

**Grade 10
French Second
Language Literacy
Assessment Pilot
2006**

**Administrative Guidelines for
Teachers and Administrators**

**Evaluation Branch
Department of Education**

New  Brunswick

GENERAL ADMINISTRATIVE DETAILS

Timeframe for the assessment

Assessment materials should arrive by Thursday, April 20th, 2006.

The assessment will be administered on a flexible schedule from April 24-28. Schools may select the times that work best for the administration of the assessment with their classes. Students are allowed 90 minutes to complete the reading section of the assessment and 75 minutes for the writing. Additional time should be allocated for the reading of instructions and the filling in of student information on the answer sheets.

Return date: All assessment materials must be returned via courier no later than Monday, May 1, 2006.

Assessment Materials

Please check the assessment materials in your school package.

The assessment materials have been coded and assigned to specific individuals for tracking purposes. Each booklet and answer sheet has a student's name and a unique identification number. As a result, it is important that these be issued only to the student whose name appears on the front cover.

The assessment materials will be packaged in a single clear plastic bag. In each bag, there will be:

- a list of students;
- 2 assessment booklets for each student on the list (Part A Reading Comprehension and Part B Writing);
- answer sheets inside front cover of Part A – Reading Comprehension booklet;
- a brown envelope for the return of answer sheets; and
- extra copies of the assessment booklets.

If a student requires a new answer sheet or booklet, please ensure that the five-digit litho number on each booklet matches the one on the student's answer sheet. Please print the student's name on the white label in the upper right-hand corner of any extra booklets used.

If an assessment is required for an unregistered student, please complete the *Student Information Sheet* which is attached to each extra Part A assessment booklet. Ensure that the extra Part B booklet assigned to that student has the same litho number as shown on the Part A booklet and answer sheet.



If students have transferred to another school, return their unused booklets and answer sheets with the rest of the materials to the Department at the end of the assessment period. Please do not forward assessment materials to a student's new school; this would interfere with the tracking system.

Return of Materials

On the list of students, the column “reason for not writing” should be filled in by the test administrator for any student who does not complete the assessment.

Following the assessment, complete the information required on the Packing / Return-Packing Slip. Address labels and a prepaid Priority Post slip are enclosed in your school package. All materials (used and unused) should be returned in numerical order, in class sets. Place the list of students at the front of the package. Please ensure that all materials (used and unused) listed on the Packing / Return-Packing Slip are returned by Monday, May 1, 2006.

Contact the Evaluation Branch at 453-2744 if further information is required.

Security

Principals and teachers are responsible for the safekeeping of the assessment materials. Materials should be stored in a secure location. In fairness to all across the province, the assessment booklets should not be viewed until the day of their use. After each session, teachers should collect student booklets for safe storage.

Assessment materials are confidential. The photocopying of assessment materials is not permitted.

Assessment Format

Part A Reading Comprehension consist of seven reading passages with 40 selected response items. Students will be required to select the correct answer from four response choices. Part B Writing gives students a choice of four writing topics. Students are asked to select one topic and to complete the writing task.



Answer Sheets

Care in the handling of answer sheets is important so that they do not get bent, torn, folded, or worn around the edges.

Students should have HB pencils for filling in answers on their answer sheet.

Students should print their names in the designated boxes in Section 1 of the answer sheet, and bubble in their names. They should also fill in Sections 2, 3, and 5. The School Number and Student Identification Number can be found on each booklet label. (See the attached sample answer sheet.)

The Reading component has 40 selected response items which are to be answered on the answer sheet. The Writing component is to be done in the space provided in the Writing booklet.

Accommodations

Modifications to the administrative procedures may be considered to enable students with special needs to participate. As a general guideline, please follow the procedures used in your school to administer similar activities. See also the attached *Guidelines for Accommodations*.

Additionally, teachers will

- complete the form, "Class Record of Accommodations and/or Partial Exemptions" (please detach last page of this document) for their classes, detailing accommodations and partial exemptions for students requiring them. The names will be those of the same students who were identified by the school in February as requiring accommodations and/or partial exemptions;
- provide an explanatory note on the inside front cover of the booklet briefly outlining the reason for, and the nature of, the accommodation(s).

Test Preparedness

Encourage students to carefully consider and double check all choices when answering multiple-choice questions. They should not underestimate the challenge this type of question can offer, or the time it may take to answer. In all cases, they should be looking for the best answer from the options they have been given.



PART A - READING COMPREHENSION**Time allotted: 90 minutes**

No part of the Reading component other than the general instructions should be read or explained to any student. This includes special needs students.

No dictionaries or other aids may be used during the Reading component.

Distribute the Part A – Reading Comprehension booklets and answer sheets to students. Please note that the answer sheets are to be used only for Part A and should not be distributed when doing Part B – Writing.

Ask students to fill in sections 1, 2, 3, and 5 and bubble in their names on the answer sheets. No other sections should be filled in. Numbers 1 through 40 on Side 1 are reserved for answers to this component. No work should be done on the reverse side of the answer sheet.

Read and explain the directions found at the beginning of the assessment booklet. Once students are ready, begin the Reading component.

PART B - WRITING**Time allotted: 75 minutes**

Beginning on page 1, you may read any part of the writing instructions to the students, including the prompts on page 3.

The students are to work on their own, with access to standard classroom writing tools. Students are encouraged to use dictionaries and grammar aids, such as the *Bescherelle*, for the Writing component.

When students are ready, let them begin the Writing task.



DO NOT WRITE IN THIS SPACE

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SECTION 1 NAME (LAST, FIRST) KELLY SMITH	SECTION 2 SCHOOL NO. 00000000 00000000 00000000 00000000 00000000 00000000 00000000 00000000 00000000 00000000 00000000	SECTION 3 IDENTIFICATION NUMBER 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000	SECTION 4 TEST FORM 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000
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SECTION 5 SEX M <input type="radio"/> F <input type="radio"/>	SECTION 6 LEVEL 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/>
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New Brunswick
Department of Education
ANSWER SHEET

PART 1 – FOR MULTIPLE-CHOICE ITEMS
USE AN HB PENCIL, ONLY TO
MARK YOUR ANSWERS

1 (A) (B) (C) (D)	16 (A) (B) (C) (D)	31 (A) (B) (C) (D)	46 (A) (B) (C) (D)
2 (A) (B) (C) (D)	17 (A) (B) (C) (D)	32 (A) (B) (C) (D)	47 (A) (B) (C) (D)
3 (A) (B) (C) (D)	18 (A) (B) (C) (D)	33 (A) (B) (C) (D)	48 (A) (B) (C) (D)
4 (A) (B) (C) (D)	19 (A) (B) (C) (D)	34 (A) (B) (C) (D)	49 (A) (B) (C) (D)
5 (A) (B) (C) (D)	20 (A) (B) (C) (D)	35 (A) (B) (C) (D)	50 (A) (B) (C) (D)
6 (A) (B) (C) (D)	21 (A) (B) (C) (D)	36 (A) (B) (C) (D)	51 (A) (B) (C) (D)
7 (A) (B) (C) (D)	22 (A) (B) (C) (D)	37 (A) (B) (C) (D)	52 (A) (B) (C) (D)
8 (A) (B) (C) (D)	23 (A) (B) (C) (D)	38 (A) (B) (C) (D)	53 (A) (B) (C) (D)
9 (A) (B) (C) (D)	24 (A) (B) (C) (D)	39 (A) (B) (C) (D)	54 (A) (B) (C) (D)
10 (A) (B) (C) (D)	25 (A) (B) (C) (D)	40 (A) (B) (C) (D)	55 (A) (B) (C) (D)
11 (A) (B) (C) (D)	26 (A) (B) (C) (D)	41 (A) (B) (C) (D)	56 (A) (B) (C) (D)
12 (A) (B) (C) (D)	27 (A) (B) (C) (D)	42 (A) (B) (C) (D)	57 (A) (B) (C) (D)
13 (A) (B) (C) (D)	28 (A) (B) (C) (D)	43 (A) (B) (C) (D)	58 (A) (B) (C) (D)
14 (A) (B) (C) (D)	29 (A) (B) (C) (D)	44 (A) (B) (C) (D)	59 (A) (B) (C) (D)
15 (A) (B) (C) (D)	30 (A) (B) (C) (D)	45 (A) (B) (C) (D)	60 (A) (B) (C) (D)

Guidelines for Accommodations

1. School Principals are responsible for identifying students who will require accommodations in order to write this Provincial Assessment.
 2. Once the students who require accommodations are identified, they must be registered on the enclosed form, one student per form. A copy of each form submitted should be forwarded to the Director of Education of the school district.
 3. In most cases only persons who have been previously identified by the school district as exceptional students can qualify for accommodations.
 4. The following assistive technology or procedures may be requested to allow special needs students to be tested:
 - A. Large print tests
 - B. Braille versions
 - C. Extra time
 - D. Personal FM systems
 - E. Alternate location
 - F. Other*
- * Other forms of assistance may be required depending on the particular needs of the student.
5. Students on a Special Education Plan who require additional time to write an assessment may have it. The amount of time beyond one hundred percent extra will be determined on an individual basis by the school in cooperation with the Department of Education.



**Grade 10 French Second Language Literacy Assessment
Record of Accommodations and/or Partial Exemptions**

District # _____ School # _____ Name _____ Teacher Name _____

Student Name	ID Number	Accommodations	Partial Exemption <i>(Indicate Component)</i>

(Please photocopy if more space is required.)

Teacher Signature _____