

**Grade 12 Consumer Mathematics
Standards Test**

Administration Manual

Semester 2, 2008/2009

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Manitoba Education, Citizenship and Youth
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purposes provided the source is cited.

After the administration of this test, print copies of this resource will be
available for purchase from the Manitoba Text Book Bureau. Order online
at <www.mtbb.mb.ca>.

This resource will also be available on the Manitoba Education, Citizenship
and Youth website at
<www.edu.gov.mb.ca/k12/assess/admin_manuals/index.html>.

Websites are subject to change without notice.

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>.

- *Policies and Procedures for Standards Tests (2008/2009)*
- *Grade 12 Mathematics Standards Tests: Information Bulletin (2008/2009)*
- *Grade 12 Consumer Mathematics Standards Test: Administration Manual (Semester 2, 2008/2009)*

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.

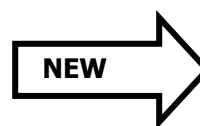
INQUIRIES

Diane Courcelles, Administrative Officer
Telephone: 204-945-0831
Toll-Free: 1-800-282-8069, ext. 0831
Email: diane.courcelles@gov.mb.ca

Chris Carman, Assessment Consultant
Telephone: 204-945-3411
Toll-Free: 1-800-282-8069, ext. 3411
Email: chris.carman@gov.mb.ca

Marielle Romanchuk, Clerk
Telephone: 204-945-5011
Toll-Free: 1-800-282-8069, ext. 5011
Email: marielle.romanchuk@gov.mb.ca

Look for changes.



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General Information

The Department develops the Grade 12 Consumer Mathematics Standards Test in collaboration with teachers from across the province. This standards test is based on *Senior 4 Mathematics: Manitoba Curriculum Framework of Outcomes and Senior 4 Standards* (2001). This document is 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 portfolio, project, and written test materials by March 25, 2009, April 9, 2009, and June 1, 2009, respectively. 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 from jurisdictions to provide them with test result summaries
- providing financial support for local marking to provincially funded jurisdictions

Features of the test

The Grade 12 Consumer Mathematics Standards Test consists of three components: a portfolio and a project valued at 30% each, and a written test valued at 40% of the total standards test mark. Overall, the standards test counts for 30% of each student's final mark. A formula for calculating a student's final mark is included in Appendix E.

English or French versions of the test are available for students enrolled in Grade 12 Consumer Mathematics (40S) or *Mathématiques du consommateur (40S), 12^e année*, respectively. The test is locally administered and locally marked.

The provincial standards test is consistent with the test specifications outlined in the *Information Bulletin*.

Test schedule

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

Date	Component	Preparation Time	Time Required for Administration
To be completed prior to June 10, 2009	Portfolio	as needed*	as needed*
Between April 20 and 27, 2009	Project	10 minutes preparation and instructions for each session	three 60-minute sessions**
Between 8:30 a.m. and 12:30 p.m. on June 10, 2009	Written Test	15 minutes preparation and instructions	90 minutes

The written test component must be written during a 90-minute period between 8:30 a.m. and 12:30 p.m. on Wednesday, June 10, 2009.

* See *Grade 12 Consumer Mathematics Standards Test: Portfolio Guide for Teachers (Semester 2, 2008/2009)* for further details.

** Includes one brainstorming session and two individual work periods.

Shipping schedule

The three components of the Grade 12 Consumer Mathematics Standards Test are sent to schools and school divisions in separate shipments each semester. The following table summarizes the shipping schedule for Semester 2.

Date	To: Schools/School Divisions
March 16, 2009	<p>Shipment 1: Early Semester</p> <ul style="list-style-type: none"> • <i>Grade 12 Consumer Mathematics Standards Test: Administration Manual (Semester 2, 2008/2009)</i> • <i>Grade 12 Consumer Mathematics Standards Test: Portfolio Folders (2008/2009)</i> • <i>Grade 12 Consumer Mathematics Standards Test: Portfolio Guide for Teachers (Semester 2, 2008/2009)</i> • <i>Portfolio Scoring Sheets</i> • Demographic data forms • <i>Attendance Form</i> • <i>Update Form: Students without a Preprinted Demographic Data Form</i> • <i>Supervising Teacher Report</i> • Letter to principals • <i>Updated Grade 12 Consumer Mathematics Standards Test: Written Test Resource Package (2008/2009) (1 copy)</i> • Letter to teachers
April 3, 2009	<p>Shipment 2: Mid-Semester</p> <ul style="list-style-type: none"> • <i>Grade 12 Consumer Mathematics Standards Test: Project Resource Packages (April 2009) (shrink-wrapped and numbered)</i> • <i>Grade 12 Consumer Mathematics Standards Test: Project Scoring Guide (April 2009) (to remain sealed and stored securely until the end of project administration)</i> • <i>Project Scoring Sheets</i> • Letter to principals
May 21, 2009	<p>Shipment 3: Late Semester</p> <ul style="list-style-type: none"> • <i>Grade 12 Consumer Mathematics Standards Test: Written Test Student Booklets (June 2009) (shrink-wrapped and numbered)</i> • <i>Grade 12 Consumer Mathematics Standards Test: Written Test Resource Packages (2008/2009) (unnumbered and not shrink-wrapped)</i> • <i>Grade 12 Consumer Mathematics Standards Test: Written Test Marking Guide (June 2009) (to remain sealed and stored securely until the end of test administration)</i> • <i>Written Test Scoring Sheets</i> • Labels for jurisdictions within Winnipeg OR Xpresspost Flexipack envelopes for jurisdictions outside Winnipeg • <i>Teacher Feedback Form</i> • Letter to principals

Date	To: Manitoba Education, Citizenship and Youth
To be received by the Department no later than June 17, 2009	One Shipment: End of semester for jurisdictions doing school-based marking <ul style="list-style-type: none"> • <i>Portfolio Scoring Sheets</i> • <i>Project Scoring Sheets</i> • <i>Written Test Scoring Sheets</i> • <i>Attendance Form</i> • Demographic data forms • <i>Update Form: Students without a Preprinted Demographic Data Form</i> • <i>Teacher Feedback Form</i> • <i>Supervising Teacher Report</i> • All damaged or misprinted booklets

Note: Please do not ship student booklets to Manitoba Education, Citizenship and Youth.

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 Chris Carman, Assessment Consultant, at 945-3411 or toll-free at 1-800-282-8069, extension 3411. 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.



Please note that the use of a bilingual dictionary (containing only translations and no definitions) is no longer an adaptation. Students are permitted to use this resource during the test.

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.

For information regarding retaining test materials, refer to the Return of Standards Tests to Students section of the *Policies and Procedures* manual.

Portfolio

The *Portfolio Guide for Teachers* may be opened by teachers at any time.

Project

The *Project Resource Packages* are to remain sealed until April 20, 2009. The *Project Scoring Guides* are to remain sealed in a secure area until the end of the project administration. All *Project Resource Packages (used or unused)* and all *Project Scoring Guides* must be accounted for and returned to a secure area in the school until April 27, 2009.

Written Test

The *Written Test Student Booklets* and the *Written Test Resource Packages* are to remain sealed in a secure area until June 10, 2009. All **used** test booklets must be accounted for and packaged for local marking. The *Written Test Marking Guides* are to remain sealed in a secure area until the end of the written test administration.

Student materials

Portfolio

Students should be instructed to work on their portfolios over time. It is recommended that extra copies of the reflection sheets be available to students. Refer to the *Portfolio Guide for Teachers* for specific details on materials students can use.

The *Portfolio Folders* (with preprinted test booklet numbers) should be kept in a secure area in the school until students are ready to insert their reflection sheets with work samples and submit them for marking.

Project

The *Project Resource Package* contains sufficient research materials for students to complete the project. Although students may research ideas between work periods, they may not bring project-related materials in or out of the classroom. All *Project Resource Packages* must remain in a secure area in the school at all times. No material may be reproduced, removed from the classroom, or brought into the classroom for the project sessions. Refer to the *Project Resource Package* for specific details on materials students can use.

In cases where a teacher uses a computer lab during the project, students must not have access to the Internet. Students are not permitted to email project files, post files on web pages, save files to portable memory devices, or the like to prohibit the electronic transfer of project information. Please note that students are not required to word-process their projects. While word processing enhances the overall look of the project, not all students have access to this resource and should not be penalized with a reduction of marks.

At the end of the third session, students must submit their handwritten, typed, or printed project reports together with their *Project Resource Packages*. Student names should not appear on submitted materials. After April 27, 2009, teachers may review the *Project Resource Packages* with students, but these packages should be retained by the teachers until final marks have been released.

Written Test

Students may use the following materials during the written test:

- HB pencil
- eraser
- ruler
- scientific calculator

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

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

- cell phone calculators or calculators found on PDAs
- graphing calculators
- classroom notes, textbooks, and other such materials
- 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 a minimum of 45 minutes from the start of the written test. 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 after the halfway point of the written test session are not permitted to write and are considered absent unless otherwise stipulated (see section 4.2.1 of *Policies and Procedures*). Students who arrive late but within the first half of the written test are allowed to write the test. In this case, the supervising teacher may allow the student additional time corresponding to the amount by which the student was late as long as there is continuous supervision.

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.

A student must complete a minimum of 70% of the Grade 12 Consumer Mathematics Standards Test (the written test plus one other component) in order to meet the standards test requirements. A student who missed part of the test will be marked absent for that component on the *Attendance Form*.

Portfolio

At the discretion of the classroom teacher, rescheduling an interview or renegotiating a written submission due date is permitted, provided the portfolio component is completed no later than June 10, 2009.

Project

Students absent for any of the three sessions of the project component of the standards test may be permitted a makeup session at the discretion of the classroom teacher. Makeup sessions must be completed within the prescribed testing dates for this component (from April 20 to April 27, 2009).

Written Test

The written test **cannot** be administered at a later date or time and reported as a standards test result.

Students who are absent on the day of the written test are governed by school or school division policy concerning student absences during final tests. The final mark for these students must be identified as a **school-based assessment only**.

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 D) 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.

Student transfers from one school to another

Transfers in

When a student transfers into the school after completing the portfolio or project component at another school, record the new student on the *Update Form: Students without a Preprinted Demographic Data Form* and enter the reason code on the demographic data form. The student completes a generic demographic data form. The receiving school should request the **original Portfolio Scoring Sheet** or the *Project Scoring Sheet*, as applicable, from the previous school. The receiving school will need the scoring sheets to calculate a final mark for the Grade 12 Consumer Mathematics Standards Test.

The Department will combine the marks for the student from both schools to create a report for the school in which the student is currently registered.

Departmental funding for each locally marked test will be based on where the student completed the written test.

Transfers out

When a student transfers out of the school after completing the portfolio or project component, record the student's name on the *Update Form: Students without a Preprinted Demographic Data Form* and enter the reason code on the demographic data form.

Provide the receiving school with the **original** scoring sheets. The receiving school will need the mark on the portfolio or project component to calculate a final mark for the Grade 12 Consumer Mathematics Standards Test.

Violation of rules

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

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

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 *Written Test 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 Chris Carman, Assessment Consultant, at 945-3411 or toll-free at 1-800-282-8069, extension 3411, 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)

- instruct the student to continue responding to test items 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 C)
- record the damaged or misprinted test booklet number on the *Supervising Teacher Report*

Responsibilities of School Principals

- Contact Marielle Romanchuk, Clerk, at 945-5011 or toll-free at 1-800-282-8069, extension 5011 if the portfolio, project, or written test materials are not in your school by **March 25, 2009, April 9, 2009, or June 1, 2009, respectively.**
- Make sure that the test materials are stored in a secure area in the school and that the marking and scoring 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 and scoring guides 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 Chris Carman, Assessment Consultant, at 945-3411 or toll-free at 1-800-282-8069, extension 3411.

Responsibilities of Supervising Teachers

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

Portfolio	Project	Written	(✓)	Advance preparations (upon receipt of test materials)
				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 Marielle Romanchuk, Clerk, at 945-5011 or toll-free at 1-800-282-8069, extension 5011
				– 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 (Project)</i> (see Appendix A)
				– <i>Test-Taking Rules (Written Test)</i> (see Appendix B)
				4. Ensure that you have extra supplies.
				5. Photocopy the <i>Supervising Teacher Report</i> if extra copies are needed.
				6. Photocopy sufficient quantities of the <i>Student Organizer Sheet</i> and reflection sheets:
				– <i>Student Organizer Sheet</i> (one per student)
				– <i>Career/Life Project Reflection Sheet</i> (one per student)
				– <i>Personal Income Tax Form Reflection Sheet</i> (one per student)
				– <i>Design and Measurement Reflection Sheet</i> (one per student)
				– <i>Student Choice—Reflection Sheet</i> (two per student)
				7. Review the sample forms in the appendices of this document.

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

Portfolio	Project	Written	(✓)	Prior to test session
				1. Ensure that the following materials are available:
				– <i>Portfolio Guide for Teachers</i>
				– <i>Portfolio Folders</i> (one per student, preprinted with individual student booklet numbers)
				– <i>Student Organizer Sheets</i> (one per student)
				– <i>Career/Life Project Reflection Sheets</i> (one per student)
				– <i>Personal Income Tax Form Reflection Sheets</i> (one per student)
				– <i>Design and Measurement Reflection Sheets</i> (one per student)
				– <i>Student Choice Reflection Sheets</i> (two per student)
				– <i>Portfolio Scoring Sheets</i>
				– <i>Project Resource Packages</i>
				– <i>Project Scoring Sheets</i>
				– <i>Written Test Student Booklets</i>
				– <i>Written Test Resource Packages</i>
				– <i>Written Test Scoring Sheets</i>
				– <i>Attendance Form</i>
				– list of MET numbers for students writing the test
				– <i>Update Form: Students without a Preprinted Demographic Data Form</i>
				– demographic data forms (preprinted and generic)
				– <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 “ <i>Demographic Data Forms</i> ”:
				– 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 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.

Portfolio	Project	Written	(✓)	Beginning the test session
				1. Distribute the following:
				– demographic data forms (one per student)
				– <i>Portfolio Folders</i> (one per student)
				– <i>Student Organizer Sheets</i> (one per student)
				– <i>Career/Life Project Reflection Sheets</i> (one per student)
				– <i>Personal Income Tax Form Reflection Sheets</i> (one per student)
				– <i>Design and Measurement Reflection Sheets</i> (one per student)
				– <i>Student Choice Reflection Sheets</i> (two per student)
				– <i>Project Resource Packages</i>
				– <i>Written Test Student Booklets</i>
				– <i>Written Test Resource Packages</i>
				2. Tell students that the <i>Attendance Form</i> will be circulated while they are working so they can print their names beside their booklet number.
				3. Ensure that each student receives the correct test booklet by verifying that the test booklet number corresponds to the student name recorded on the <i>Attendance Form</i> .
				4. Ask the students to read the instructions for completing the demographic data form, which are found on the form itself.
				5. Collect the demographic data forms.
				6. Instruct students to write their test booklet number on each of their portfolio reflection sheets as well as on their project. (This number is also used for the written test.)
				7. Collect the <i>Portfolio Folders</i> .
				8. Read the <i>Test-Taking Rules (Project)</i> to students (see Appendix A).
				9. Read the <i>Test-Taking Rules (Written Test)</i> to students (see Appendix B).
				10. Ensure that any students who missed a previous project session are familiar with the test rules by giving them the opportunity to review the <i>Test-Taking Rules (Project)</i> .
				11. Begin the project brainstorming session.
				12. Allow students to orally share ideas related to the project (first session only). Maintain an orderly discussion.

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

Portfolio	Project	Written	
			13. Remind students
			– which scoring approach will be used for the portfolio component (interview approach or written submissions)
			– to check over their work to ensure that all questions have been attempted
			– that they must submit the portfolio reflection sheets with five work samples prior to June 10, 2009
			– that they must submit their project at the end of the third session
			14. Instruct students to begin. Record the start time on the <i>Supervising Teacher Report</i>.
	(✓)		During the test session
			1. Supervise the completion of the <i>Attendance Form</i> . Record a “✓” for present. The names of absent students should not be written on the <i>Attendance Form</i> (see sample <i>Attendance Form</i> , Appendix C). Note: 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 a subsequent 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(s) 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.
			– Ensure that all requested information is included.
			– Place all used forms in order by test booklet number (not alphabetical order) followed by any unused forms in the labelled envelope provided.
			– Do not use elastic bands, staples, or paper clips on these forms as they may damage the sheets. Do not seal the envelope.
			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.

Portfolio	Project	Written	(✓)	Ending the test session
				1. Redistribute the <i>Portfolio Folders</i> . Ensure that each student receives the correct folder by verifying that the student's folder number matches the number on the <i>Attendance Form</i> . Ask students to put their portfolio materials in the folder.
				2. Collect the test materials.
				3. Ensure that each student's test booklet number matches the number on 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 C).
				5. Record the time students finish writing the test on the <i>Supervising Teacher Report</i>. Do not include extra time given for late arrivals or adaptations.
				6. Stack the test booklets in order by booklet number.
				7. Place all used scoring sheets in order by test booklet number, followed by any unused sheets. Place these 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 D) and shade in the most accurate reason code on the preprinted demographic data form for all students who were absent for all sessions. A test booklet number should not be shaded for this student. 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. Note: 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 D). Note: 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.

Portfolio	Project	Written	
			12. Ensure that the number of check marks in each column on the <i>Attendance Form</i> matches the number of test booklets and scoring sheets for each component 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 secure area in the school until the next session, marking, or 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 scoring or marking guide 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 not have access to their *Project Resource Packages* and related notes between sessions.
- Students may not bring anything produced outside of class into the test sessions.
- 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

Centralized marking model

Before marking

Package and forward the following materials **to the local marking site** after completion of the test on June 10, 2009:

- used test booklets
- *Portfolio Scoring Sheets*
- *Project Scoring Sheets*
- *Written Test Scoring Sheets*
- original *Attendance Form*
- demographic data forms (in envelope provided)
- *Update Form: Students without a Preprinted Demographic Data Form*
- *Supervising Teacher Report*
- *Teacher Feedback Form*
- damaged or misprinted test booklets

Supervising teachers are responsible for bringing their copy of the marking guide to the local marking site.

The local marking coordinator is responsible for sending the materials to the Department.

School-based and classroom-based marking models (all three components marked by classroom teacher)

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 **June 17, 2009**. This will ensure there is sufficient time for processing prior to semester end.

The package must include:

- original *Attendance Form*
- demographic data forms (in order by test booklet number in envelope provided)
- *Update Form: Students without a Preprinted Demographic Data Form*
- *Supervising Teacher Report*
- *Teacher Feedback Form*
- *Portfolio Scoring Sheets*
- *Project Scoring Sheets*
- *Written Test Scoring Sheets*
- damaged or misprinted test booklets

Shipping materials to the Department

Schools within Winnipeg:

The packages must be sent directly to the Department by calling Mid-Canada Courier (989-5630) and arranging for pick-up. 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.

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. Payment will be made according to the number of completed scoring sheets that have been locally marked and received by the Department by June 17, 2009.

Appendices

Appendix A: Test-Taking Rules (Project)

Grade 12 Consumer Mathematics Standards Test

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

- During this test session, 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.
- After the initial brainstorming session, you will not receive assistance from, nor give assistance to, another student. If you require something during the test, raise your hand.
- Do **not** identify yourself or your school, teacher, or town in your test booklet.
- You may not discard any materials. The test booklet must remain intact unless otherwise instructed. Any extra paper or printouts used must be stapled into the test booklet on the appropriate page. 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.
- 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: Test-Taking Rules (Written Test)

Grade 12 Consumer Mathematics Standards Test

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

- During this test session, 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 until **45 minutes** of test time has elapsed. 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 a *Written Test Student Booklet*, a *Written Test Resource Package*, an HB pencil, an eraser, a ruler, and a scientific calculator. No other materials are permitted. Do not exchange test materials or calculators.
- 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 booklet must remain intact unless otherwise instructed. Any extra paper or printouts used must be stapled into the test booklet on the appropriate page. 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.
- 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 C: Sample Attendance Form

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

Page _____ of _____

ATTENDANCE FORM (SEMESTER 2, 2008/2009)

Grade 12 Consumer Mathematics Standards Test								
Booklet Number	Student Name <i>(please print)</i>	Demographic Data Form Submitted (check ✓)	Portfolio ³ Submitted (check ✓)	Student Attendance During Project Sessions ¹			Project ³ Submitted (check ✓)	Written Test ² Booklet Submitted (check ✓)
				S1	S2	S3		
10001	SANDRA WONG	✓	✓	✓	✓	A	✓	
10002	KEVIN MELNYCHUK	✓	✓	✓	A	A	NS	✓
10003	DAMAGED							
10004	DALLAS SEVERN	✓	✓	✓	✓	A	✓	✓
10005	MANUEL SOUSA	✓	NS	✓	A ^M	✓	✓	✓
10006	ROBERT SMITH	✓	✓	✓	✓	✓	✓	✓
10007	UNUSED							
10008	Used with 10004 (damaged)							
10009	Used in another classroom							
10010	Used in another classroom							

¹ For each project session, record a "✓" for present. An "A" indicates a student is absent. "A^M" indicates student absence and makeup session held later. Makeup sessions may be conducted at the classroom teacher's discretion for the project component only between April 20 and 27, 2009.

² There are no makeup sessions for the written test, which must be written between 8:30 a.m. and 12:30 p.m. on June 10, 2009.

³ If no work is submitted for the portfolio or the project but the student writes the written test, "NS" must be written in the corresponding box.

Gail Cronkite

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 D: 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 7).

A: Report “no mark” for the standards test	
Absent—Excused	
02	did not write due to weather
03	family/personal reasons
04	medical/illness/accident
05	out-of-town activity (athletic/academic)
06	religious reasons
17	excused—other (please specify)
Exemptions	
60	emotional/psychological condition or circumstances
63	“phase d’accueil — bloc intensif” designation
69	exemptions—other (please specify)

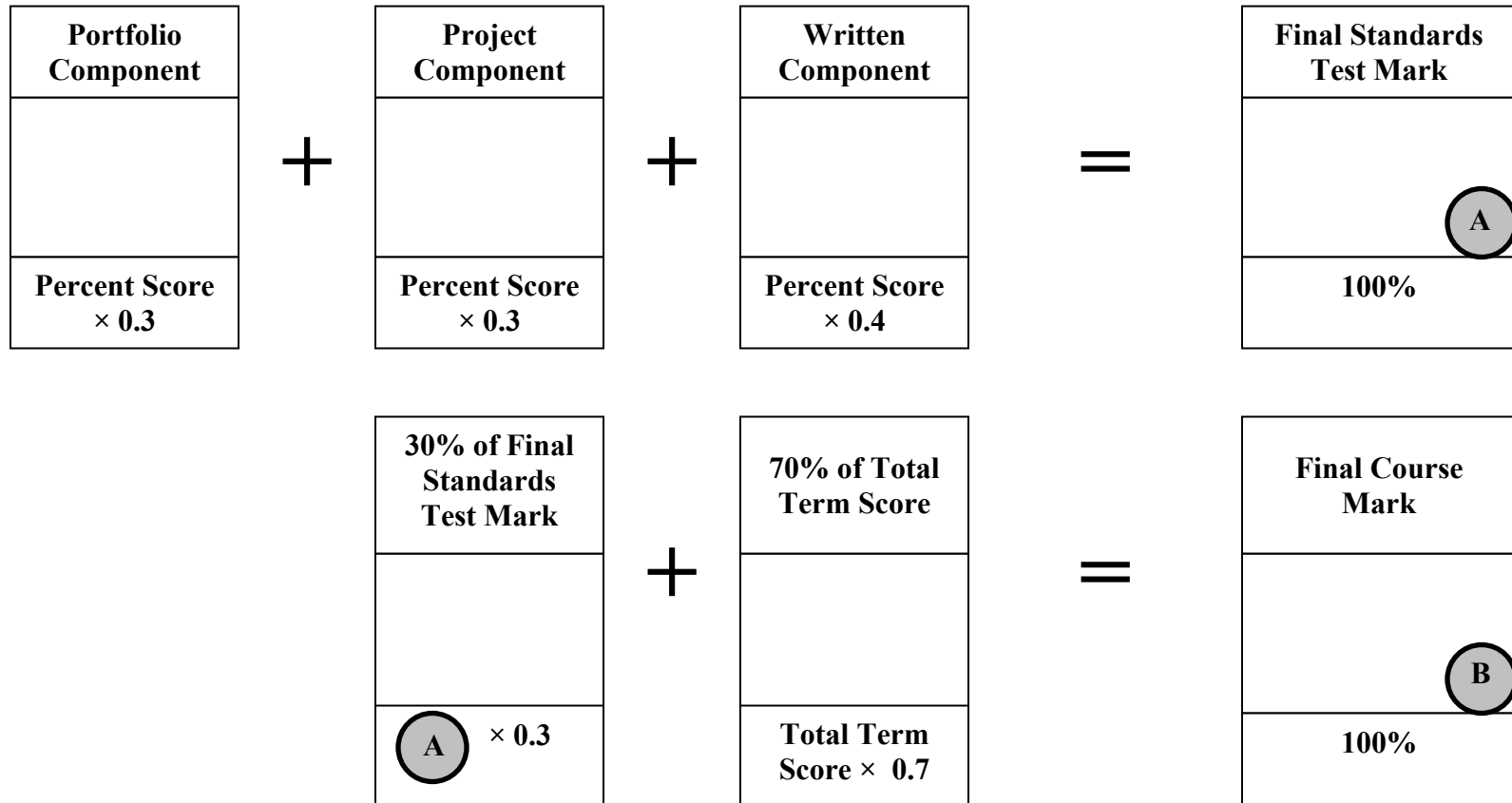
B: Report a standards test result of 0%	
Absent—Unexcused	
01	arrived too late to write the test
07	student refused to write
09	working
10	suspended
11	absent—no reason provided
18	unexcused—other (please specify)

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
Deferred		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		

Appendix E: Calculating the Final Mark

for students who have completed the written test and at least one other component of the standards test



Final Standards Test Score (A) to be reported separately from Final Course Mark (B) on students' final report cards.