

**Grade 12  
Applied Mathematics  
Standards Test**

**Administration Manual**

**June 2009**

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After the administration of this test, print copies of this resource will be  
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*Ce document est disponible en français.*

This manual is one of a series of documents, which are available on the Department's website at <[www.edu.gov.mb.ca/k12/assess/s\\_tests/index.html](http://www.edu.gov.mb.ca/k12/assess/s_tests/index.html)>.

- *Policies and Procedures for Standards Tests (2008/2009)*
- *Grade 12 Mathematics Standards Tests: Information Bulletin (2008/2009)*
- *Grade 12 Applied Mathematics Standards Test: Administration Manual (June 2009)*

These documents prepare teachers and administrators for the administration of the Grade 12 standards tests. Please use this manual in conjunction with the other documents in the series to gain a full understanding of the procedures associated with the testing program at Manitoba Education, Citizenship and Youth (“the Department”).

This manual must be read prior to administering the standards test. The rules and guidelines included must be strictly observed to ensure the consistency of standards test administration.

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## General Information

The Department develops the Grade 12 Applied Mathematics Standards Test in collaboration with teachers from across the province. This standards test is based on two documents: *Senior 4 Applied Mathematics: A Foundation for Implementation* (2000), which includes the 2002 update for Unit E: “Variability and Statistical Analysis,” and *Senior 4 Mathematics: Manitoba Curriculum Framework of Outcomes and Senior 4 Standards* (2001). Both documents are available at the Manitoba Text Book Bureau.

The standards test is locally marked and counts for 30% of each student’s final grade in the course. Test results will be released to students according to local policy on the date designated by local jurisdictions.

For information regarding who is required to write standards tests, see the *Policies and Procedures* manual.

**All schools should receive the test materials by June 1, 2009.** The number of test booklets sent to each school is based on the February 27, 2009, registration information provided by the school.

The Department supports local marking by

- training representatives from local jurisdictions to act as local marking coordinators
- collecting and scanning all *Scoring Sheets* (Inquiry Task) and *Answer/Scoring Sheets* (Written Test) from jurisdictions to provide them with test result summaries
- centrally marking a random sample of locally marked test booklets to provide feedback to jurisdictions on their local marking
- providing financial support for local marking to provincially funded jurisdictions

## Features of the test

- The Grade 12 Applied Mathematics Standards Test includes two parts: an Inquiry Task and a Written Test.
- There is no longer a formula sheet included in the test materials for student reference. Each student may bring a study sheet, prepared in advance, and refer to it during the Inquiry Task and Written Test. Both sides of an 8½" × 11" sheet may be used. This sheet may contain any information. Students may keep their study sheet after the first session and bring it back for the second test session. Please note that it is no longer necessary to send the student study sheets to the Department with the test materials.
- The Inquiry Task includes questions from two curriculum units. The two units assessed by the Inquiry Task for this school year are **Design and Measurement** and **Periodic Functions**.
- The Written Test includes questions from the six other curriculum units.
- The Inquiry Task counts for approximately 25% of the final mark of the standards test and the Written Test counts for approximately 75% of the final mark of the standards test.
- The main characteristic of the Inquiry Task is the investigative nature of the questions, which requires the student to engage in some reflection in order to solve problems. It includes only constructed-response questions that may be restricted-response, restricted-response with explanation, or open-response. There are no multiple-choice questions in the Inquiry Task.
- The Written Test includes multiple-choice questions as well as constructed-response questions.
- The Inquiry Task and the Written Test require the use of technology, such as a graphing calculator and/or computer software, depending on the tools for instruction used in the classroom.

## Test schedule

The following table summarizes the schedule for the Grade 12 Applied Mathematics Standards Test:

Date	Session	Preparation Time	Activity	Time Required for Test
Monday, June 8, 2009	1	15 minutes preparation and instructions	Inquiry Task	2 hours
Tuesday, June 9, 2009	2	15 minutes preparation and instructions	Written Test	2.5 hours

**The test must be written between 8:30 a.m. and 12:30 p.m., on Monday, June 8 and Tuesday, June 9, 2009.**

## Policies for Standards Tests

The *Policies and Procedures* manual, which was distributed to all schools, outlines current policies and procedures related to registration, administration, marking, and reporting results for standards tests.

### Adaptations

Schools were asked to identify and submit requests for test adaptations **at the time of student registration**. If any new adaptations are required after the test registration process, contact Barbara Riou, Assessment Consultant, at 945-4035 or toll-free at 1-800-282-8069, extension 4035. All adaptation requests must be approved before the student of concern writes the test.

**Note:** An adaptation must be requested for students who will require additional time.

### Exemptions

Schools are asked to report school-based exemptions **at the time of student registration**. If additional student exemptions are needed after the registration deadline, notify the Department as soon as possible. Exemptions are not normally granted after test administration, and will not be granted based on poor performance alone.

If the exemption falls outside the parameters included in the *Policies and Procedures* manual, the request should be submitted in writing to

Wenda Dickens, Coordinator  
Assessment Unit  
Instruction, Curriculum and Assessment Branch  
Manitoba Education, Citizenship and Youth  
1567 Dublin Avenue  
Winnipeg, Manitoba R3E 3J5

## Confidentiality of test materials

Once test materials are in the school, the school principal must ensure that they are kept secure until test administration.

All shrink-wrapped test packages are **not** to be opened until the day of the test.

Between test sessions, store test materials in a secure area of the school.

Test booklets must not be reproduced nor should information about the test be communicated in any way until the test administration has been completed.

The *Grade 12 Applied Mathematics Standards Test: Marking Guides (June 2009)* are to remain sealed in a secure area until the test administration has been completed. For information regarding retaining test materials, refer to the Return of Standards Tests to Students section of the *Policies and Procedures* manual.

## Student materials

Students will need the following materials during the test:

- an HB pencil
- an eraser
- a geometry set
- a graphing calculator and/or computer
- an 8½" × 11" individually-prepared study sheet
- 8½" × 11" paper provided by the classroom teacher during the test sessions upon request
- bilingual dictionaries (if required)

Students are not permitted to exchange materials or information during the test.

Access to Internet tools used in the everyday Applied Mathematics class, such as a mortgage payment calculator found on a financial institution website, or applets, is allowed during the test. The same measure applies to student-created templates, such as spreadsheets and programs downloaded to the graphing calculator during the school year. Use of the Internet to access course notes, find definitions, or search for conceptual information about the course is **strictly prohibited** during the test and must be monitored by the supervising teacher.

Students may choose to print their responses from the computer. In such cases, students are to indicate their booklet number on each page and remain seated at all times. The supervising teacher is responsible for distributing these printouts to students according to booklet number so that students can staple them in their booklets at the corresponding pages.

The following materials must **not** be used during the test:

- textbooks and other similar documents
- subject-related materials on display
- dictionaries

**Note:** Any electronic communication between students through phones, email, or file sharing during the test is **strictly prohibited**. Students will be asked to turn off cell phones and all other electronic devices for the duration of the test.

## Students leaving the room

Students are expected to remain in the room for the first half of each test session. Students may leave before that time in exceptional circumstances such as illness.

Any student who must temporarily leave the room must be accompanied by a replacement supervisor. This practice ensures that the supervising teacher can remain in the test room with the students at all times.

## Late arrivals

Students who arrive more than one hour after the test has started are not allowed to write the test. Students who arrive late but within the first hour of the test will be allowed to write the test, but no extra time is allowed. The exception will be if students arrive late for reasons beyond their control. Under these circumstances, the local jurisdiction may allow extra time to write the test. See also *Policies and Procedures*, section 4.2.1, if relevant.

## Student absences and changes to registration status

A standards test cannot be written at a later date and reported as a standards test result. The final mark for absent students must only be identified as a school-based mark. See also *Policies and Procedures*, section 4.1, for additional information.

If a student is absent for a test session, please indicate his or her absence on the *Attendance Form*. Please ensure that the information on the *Attendance Form* is accurate.

Students who formally refuse to write a standards test (by their own or by parental choice), or who are absent without a legitimate reason, will receive a mark of 0% on the test.

Please refer to the reason code list (see Appendix C) to select the most appropriate code for a student's absence or to indicate a change in registration status. The implications of assigning codes to students are articulated by category. There are three main categories:

**A: Report “no mark” for the standards test**

If the reason a student did not write the test is contained in the list under this category, then a result of “no mark” will be reported on the student's report card for the standards test and the student's final grade will be school-based (final grade is 100% school-based).

**B: Report a standards test result of 0%**

If the reason a student did not write the test is contained in the list under this category, then the student will receive a mark of 0% for the standards test (which counts for 30% of the student's final grade). Both the standards test mark of 0% and the final grade must be reported on the student's report card. Note that the Department excludes these students from summary reports of test results.

**C: Do not report a standards test result**

If the reason a student did not write the test is contained in the list under this category, then the standards test is not applicable to this student at this time.

## Violation of rules

The supervising teacher reads the *Test-Taking Rules* to students in advance of the first test session (see Appendix A).

Document any incidents of cheating, plagiarism, or any other violation of rules on the *Supervising Teacher Report* and on the *Irregular Test Booklet Report*. A copy of the *Irregular Test Booklet Report* can be found in the *Marking Guide*. Include the following information:

- the test booklet number
- a description of the circumstances, including available evidence

Should a violation of rules occur, the student is permitted to complete the test. The consequences of a violation of rules are a local decision. However, cheating and plagiarism result in a standards test mark of 0% (see *Policies and Procedures*, Section 9.1).

## Responding to student questions

Avoid providing any leading comments during the test. No explanations, translations, rephrasing, or clarifying statements may be provided about the test content. You can, however, provide clarification regarding test-taking rules and procedures.

## Damaged or misprinted materials

Any suspected error in wording should not be communicated to students unless specific instructions are received from the Department. Contact Barbara Riou, Assessment Consultant, at 945-4035 or toll-free at 1-800-282-8069, extension 4035, to report any such error.

Students will not be penalized for any error in printing or wording in the test booklets. Local marking coordinators will be advised of any known errors before the marking session. Return any unused damaged or misprinted booklet(s) with the reports and forms being sent to the Department immediately after the final test session.

### On test administration date

If a damaged or misprinted test booklet is discovered **at the start** of the test session,

- replace the damaged or misprinted test booklet with a new test booklet
- print “DAMAGED” on the test booklet cover and on the *Attendance Form*

### During test administration

If a damaged or misprinted test booklet is discovered **during** the writing of the test,

- give the student a new test booklet (the student keeps the damaged or misprinted test booklet until the end of the session). In the second session, the damaged or misprinted test booklet must not be handed back to the student.
- instruct the student to continue responding to test questions in the new test booklet
- collect both test booklets at the end of the test session and ensure that both booklets are kept together by bundling them with an elastic band
- cross out the existing booklet number on the new test booklet and change it to the original booklet number so that **all student responses are recorded under the original booklet number**
- indicate on the *Attendance Form* that two test booklets have been used for one student (see Appendix B)
- record the damaged or misprinted test booklet number on the *Supervising Teacher Report*

## Responsibilities of School Principals

- Contact Jeanie Skogan, Clerk, at 945-5641 or toll-free at 1-800-282-8069, extension 5641 if test materials are not in your school by **June 1, 2009**.
- Make sure that the test materials are stored in a secure area in the school and that the *Marking Guides* remain sealed until the test administration has been completed.
- Do not open the shrink-wrapped test packages until the day of the test.
- Provide supervising teachers with a listing of the MET numbers for the students registered to write the test. Call the Professional Certification and Student Records Unit at 1-800-667-2378 to obtain MET numbers for new students.
- Ensure that a replacement supervisor is available to accompany students who must temporarily leave the room during the test.
- Provide the test materials to the supervising teacher on each morning of the test.
- Distribute a copy of the *Marking Guide* to the teachers after the test administration has been completed.
- Advise the Department of school closures or suspended school bus transportation services that occur on the test date(s). Please contact Barbara Riou, Assessment Consultant, at 945-4035 or toll-free at 1-800-282-8069, extension 4035.

## Responsibilities of Supervising Teachers

**Note: Do not open the shrink-wrapped test packages until the day of the test.**

(✓)	<b>Advance preparations (upon receipt of test materials)</b>
	1. Ensure that
	– the test materials itemized on the <i>Packing List</i> have been received
	– the number of test booklets equals the number requested by the school plus the additional four booklets. If additional test materials are needed, contact Jeanie Skogan, Clerk, at 945-5641 or toll-free at 1-800-282-8069, extension 5641
	– a replacement supervisor is available to accompany students who must temporarily leave the room during the test
	– arrangements have been made to accommodate the adaptations approved for students
	– a list of MET numbers for students writing the test is available
	2. Ensure that all subject-related materials have been removed from the walls and boards.
	3. Notify students of the
	– time, location, and duration of each test session
	– <i>Test-Taking Rules</i> (see Appendix A)
	4. Inform students that they may use their 8½" × 11" study sheet during the test. They may keep their study sheet after the first day of the test and bring it back for the second day of the test.
	5. Ensure that you have extra supplies.
	6. Photocopy the <i>Supervising Teacher Report</i> if extra copies are needed.
	7. Review the sample forms in the Appendices of this document.

Session 1  
Session 2

**Note: Do not open the shrink-wrapped test packages until the day of the test.**

(✓)	Prior to test session
	1. Ensure that the following test materials are available:
	– <i>Grade 12 Applied Mathematics Standards Test: Inquiry Task (June 2009)</i> booklets
	– <i>Grade 12 Applied Mathematics Standards Test: Written Test (June 2009)</i> booklets
	– <i>Attendance Form</i>
	– <i>Update Form: Students without a Preprinted Demographic Data Form</i>
	– demographic data forms (preprinted and generic)
	– a list of MET numbers for students writing the test
	– <i>Scoring Sheets (Inquiry Task)</i>
	– <i>Answer/Scoring Sheets (Written Test)</i>
	– <i>Supervising Teacher Report</i>
	– <i>Teacher Feedback Form</i>
	2. Make a photocopy of the <i>Attendance Form</i> if you need to split a bundle of test booklets between classrooms. Adjust each copy of the <i>Attendance Form</i> to reflect the booklets being used in each classroom.
	3. Remove the following from the envelope labelled “Demographic Data Forms”:
	– preprinted demographic data forms in alphabetical order for every student with a MET number registered to write the test
	– copies of the generic demographic data form for students without a MET number at the time of registration or students dropping in on the test
	4. Sort the preprinted demographic data forms for distribution.
	5. Make arrangements as per school policy to ensure that students exempted from writing the test are accommodated in an alternative setting.

**Note: Shaded areas indicate that the step is not applicable to the session.**

Session 1	Session 2	(✓)	<b>Beginning the test session</b>
			1. Distribute the following:
			– <i>Inquiry Task</i> booklets
			– <i>Written Test</i> booklets Ensure that each student receives the correct test booklet by verifying that the booklet number corresponds to the student name recorded on the <i>Attendance Form</i> .
			– <i>Answer/Scoring Sheets</i>
			– demographic data forms (during Session 2, distribute as needed)
			2. Tell students that the <i>Attendance Form</i> will be circulated while they are working so they can print their names beside their test booklet number.
			3. Ask the students to read the instructions for completing the demographic data form, which are found on the form itself.
			4. Collect the demographic data forms.
			5. Read the <i>Test-Taking Rules</i> to students (see Appendix A).
			6. Read the “Description” and “Test Resources and Directions” from the <i>Inquiry Task</i> booklet to students (see page 1 in the test booklet).
			7. Read the “Description” and “Test Resources and Directions” (see page 1) and the “Directions” (see page 7) in the <i>Written Test</i> booklet to students.
			8. Ensure that students who missed the Inquiry Task are familiar with the test rules by giving them the opportunity to review the <i>Test-Taking Rules</i> (see Appendix A). Also ask the students to read pages 1 and 7 of the <i>Written Test</i> booklet.
			9. Remind students
			– to use the <i>Answer/Scoring Sheet</i> for responding to multiple-choice questions
			– to check over their work to ensure that all questions have been attempted
			– to pace themselves in writing the test
			– that they will not be able to return to the work from this session during the second session
			10. <b>Instruct students to begin. Record the start time on the <i>Supervising Teacher Report</i>.</b>

**Note: Shaded areas indicate that the step is not applicable to the session.**

Session 1  
Session 2

(✓)	During the test session
	1. Supervise the completion of the <i>Attendance Form</i> . Under “Student Attendance During Test Sessions,” record a “✓” for present. The names of absent students should <b>not</b> be written on the <i>Attendance Form</i> (see sample <i>Attendance Form</i> , Appendix B). <b>Note:</b> The <i>Attendance Form</i> is the only record connecting students’ identities to their test booklet.
	2. Ensure that each student who is absent for the first test session but present for the second session completes a demographic data form. Add the student’s name to the <i>Attendance Form</i> beside the test booklet number. Indicate that the student was absent for the previous session by recording an “A” on the <i>Attendance Form</i> .
	3. Verify that all the information on each demographic data form is accurately printed and shaded.
	<ul style="list-style-type: none"> <li>– Ensure that all requested information is included.</li> </ul>
	<ul style="list-style-type: none"> <li>– Place all used forms in order by test booklet number (<b>not</b> alphabetical order) followed by any unused forms in the labelled envelope provided.</li> </ul>
	<ul style="list-style-type: none"> <li>– Do not use elastic bands, staples, or paper clips on these forms as they may damage the sheets. <b>Do not seal the envelope.</b></li> </ul>
	4. Note the circumstances on the <i>Supervising Teacher Report</i> , if a student refuses to write or is present but completes no work.
	5. Advise students of the amount of time remaining by writing it on the board halfway through the test session.

**Note: Shaded areas indicate that the step is not applicable to the session.**

Session 1  
Session 2

(✓)	<b>Ending the test session</b>
	1. Ask students to insert their <i>Answer/Scoring Sheet</i> inside the front cover of the test booklet.
	2. Collect the test booklets. Extra paper printed out or used by a student must be stapled in the booklet at the appropriate page (or at the back page if used for miscellaneous calculations).
	3. Ensure that each student’s test booklet number matches the number on the <i>Answer/Scoring Sheet</i> , the <i>Attendance Form</i> , and the demographic data form as students submit their test materials.
	4. Place a check “✓” on the <i>Attendance Form</i> for each test booklet used (see sample <i>Attendance Form</i> , Appendix B).
	5. <b>Record the time students finish writing the test on the <i>Supervising Teacher Report</i>.</b> Do not include extra time given for late arrivals or adaptations.
	6. Stack the test booklets in order by booklet number.
	7. Keep the <i>Answer/Scoring Sheet</i> inside the front cover of each test booklet if marking is done at the classroom or school level. After marking, place all used <i>Answer/Scoring Sheets</i> in order by booklet number, followed by any unused sheets. Place the sheets in the labelled envelope provided. Do not seal the envelope.  Place all used <i>Answer/Scoring Sheets</i> in order by test booklet number, followed by any unused sheets if marking is conducted in a central location. Place the sheets in the labelled envelope provided. Do not seal the envelope.
	8. Complete and sign the <i>Supervising Teacher Report</i> . Note any unusual circumstances on this report.
	9. Review the list of reason codes (see Appendix C) and shade in the most accurate reason code on the preprinted demographic data form for all students who were absent for both sessions. <b>A test booklet number should not be shaded for this student.</b> All preprinted demographic data forms should have either a booklet number or a reason code.
	10. Record and shade in the appropriate drop-in code on the generic demographic data form for those students who were not included at the time of registration but were present to write the test. <b>Note:</b> Students who wrote the test but did not have a MET number at the time of registration do not require a drop-in code.
	11. Complete and check the <i>Update Form: Students without a Preprinted Demographic Data Form</i> if applicable. Use the reason codes provided (see Appendix C). <b>Note:</b> Students who originally registered without a MET number and did not write the test require only a drop-out code.

**Note: Shaded areas indicate that the step is not applicable to the session.**

		Session 1	Session 2
			12. Ensure that the number of check marks in the Inquiry Task and Written Test columns on the <i>Attendance Form</i> matches the number of test booklets and <i>Answer/Scoring Sheets</i> being submitted.
			13. Make a copy of the <i>Attendance Form</i> and <i>Supervising Teacher Report</i> to be retained by the school. If a centralized marking model is used, make an additional copy and forward it to the local marking site.
			14. Complete the <i>Teacher Feedback Form</i> .
			15. Return all test booklets and other test-related materials to the <b>secure area</b> in the school until the next session, marking, or until materials are forwarded to the local marking site.
			16. Send materials according to the instructions on the following pages.
			17. Obtain a copy of the <i>Marking Guide</i> and <i>Sample Request List</i> from the principal.
			18. Complete the <i>Changes Noted on the Demographic Data Forms</i> sheet, if applicable, and fax it to the Student Records Unit.

**Note: Shaded areas indicate that the step is not applicable to the session.**

## Points to Remember

- A replacement supervisor must be available to assist the supervising teacher.
- Store all test materials in a secure area in the school.
- Test booklets must remain shrink-wrapped until the day of test administration.
- Ensure that all test materials distributed to a student have the same test booklet number.
- Students may bring the same 8½" × 11" individually-prepared study sheet into both sessions.
- Students may use the Internet to access tools used in the everyday Applied Mathematics class.
- Students may **not** review or complete work from any previous session.
- Students registered for the test must either be assigned a test booklet number (if they wrote the test) or a reason code (if they did not write the test).

## Submitting materials on June 9, 2009 (at the end of the test)

If a centralized marking model is used, package the following materials and forward **to the local marking site** immediately after completion of the test.

- used test booklets
- *Scoring Sheets* (Inquiry Task)
- *Answer/Scoring Sheets* (Written Test)
- copy of the *Attendance Form*
- copy of the *Supervising Teacher Report(s)*
- *Sample Request List* (included with your marking package)

Supervising teachers are responsible for bringing their copy of the *Marking Guide* to the local marking site.

Regardless of the marking model, all other documentation should be returned **to the Department** after the final test session.

- original *Attendance Form*
- demographic data forms (in envelope provided)
- *Update Form: Students without a Preprinted Demographic Data Form*
- *Supervising Teacher Report*
- *Teacher Feedback Form* (this document may be returned after local marking)
- damaged or misprinted test booklets

**Note:** Individuals attending the local marking training session on Wednesday, June 10, 2009, may bring the documents mentioned above to the session, or send them by following the instructions below.

### **Schools within Winnipeg:**

The packages must be sent directly to the Department by calling Mid-Canada Courier **(989-5630)** and arranging for pick-up between **1:00 p.m. and 4:00 p.m.** on **June 9, 2009**. The person placing the call should quote **account number E901** and provide the school name, address, and the name of the contact person.

### **Schools outside of Winnipeg:**

The packages must be sent via Canada Post to the Department in the **Xpresspost Flexipack envelope** provided.

## Submitting materials after local marking

(Test materials are to be received by the Department, Instruction, Curriculum and Assessment Branch, 1567 Dublin Avenue, no later than Wednesday, June 17, 2009.)

When the centralized marking model is used, the **local marking coordinator** is responsible for sending the materials to the Department. When local marking is done at the classroom or school level, the **teacher** is responsible for sending the materials to the Department.

After local marking has been completed, prepare a package to be received by the Department no later than **Wednesday, June 17, 2009**. This will ensure there is sufficient time for processing prior to semester end.

The package must include:

- *Scoring Sheets* (Inquiry Task) and *Answer/Scoring Sheets* (Written Test) in the envelope provided
- test booklets requested by the Department (including substitute booklets)
- *Sample Request List* (included with your marking package)

### Jurisdictions within Winnipeg:

The packages must be sent directly to the Department by calling Mid-Canada Courier (**989-5630**). The person placing the call should quote **account number E901** and provide the jurisdiction name, address, and the name of the contact person.

### Jurisdictions outside of Winnipeg:

The packages must be sent via Canada Post to the Department in the **Xpresspost Flexipack envelope** provided.

If you must send a second package, photocopy the mailing address label and affix the copy to the second package. You must use a photocopy of the mailing address label, as it provides Canada Post with billing information. Ask the postal clerk for an additional bar code label to attach to the second package. Ensure that the school representative retains the bar code number in case the package must be tracked.

Return **all** *Scoring Sheets* and *Answer/Scoring Sheets*. Payment will be made according to the number of completed *Scoring Sheets* and *Answer/Scoring Sheets* that have been locally marked and received by the Department by Wednesday, June 17, 2009.



# Appendices



## Appendix A: Test-Taking Rules

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### Grade 12 Applied Mathematics Standards Test

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The supervising teacher is expected to read these rules to students at the beginning of the first test session:

- Check the title of your test booklet carefully. Today you will receive the *Inquiry Task* booklet and tomorrow you will receive the *Written Test* booklet.
- During the test sessions, do not proceed until instructed to do so.
- If you receive a damaged or misprinted test booklet, raise your hand and I will give you a new one.
- You must remain in the test room for the first half of each test session. You may leave before that time in exceptional circumstances, such as illness. Should you need to temporarily leave the room, you will be accompanied by a teacher.
- To write the test you should only have the test booklet, a demographic data form, an HB pencil, an eraser, a geometry set, a graphing calculator and/or computer, and your individually-prepared 8½" × 11" study sheet. For the Written Test you will receive an *Answer/Scoring Sheet* for responding to the multiple-choice questions. If you need extra paper, raise your hand and I will bring it to you. No other materials are permitted. Do not exchange test materials.
- You will not receive assistance from, nor give assistance to, another student. If you require something during the test, raise your hand.
- During the test, I can only help you with the directions, not the test questions.
- Do **not** identify yourself or your school, teacher, or town in your test booklet.
- You may not discard any materials. The test booklets must remain intact unless otherwise instructed. If you print your answers from the computer, ensure that your booklet number appears on each page. Remain seated and I will distribute the printouts to you. You may **not** leave the room with any materials pertaining to the test.
- For cheating, plagiarism, or unexcused absences you will receive a mark of 0% on the test.
- Remember to attempt all multiple-choice questions. Marks will not be deducted for incorrect responses.
- Rough calculations may be done in your booklet on the pages which state, "No marks will be awarded for work done on this page."
- Any electronic communication between students through phones, email, or file sharing during the test is **strictly prohibited**. Turn off your cell phone and any other electronic devices at this point.

## Appendix B: Sample Attendance Form

School Code: 9999  
 Somewhere School  
 Somewhere Address  
 Somewhere MB R0R 0R0

Page \_\_\_\_\_ of \_\_\_\_\_

### ATTENDANCE FORM—JUNE 2009

#### GRADE 12 APPLIED MATHEMATICS STANDARDS TEST

Booklet Number	Student Name <i>(please print)</i>	Student Attendance During Test Sessions		Inquiry Task Booklet Submitted for Marking <i>(check ✓)</i>	Written Test Booklet Submitted for Marking <i>(check ✓)</i>
		Inquiry Task	Written Test		
10001	Sandra Wong	✓	✓	✓	✓
10002	Kevin Melnychuk	✓	A	✓	
10003	DAMAGED				
10004	Dallas Severn	✓	✓	✓	✓
10005	Manuel Sousa	✓	✓	✓	✓
10006	Robert Gendron	✓	✓	✓	✓
<del>10007</del>	Used with 10005 (damaged)				
10008	Julie Curtis	A	✓		✓
10009	UNUSED				
<del>10010</del>	Used in another classroom				

*Note: Record a "✓" for students who are present and an "A" for students who are absent.*

Julie Paquin

Supervising Teacher's Name *(please print)*

**Please retain a copy of this form for your records. You will need a copy of this form to link your locally marked test with a student's name.**

## Appendix C: List of Reason Codes to Record Changes in Standards Test Student Registration Numbers

See the “Student absences and changes to registration status” section in this document for further information (page 5).

A: Report “no mark” for the standards test		B: Report a standards test result of 0%	
<b>Absent—Excused</b>		<b>Absent—Unexcused</b>	
02	did not write due to weather	01	arrived too late to write the test
03	family/personal reasons	07	student refused to write
04	medical/illness/accident	09	working
05	out-of-town activity (athletic/academic)	10	suspended
06	religious reasons	11	absent—no reason provided
17	excused—other (please specify)	18	unexcused—other (please specify)
<b>Exemptions</b>			
60	emotional/psychological condition or circumstances		
63	“phase d’accueil — bloc intensif” designation		
69	exemptions—other (please specify)		
C: Do not report a standards test result			
Withdrawn from course		Change of status	
22	dropped course	20	changed program
23	incarcerated/court	21	deceased
24	medical/illness/accident	50	already has credit
25	family/personal reasons	51	auditing the course
26	poor attendance/progress	52	exchange student (not seeking credit)
27	quit school	53	registered twice
28	expelled	54	projected registration—student not in course
29	withdrawn—other (please specify)	55	registered in wrong grade/course
<b>Deferred</b>		57	“M” credit designation
40	continuing course/program next year/semester	58	“E” credit designation
		59	errors in registration—other (please specify)
		Migrancy	
		90	transferred to another school within the province
		91	transferred to another school outside of the province
		99	migrancy—other (please specify)
Drop-Ins			
70	forgotten on original test registration	73	re-write (not currently enrolled in course)
71	late registration to course	79	drop-in—other (please specify)
72	transferred in from another school/province/country		