

## District Writing Prompt Administration Procedures

**Dates for Assessment Administration:**                      **January and May**

**Instructions for January:** *(May is a revision of the January prompt.)*

1. **Timing:** January's writing *(or May's revisions)* should be completed in one sitting of approximately 30 minutes for early elementary students (grades K-2) and approximately 45 – 55 minutes for older students. Students who want to take more time should be allowed to finish at a later time, but time should not exceed 100 minutes.
2. **Paper:** Paper will be provided with the prompt. Students should use backs of paper or additional lined paper, if needed.

3. **January Directions from the Teacher:** *(May's directions are in parentheses.)*

You are going to take a test to see how well you can write a paper by yourself. *(You will now be revising the January prompt paper that you wrote earlier in the year.)* It is important that you do your best so that you can receive scores that show your skill.

Everyone will be working on the same writing prompt *(on the writing prompt "revision")* during this period of time. You will be working by yourself. You will have a class period (or, you will have \_\_\_\_\_ minutes) today to write. You will NOT have a specific time limit. If you run out of time, please talk with me.

Please clear your desks of everything except your pens or pencils. You may use a dictionary, a thesaurus, a spelling book or chart, and/or a grammar book. I have some, if you want to use them.

Please write your name, today's date and your teacher's name on the top of your paper. Think deeply about the prompt. You will be writing about the prompt on the paper that I have given you. *(Look at your January prompt. Make your corrections on the January paper. You may write over, erase, cross out, add more details, or change your January paper in any way. Then, you will rewrite the "revised" January paper as a final copy on the blank paper that I have provided to you.)*

**[Grades K-2]** You may use a second piece of paper to draw a story map, or you may jot down some words or phrases. You may use these ideas in your story. Using this second piece of paper is your choice. You do not need to hand it in with your writing.

**[For Grades 3-11]** I am also giving you a checklist to use when you are finished writing. Use the reminders on the checklist to go over your paper and make corrections. If you finish before other people, please read or draw quietly at your desk. Be sure to do your best work and check it "carefully" when you are finished. *(Use the same language in May.)*

4. **Scoring:** When students are finished, collect all papers. Staple a rubric to each paper. Circle scores for: Ideas, Organization, Style & Voice, Conventions AND give an overall, holistic score.
5. **Filing and Storage:** The January prompt must be saved for May. After May's data is recorded and sent to Inform, the pieces will either go to the next year's teacher (K-4<sup>th</sup>) or be returned to the student (5-12<sup>th</sup>).