | ELA 7 ( note need to have scorers for 6 and 4 on site for makeup ) |
| April 25 |  | ELA 5 |
| April 26 |  | ELA 8 |
| April 29 | ELA 3 and 7 | ELA 3 |
| April 30 | ELA 5 and 8 | Math 6 |
| May 1 (ELA due to RIC) (math make-ups completed) |  | Math 4 |
| May 2 |  | Math 7 (Note: need to have 4 and 6 on site as needed for make-ups) |
| May 3 | Math 4 and 6 | Math 5 |
| May 6 | Math 5 and 7 | Math 8 |
| May 7 | Math 3 and 8 | Math 3 |
| May 8 ( Math due to RIC) |  |  |

**How:**

Site coordinators work to standardize read behind templates and test paper tracking systems, trainers and facilitators instructions, and process for packaging and delivery of tests. Exact scoring and paper movement procedures will be determined within cluster groups for that site.