



TO: Rhode Island Science Educators

FROM: Phyllis Lynch
Director, Office of Instruction, Assessment and Curriculum

SUBJECT: 2015 NECAP Science Test Development Committee Membership

The Office of Instruction, Assessment and Curriculum has two opportunities each year for classroom teachers and other educators to participate in the development of the NECAP tests for grade 4, 8 and 11 in science. Teacher committees are essential to the work of creating a valid and reliable assessment system. Many educators have participated in test development committees and have learned a lot not only from the process but also from educators representing all three NECAP Science States (New Hampshire, Rhode Island and Vermont). Below are answers to common questions about participation:

Application: Educators must complete an application and meet minimum criteria in order to be considered for participation on one of the committees. Applications are due by 4 p.m. on Friday, May 29, 2015. **NOTE:** *Even if you have applied and/or attended in the past you still must complete an application each year in order to be considered for participation. Successful applicants will be notified by Friday, June 12, 2015*

Applications can be found on the RIDE web page at:

www.ride.ri.gov/NECAP-Test-Development

Location: The “Item Review Committee” (IRC) and “Bias & Sensitivity Review Committee” meetings will be held in **Stowe, VT** from **August 6th and 7th, 2015**. Those selected for participation on one of the committees do not have to worry about hotel accommodations, as a reservation is made for each participant and his/her room is paid for. Participants are not asked to share a room with anyone else. Additional details such as directions to the hotel and meeting times/places will be provided at a later date for members of each committee.

Transportation: Once participants have been selected, it is their responsibility to arrange for transportation to and from the meetings of the committee to which they’ve been assigned.

Mileage: Participants who drive their own cars are reimbursed for mileage and tolls to and from the meetings. Forms for mileage are handed out at each meeting.

Meals: Participants are reimbursed \$25.00/night for dinner. You do not need to keep receipts of meals. Breakfasts and lunches are provided as needed. Forms for meal reimbursements are handed out at each meeting.

Committee Assignment: Because the IRC and Bias Committees meet concurrently, selected members can only serve on one or the other. You may, however, submit your application to one or both committees for consideration.

Selection Process: In order to provide more educators with an opportunity to experience the NECAP process, past participation in either NECAP Science IRC or Bias and Sensitivity Committees does not guarantee placement.

We hope that you consider applying to represent Rhode Island’s students as a member of the Item Review Committee and/or the Bias & Sensitivity Review Committee. Each committee is described on the pages that follow. Thank you in advance for your consideration!

Item Review Committee (August 6th and 7th, 2015)

As part of preparing assessment items for field-testing, each year NECAP Science items and the inquiry tasks are reviewed for alignment to the appropriate science assessment target, Depth of Knowledge level, student accessibility, and instructional relevance. This work is done by 3 content area teams comprising 12 educators on each grade-specific (4th, 8th, 11th) team. Each team has 4 teachers each from Rhode Island, Vermont, and New Hampshire.

To qualify, educators should meet the following criteria:

- ✓ have *advanced* knowledge and experience with the Rhode Island Grade Span Expectations (GSEs)
- ✓ have experience teaching at the relevant grade span, and
- ✓ be willing and able to work intensively on a team for two or more consecutive days

Bias & Sensitivity Review Committee (August 6th, 2015)

As part of preparing assessment items for field-testing, NECAP reading passages and all test items are reviewed each year to ensure that they are free from language or content that may negatively impact the test performance of a specific group of students. This work is done by a team of 15 educators: 5 each from New Hampshire, Rhode Island, and Vermont. These educators represent a specific subgroup (e.g., racial, ethnic or religious groups, rural or urban interests, individuals with disabilities, recent immigrants, English language learners) or have direct experience working with students from these subgroups. The Bias & Sensitivity review occurs in two phases. The first phase is the review and rating of passages for the reading test. The second phase is the review and rating of test items for reading and mathematics.

To qualify, educators should meet the following criteria:

- ✓ have *current* and direct experience teaching or working with students from specific subgroups,
- ✓ offer a unique perspective on one or more specific student subgroups,
- ✓ be willing and able to work intensively with a team of educators for two or more consecutive days, and
- ✓ have experience with the Grade Span Expectations (GSEs).

COMMITMENTS FOR PARTICIPATION ON A COMMITTEE:

Committee members must be prepared to fulfill the following commitments as a member of Rhode Island's Bias & Sensitivity Review Committee and/or an Item Review Committee:

1. To be present on each day by 8:00 a.m. unless otherwise noted.
2. To be flexible in the event that alternate dates need to be scheduled.
3. To commit to the **entire** process, including staying until all tasks are finished. **NOTE:** Committee members should be prepared to leave ***no earlier than*** 4 p.m. on the last day of their scheduled meetings.
4. To notify appropriate RIDE personnel (see below) as soon as possible if you are unable to attend so that a replacement can be identified.
 - ***Bias & Sensitivity:*** Jennifer Solek (401) 222-8406, jennifer.solek@ride.ri.gov
 - ***IRC:*** Peter McLaren, (401) 222-8454, peter.mclaren@ride.ri.gov



Test Development Committee Application for Rhode Island

All applications must be submitted with your principal's or supervisor's signature unless meetings are conducted outside of the contractual school year. It is extremely important to provide us with all requested information. Incomplete applications will *not* be considered and applicants will *not* be contacted to provide missing information. Completed applications may be faxed to (401) 222-3605 or emailed to the appropriate person (see below) by 4 p.m. on May 30, 2014. If you have questions, please contact the following:

- **Bias & Sensitivity:** Jennifer Solek (401) 222-8406, jennifer.solek@ride.ri.gov
- **IRC:** Peter McLaren, (401) 222-8454, peter.mclaren@ride.ri.gov

Please indicate which test development committee you would like to be a part of and, if applicable, when you were last a member of that committee. You may select more than one.

- Item Review Committee** (Date you last participated: _____)
- Bias & Sensitivity Committee** (Date you last participated: _____)

Contact Information: Please provide all information below. Depending on severe weather conditions or other possible changes that could affect scheduling, we may need to contact you immediately. Your contact information will be kept confidential and will only be used for official purposes.

Name: _____ Job Title: _____

School: _____ District: _____

Complete School Address: _____

School Phone Number: _____

Complete Home Address: _____

Home Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Number of Academic/School Years of teaching Experience in Science at the K-12 level: _____

Number of Years in Current Position: _____

For IRC Candidates:

Please circle the area of science you teach: a) Earth Space b) Life c) Physical d) Integrated

Bias and Sensitivity Candidates:

Please circle the student subgroups that you teach: a.) ELLs b.) Racial, ethnic or religious groups
c.) Rural or urban interests d.) Students with disabilities f.) Recent immigrants

Which courses and/or grades have you taught in the last 3 years?

1) Please indicate which test or curriculum development teams you have participated in:

- PBGR Peer Review Table Leader
- State GLE/GSE/AGSE Development Team (content area(s): _____; grade(s): _____)
- NECAP Science Item Review Committee (content area: _____; grade(s): _____; year(s) _____)
- Local GLE/GSE/AAGSE Team Trainer (content area(s): _____; grade(s): _____)
- Local Curriculum/GLE/GSE/AAGSE Alignment Team (content area(s): _____; grade(s): _____)
- District Curriculum Development Team (content area(s): _____; grade(s): _____)
- Bias and Sensitivity Review Committee (content area(s): _____; grade(s): _____; year(s) _____)
- State Leadership Committee member (committee: _____; year(s) _____)

Other: _____

2) Please check the appropriate boxes below to indicate the content area(s), grade(s), and group(s) of students you currently teach:

	K	1	2	3	4	5	6	7	8	9	10	11	12
Mathematics													
Reading													
Writing													
Integrated Science													
Biology													
Chemistry													
Physics													
Earth/Space Science													
ELL													
Low SES													
Special Ed. Specialty <i>(please list):</i>													
Other <i>(please list):</i>													

3) I understand and agree to the terms of commitment for participation in a Test Development Committee:

Applicant's signature: _____ Date: _____

Principal's signature: NOT REQUIRED – SUMMER MEETING Date: _____

NOTE: ALL APPLICATIONS MUST BE SIGNED – PLEASE PRINT, SIGN, AND FAX (OR SCAN AND EMAIL AS AN ATTACHMENT) THIS COMPLETED FORM TO THE APPROPRIATE RIDE CONTACT LISTED ABOVE.