

NEW ENGLAND COMMON ASSESSMENT PROGRAM

Preparing Students for NECAP

Tips for Teachers to Share with Students

Grades 5 – 8 Reading and Mathematics

General Tips

- ✓ Students must use a #2 pencil throughout the Student Answer Booklet.
- ✓ The Student Answer Booklet has numbered answer spaces that correspond to the numbers of the questions in the Student Test Booklet. Students must make sure to match the number of the question they are answering to the number of the answer space in the Student Answer Booklet.
- ✓ The teacher will give out scratch paper to all students. Students can use this to help them solve problems or write rough drafts. If students use scratch paper, they must remember to write their final answers in the answer spaces provided in their Student Answer Booklets. If a question asks students to show their work, they should make sure to show it in the answer space provided in their Student Answer Booklets.
- ✓ Students may circle or underline words in their Student Test Booklets.
- ✓ Students may use highlighter in their Student Test Booklets, but **not** in their Student Answer Booklets.
- ✓ Students may use Post-it notes in their Student Test Booklets, but **not** in their Student Answer Booklets.

Multiple-Choice Questions

- ✓ Students will read a statement or a question, or look at a graphic, and then choose from four possible answers.
- ✓ In the reading test, sometimes the multiple-choice questions are about a passage, article, or poem. Students may go back to the passage, article, or poem to look for information that will help them choose the best answer.
- ✓ In the mathematics test, students can use the white space in the Student Test Booklet or scratch paper to do some work to help them pick the best answer.
- ✓ The picture below shows how to fill in the circle. Students should make sure the mark is dark and covers the whole circle.



Constructed-Response Questions

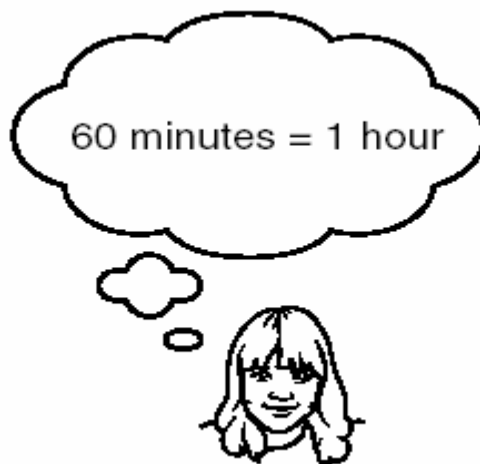
- ✓ A constructed-response question is one that asks the student to write, draw, or graph the answer.
- ✓ Students should always make sure that everything they write, draw, or graph is inside the bold black lines of the boxed answer space provided in the Student Answer Booklet. Answers outside the boxed spaces **will not** be scored.
- ✓ Remind students that they should always try to give their best answer to the question. Sometimes, their answers might not fill the whole answer space. This does not mean the answer is wrong. Students should use only as much space as they think they need.

If students need help...

- ✓ Make sure students understand the general test directions. Students should ask questions if they need to. They may ask for a direction to be repeated, but the teacher **cannot** help them answer any test question.
- ✓ On the mathematics test, if a student is having trouble reading a **single** word, he or she may ask the teacher to read the word. **Students may not ask the teacher to read numbers or math symbols, or to read sentences.**

Mathematics Think Bubbles

- ✓ There may be a “think bubble” next to some of the mathematics questions. The “think bubble” looks like the picture below and will contain information that may help students understand parts of the question.



Grades 5 & 8 Writing

General Tips

- ✓ Students must use a #2 pencil throughout the Student Answer Booklet.
- ✓ The Student Answer Booklet has numbered answer spaces that correspond to the numbers of the questions in the Student Test Booklet. Students must make sure to match the number of the question they are answering to the number of the answer space in the Student Answer Booklet.
- ✓ The teacher will give out scratch paper to all students. Students can use this to brainstorm or to write rough drafts. If students use scratch paper, they must remember to write their final responses in the answer spaces provided in their Student Answer Booklets. If a prompt asks students to show their work, they should make sure to show it in the space provided in their Student Answer Booklets.
- ✓ Writing will be scored for focus, organization, details, language structure, and conventions (grammar, usage, and mechanics). Remind students that they should always try to write their best responses to the prompts.
- ✓ When the students are finished, they should review their writing and make revisions and/or corrections as needed.
- ✓ Students may circle or underline words in their Student Test Booklets.
- ✓ Students may use highlighter in their Student Test Booklets, but **not** in their Student Answer Booklets.
- ✓ Students may use Post-it notes in their Student Test Booklets, but **not** in their Student Answer Booklets.

Session 1

Multiple-Choice Questions

- ✓ Students will read a statement or a question, and then choose from four possible answers.
- ✓ The picture below shows how to fill in the circle. Students should make sure the mark is dark and covers the whole circle.



Constructed-Response Questions

- ✓ A constructed-response question is a prompt that asks students to write a response.
- ✓ Students should always make sure that everything they write is inside the bold black lines of the boxed answer space provided in the Student Answer Booklet. If their writing goes outside of the boxed spaces, they **will not** get credit for their work.

Session 2

Extended-Response and Planning Questions

- ✓ Session 2 of the writing test contains a writing prompt and a planning box with questions. It may also have some text that the teacher will read aloud. Students should follow along as it is read aloud.
- ✓ The planning box will help students think about what to write for the writing prompt. The questions in the planning box are different for each type of writing. They may look like this:

16. What is the focus of your writing?

17. What are the supporting details?

18. What is the conclusion to your writing?

- ✓ Students do not need to write complete sentences in the planning box, but they should respond to each question with ideas that relate to their writing. The planning box is to help students organize their thoughts and to show their thinking. This box can be completed before writing the response to the prompt or after the response has been finished. What is written in the planning box is counted as part of students' scores.

If students need help...

- ✓ Make sure students understand the general test directions. Students should ask questions if they need to. They may ask for a direction to be repeated, but the teacher **cannot** help them answer any test question.
- ✓ On Session 1 of the writing test, if a student is having trouble reading a **single** word, he or she may ask the teacher to read the word. **Students may not ask the teacher to read sentences or passages.** Sentences or passages may be read to a student **only as an accommodation.** Session 2 of the writing test will be read fully to all students.