



# **Provincial Mathematics Assessment at Grade 5**

**Administrative Guidelines for  
Principals and Teachers**

**June 2006**

**Department of Education  
Evaluation Branch  
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**These administrative guidelines should be read carefully prior to the administration date of the Provincial Mathematics Assessment at Grade 5.**

Consistency across the province is very important to the administration of this assessment. To ensure consistency, these guidelines have been prepared to clarify how the assessment is to be administered.

All materials must be kept in a secure area prior to the assessment.

Assessment materials are confidential. Photocopying of assessment materials is not permitted.

Contact the Evaluation Branch at **453-2744** concerning any problems.



## GENERAL ADMINISTRATIVE DETAILS

### Timeframe for the assessment

Assessment materials should arrive by Friday, June 2nd, 2006.

The assessment will be administered by classroom teachers on a flexible schedule between Wednesday, June 7th and Tuesday, June 13th.

The assessment should take approximately two 30- to 60-minute sessions to complete.

All materials must be returned via courier upon completion of the assessment.

### Assessment Materials

For identification purposes, assessment materials have been labeled by grade, program (English or French Immersion), student identification number, school/district number, school name, teacher name, student name and student gender.

Extra materials, if used, must have the appropriate information filled in on the booklet and mental math sheet labels. Please make sure that the 5-digit identification numbers, found on the upper right corner of the labels, are the same for the booklet and mental math sheets.

Materials may be shared within a school but not between schools. The school that receives the assessment materials must return them to the Department of Education.

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

- a class list;
- one assessment booklet for each student on the list;
- a brown envelope containing a class set of mental mathematics sheets;
- extra copies of the assessment booklets and mental mathematics sheets;
- a “Guide for Scribes”.

When the assessment has been completed, booklets are to be stacked together in numerical order.

All materials (used and unused) should be returned in the plastic bag that they were sent in. Place the class list at the front of the package. Bundle the unused materials separately and identify as such.

Teachers should give assessment materials to the school principal for return via courier.

The return package from top to bottom should include:

- the class list;
- a completed “Class Record of Accommodations and/or Partial Exemptions” (the record sheet to be used is the last page of this guideline booklet);
- one set of student booklets;
- one set of mental mathematics sheets in a brown envelope;
- unused materials.



## Security

Principals and teachers are responsible for the safekeeping of the assessment materials. Materials should be stored in a secure location. After each session, teachers should collect student booklets for safe storage.

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

In fairness to all across the province, the assessment booklets and mental math sheets should not be viewed until the day of their use.

## Accommodations and Exemptions

Teachers will complete the form, "Class Record of Accommodations and/or Partial Exemptions", detailing the accommodations and partial exemptions previously submitted to the Department of Education at the time of registration (please detach last page of this document). This form must be returned with the appropriate school information filled in even though accommodations or exemptions were not made.

If circumstances are such that the teacher determines it would be emotionally harmful for a student, who has not been exempted previously, to complete (an) assessment component(s), an onsite exemption may be made. The name of the child and the incomplete component(s) should be indicated on the "Class Record of Accommodations and/or Partial Exemptions" form. Please also note on the form that an onsite exemption was made.

## Test Preparedness

Nurture a positive mindset about the assessment. Encourage students to do their best and to answer as many questions as possible.

Encourage students to carefully consider all choices when answering multiple-choice questions. They should not underestimate the challenge this type of question can offer. In all cases, students should look for the best possible answer.

Please encourage students to respond as fully as possible – in complete sentences, where appropriate, and with due consideration of correct mechanics and spelling.

## Assessment Format

There are multiple-choice, open response and short answer questions on the assessment. Students will circle the correct response for multiple-choice questions. They will answer open response and short answer questions in the space given.

Students will complete 12 mental mathematics questions. These questions are on a single sheet of paper separate from the assessment booklets.



### Assessment Administration

**Assessment Schedule:** The assessment will be administered by classroom teachers on a flexible schedule between June 7th and June 13th. Schools may select the days and times that work best for the administration of the assessment with their classes.

The assessment booklets have been divided into two sections each consisting of 20 multiple-choice, four short answer and four open response questions. It is recommended that the two sections be completed on different days. These sessions will take between 30 and 60 minutes to complete. The Mental Mathematics component of the assessment consists of 12 questions and will take three minutes to complete.

**Session management:** Given the potential range of abilities within a class, it is expected that some students will finish an assigned section of the assessment earlier than others. Have materials for other activities on hand.

**Distribution of assessment booklets:** Student names are on the upper right corner of the booklet and mental mathematics sheet. If there is no booklet for a student, please fill in the appropriate information on the extra booklet and mental math sheet labels. Make sure that the 5-digit identification numbers, found on the upper right corner of the labels, are the same for the booklet and mental math sheet. Extra booklets may be shared within a school. If there still is a shortage of booklets, the booklets of students who have transferred out of the school may be used with the necessary corrections made to the label.

**Absentees:** Students who are absent during the administration of a particular section should complete it on another day.

### Multiple-Choice, Short Answer and Open Response Mathematics Questions

A teacher or reader may read mathematics questions to any student who has difficulty reading them. Do not read the questions to the whole class. No interpretation of any question should be made. Do not help students solve the questions, or explain the approach they should take.

Mathematics questions are not arranged from easiest to most difficult. Encourage the students to look at and attempt all questions in the booklet. Explain to students that they may not be able to do all of the questions and that they should not worry about a question they cannot do.

**Illustrations:** Remind students that for questions asking them to "explain" or "tell about", sketches can be used to support explanations. However, unless a question specifically requires attention to detail, children should not spend a lot of time illustrating their work.

**Manipulatives:** Students may use base ten materials, pattern blocks, miras, solids, cubes or any other manipulatives normally used in the instruction of mathematics. Protractors may not be used. If number fact charts (e.g., times tables) and number lines are on display, they should be removed or covered.

**Calculators:** Students may not use calculators.



**Administration of Parts 1 and 2 in the assessment booklets**

- Have manipulatives in plain view and ensure that students understand that they are allowed to use them.
- Distribute booklets to the students.
- Read the Instructions for Students prior to beginning Part 1.
- Tell students to complete that part of the assessment.
- When students are ready, let them begin.

**Mental Mathematics Questions**

The mental mathematics sheets are in the brown envelope in the assessment materials package.

There are 12 questions that students must answer in 3 minutes.

The teacher should have a stopwatch or a watch with a second hand in order to conduct the 3-minute timing.

Students may not use calculators.

**Administration of mental mathematics part of the assessment**

- Distribute the assigned mental mathematics sheet to each student.
- Tell students not to turn the sheet over until instructed to do so.
- Read and explain the General Instructions.
- When all students are ready, have them turn their sheets over and begin.
- Start the 3-minute timing. If you observe students working out the questions on their sheet instead of doing them mentally, ignore this fact and let them continue.
- At the end of the 3 minutes, instruct students to put down their pencils. Collect the mental mathematics sheets.







**PROVINCIAL ASSESSMENT AT GRADE 5**

**Class Record of Accommodations and/or Partial Exemptions**

**District #** \_\_\_\_\_ **School #** \_\_\_\_\_ **School Name** \_\_\_\_\_ **Teacher Name** \_\_\_\_\_

<b>Student Name</b>	<b>Student Identification Number</b>	<b>Accommodation(s)</b>	<b>Partial Exemption(s) (Indicate component)</b>

**Total Class Enrolment** \_\_\_\_\_

**Teacher Signature** \_\_\_\_\_