

**Middle Level
Mathematics
Assessment
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 Friday, June 2, 2006.

The assessment will be administered on June 12th and 13th. Schools may select the times that work best for the administration of the assessment with their classes. The assessment should take approximately two 90-minute sessions to complete.

Return date: All assessment materials must be returned via courier no later than Thursday, June 15, 2006.

Assessment Materials

Please check the assessment materials in your school package.

The booklets for each section of the assessment are grouped in plastic bags according to teacher. A class list accompanies the booklets for each section of this assessment. Within each bag, the booklets are individually labelled and arranged in numerical order. Extra assessment booklets and answer sheets are enclosed.

Each student will receive booklets for Section A (with an answer sheet and a formula sheet enclosed) and Section B. 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 Section A assessment booklet. Ensure that the extra Section B booklet assigned to that student has the same litho number as shown on the Section A booklet and answer sheet.

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

Section A of the assessment will consist of selected response items. Students will be required to select the correct answer from a number of response choices.

Section B is divided into three parts. Part 1, Mental Mathematics, consists of 12 questions to be answered during a two-minute time frame. Part 2, Non-calculator Mathematics, consists of a combination of selected response and constructed response questions. Students are to determine their own response for the constructed response questions. Part 3 consists of constructed response questions.

Assessment Schedule

The Middle Level Mathematics Assessment consists of two sections administered over a two-day period.

Day/Date	Section	Time Allotment
Monday June 12, 2006	Section A Selected Response Items	90 minutes
Tuesday June 13, 2006	Section B Part 1: Mental Mathematics Part 2: Non-calculator Mathematics Part 3: Constructed Response Items	2 minutes 20 minutes 60 minutes
<p>If required, students may have up to 20 minutes additional time to complete Section A or the constructed response questions in Section B. Up to 10 minutes of additional time may be given to complete the non-calculator questions in Section B.</p> <p style="text-align: center;">Make-up Date*: Wednesday, June 14, 2006</p>		

*Students who are absent during the administration of a particular section should complete it on the make-up date, June 14th. However, all assessment materials, completed and uncompleted, should be returned by June 15th.

Administrative Details

Manipulatives normally used in the mathematics class, such as miras, algebra tiles, fraction bars, etc., should be made available to students.

The use of calculators and formula sheets is encouraged for Section A and Section B, Part 3. On the other hand, Section B, Parts 1 and 2 are to be done without the use of calculators and formula sheets.

Students are responsible for providing their own HB pencil, eraser, and ruler when doing the assessment.

Students in the French Immersion program may answer the questions either in English or in French.



Assessment Administration

Monday, June 12: Section A

- Ask students to keep the assessment booklets closed when they first receive them.
- Distribute booklets for Section A. The enclosed bubble sheet is to be used for this section only. The enclosed formula sheet will be used for this section as well as for Section B, Part 3.
- Instruct students to fill out the required Sections 1, 2 and 3 on the answer sheets. This information is to be printed in uppercase letters in the boxes and also bubbled in the circles. Section 1 is student name (last name, followed by first name). Section 2 is the school number (the last 4 digits found in the district/school number on the labels of the student booklets). Section 3 is the nine-digit student identification number (also found on the labels). Students are not required to fill in Sections 4, 5 and 6 of the answer sheet.
- Remind students to completely blacken the answer spaces. Faint marks or partially filled spaces can create scoring problems. If students change an answer, they must erase completely the previous mark.
- Read the instructions for Section A out loud to the students.
- Begin Section A.
- Once the students have finished writing, collect the Section A booklets and answer sheets and place them in numerical order according to the five-digit litho number. Place the answer sheets in the envelope provided for them. Collect the formula sheets and keep them for use with Section B, Part 3.

Tuesday, June 13: Section B

- Distribute the Section B booklets.
- Read the instructions for Part 1 out loud and let students complete that part.
- Read the instructions for Part 2 and have the students complete the second part.
- Hand out the formula sheets before reading the instructions for Part 3. Let students begin the final part of Section B.
- Once the students have finished writing, collect the Section B booklets and put them in numerical order.

Return of Materials

On the class list, the column “reason for not writing” should be completed by the test administrator for any student who does not complete the assessment.

Following the completion of 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. Please ensure that all materials (used and unused) listed on the Packing / Return-Packing Slip are returned in numerical order on Thursday, June 15, 2006.

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

