



TO: Rhode Island Educators

FROM: Mary Ann Snider
Director, Instruction, Assessment and Accountability

SUBJECT: Test Development Committee Membership: Reading, Writing, and Mathematics

The Office of Instruction, Assessment and Accountability has two opportunities for classroom teachers and other educators to participate in the development of the NECAP tests for grade 3-8 and 11 in reading, writing, and mathematics. Teacher committees are essential to the work of creating a valid and reliable assessment system. Many of your colleagues have participated in these committees and have learned a lot not only from the process but also from the teachers representing Maine, New Hampshire, and Vermont. Below are answers to common questions about participation:

Location: Committee meeting locations may be held in different parts of New Hampshire, Vermont, Maine or Rhode Island. Exact location and directions will be provided for each meeting. For meetings held in Maine, New Hampshire and Vermont, hotel room reservations will be made for each committee member and you will not be asked to share a room with someone else. **The March 3rd through March 5th 2010 Item Review Committee (IRC) and Bias & Sensitivity Review Committee meetings will be held at the Courtyard Marriott in Nashua, NH.**

Mileage: Participants who drive their own cars will be reimbursed for mileage and tolls to and from the meetings.

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

Substitute Reimbursements/Teacher Stipends: For meetings held during the school year, substitute reimbursements of \$100.00/day will be available. Forms to receive the substitute reimbursement/stipends will be handed out at each meeting and processed by Measured Progress.

Committee Assignment: Once committees have been selected, it is the responsibility of members to arrange their own transportation to and from the committee meeting to which they have been assigned. Please remember that because NECAP assessments are designed to measure the prior year's GLEs, you may be placed on a committee that does not reflect the grade you currently teach. For example, if you are a 4th grade teacher, you may be placed on the 5th -6th grade IRC committee because the 5th grade test measures 4th grade GLEs.

Note: If you have already applied and/or attended in the past you *still* must complete this application.

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. You can apply for one or both of the committees. Each committee is described on the pages that follow. Thank you!

Item Review Committee: March 3-5, 2010

As part of preparing assessment items for field-testing, each year NECAP reading, writing, and mathematics items are reviewed for alignment to the appropriate grade level expectations, targeted Depth of Knowledge level, student accessibility, and instructional relevance. This work is done by grade-level content area teams of educators in mathematics and reading/writing with teachers representing Rhode Island, Vermont, Maine and New Hampshire on each team. The Item Review Committees meet once per year.

To qualify, educators should meet the following criteria:

1. have advanced knowledge and experience with the GLEs/GSEs.
 2. have experience teaching at the relevant grade cluster, and
 3. be willing to work intensively on a team for three consecutive days.
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Bias/Sensitivity Review Committee: March 3-5, 2010

As part of preparing assessment items for field-testing, each year NECAP reading passages and all test items are reviewed 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 16 educators: four each from Maine, Vermont, New Hampshire, and Rhode Island. These teachers represent a specific subgroup (e.g., racial, ethnic or religious groups, rural or urban interests, individuals with disabilities, recent immigrants, English language learners, etc.) 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 and science tests. The second phase is the review and rating of test items for reading, mathematics, and science.

To qualify, educators should meet the following criteria:

1. have current and direct experience teaching or working with students,
 2. offer a unique perspective on one or more specific student subgroups,
 3. be willing to work intensively with a team of educators for two consecutive days, and
 4. have some experience with the Grade Level and/or Grade Span Expectations (GLEs/GSEs).
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The Commitment for Item Review and Bias Committees:

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

1. To be present on each day by 8:00 am unless otherwise noted.
2. To be flexible in the event that alternate dates need to be scheduled.
3. To commit to the **entire** process. This means staying until the task is finished. Committee members should be prepared to leave no earlier than 4 pm on the last day of their scheduled meetings.
4. To notify RIDE as soon as possible if they are unable to attend so a replacement can be found.

Bias: Dr. Kevon R. Tucker-Seeley at Kevon.Tucker-Seeley@ride.ri.gov

Mathematics: Patricia Carnevale at Patricia.Carnevale@ride.ri.gov

Reading/Writing: Colleen O'Brien at Colleen.O'Brien@ride.ri.gov.



Test Development Committee Application for Rhode Island

Directions: All applications must be submitted with your principal's or supervisor's signature. It is extremely important to provide us with all requested information. Incomplete applications will *not* be considered nor will applicants be contacted to provide missing information. Completed applications may be faxed to (401) 222-3605; emailed to the appropriate person; or mailed to 255 Westminister Street, 5th Floor, Providence, RI 02903. If you have questions, please contact the following:

- Bias: Dr. Kevon R. Tucker-Seeley, 222-8494 (Kevon.Tucker-Seeley@ride.ri.gov).
- Mathematics: Patricia Carnevale, 222-8458 (Patricia.Carnevale@ride.ri.gov)
- Reading/Writing: Colleen O'Brien, 222-8474 (Colleen.OBrien@ride.ri.gov) or Diane Girard, 222-8479 (Diane.Girard@ride.ri.gov)

Contact Information: Please provide **all** information. Depending on weather or other possible changes that could affect scheduling, we may need to contact you.

Name: _____ Job Title: _____

School: _____ District: _____

Complete School Address: _____

School Phone Number: _____

Complete Home Address: _____

Home Phone Number: _____

Cell Phone Number: _____

Email Address: _____

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: _____; grade: _____)
- NECAP Item Review Team (content area: _____; grade: _____)
- Local GLE/GSE/AAGSE Team Trainer (content area: _____; grade: _____)
- Local Curriculum/GLE/GSE/AAGSE Alignment Team (content area: _____; grade: _____)
- Statewide Curriculum Development Team (content area: _____; grade: _____)
- Bias and Sensitivity Review (content area: _____; grade: _____)

Other: _____

2) Please check the appropriate boxes indicating the grade(s), content area(s), and group(s) of students you currently teach.

	K	1	2	3	4	5	6	7	8	9	10	11	12
ELL													
Low SES													
Mathematics													
Reading													
Science													
Writing													
Special Ed. Specialty:													
Other (please list):													

3) 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.

- Reading** Item Review Committee (Date you last participated: _____)
- Writing** Item Review Committee (Date you last participated: _____)
- Mathematics** Item Review Committee (Date you last participated: _____)
- Bias and Sensitivity** Committee (Date you last participated: _____)

4) Describe the work you have done with the GLE/GSE/AAGSEs and how they apply to your teaching and/or professional responsibilities.

I understand and agree to the terms in this commitment for participating in this committee:

Applicant's Signature: _____ Date _____

Principal's Signature: _____ Date _____