

Grade 12 English Language Arts
Standards Test

Administration Manual

June 2009

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basis for educational 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 is also 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.

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 English Language Arts Standards Test: Information Bulletin (2008/2009)*
- *Grade 12 English Language Arts 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 registration package and 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.

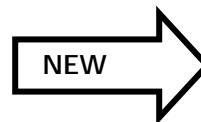
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Look for changes.



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General Information

The Department develops the Grade 12 English Language Arts Standards Test in collaboration with teachers from across the province. This standards test is based on *Senior 4 English Language Arts: Manitoba Curriculum Framework of Outcomes and Senior 4 Standards* (2000). 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.

Marking instructions will be provided by the Department at the local marking training session immediately following test administration.

All schools should receive the test materials by Thursday, May 21, 2009. The number of test booklets sent to each school is based on the Friday, 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 *Process Booklet* and *Responding to Text Marker Sheets* 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 English Language Arts Standards Test will take place over four consecutive school days as the following section indicates.

The standards test will total 95 marks.

Connecting Ideas can be done on any day, but has been listed as an activity for Day 2 in the test schedule.



Extra Pages are now provided at the back of the *Process Booklet* and *Responding to Text*. Students will place all answers requiring more space on these pages. Note these pages are not tear-out. If an additional *Extra Page* is needed, please photocopy an *Extra Page* from an unused booklet. All photocopied *Extra Pages* should be stapled to the *Extra Page* section in the booklet.

Test schedule

The following table summarizes the schedule for the Grade 12 English Language Arts Standards Test:

Date	Day	Preparation Time	Activity	Time Required for Test
Monday June 1, 2009	1	20 minutes	Exploring the Theme <ul style="list-style-type: none"> • Activating Thoughts • Reading and Viewing Texts • Recording Ideas from Texts • Clarifying Thoughts With Others (Group Discussion) 20 minutes Responding to Text Previewing Connecting Ideas and the Writing Task	180 minutes
Tuesday, June 2, 2009	2	15 minutes	Connecting Ideas Planning and Developing a Written Text <ul style="list-style-type: none"> • Planning Content • Planning Writing Variables • Drafting 	60 minutes
Wednesday, June 3, 2009	3	15 minutes	Developing a Written Text <ul style="list-style-type: none"> • Revising and Editing Reflecting	60 minutes
Thursday, June 4, 2009	4	15 minutes	Recording Writing Variables Writing the Final Copy Proofreading	60 minutes

An adaptation should be requested for students who require additional time.

The test must be completed within these four days to be reported as a standards test.

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 Heather Lytwyn, Assessment Consultant, at 945-6044 or toll-free at 1-800-282-8069, extension 6044. 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 on the *Student Exemption Report* 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.

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.

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

Student materials

Students may use the following materials during the test:

- HB pencil
- eraser
- highlighter pen
- blue or black pen
- English or bilingual dictionary
- thesaurus
- grammar handbook

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

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

- light coloured gel pens
- computer

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

Students leaving the room

On Day 1, students are expected to remain in the room for a minimum of 90 minutes from the start of each test session. For Days 2 to 4, students should remain in the room for a minimum of 45 minutes from the start of the 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 late for the test should be allowed to enter the test room.

Late arrivals must be advised of the test rules. They may read your copy of the *Test-Taking Rules* (see Appendix A) before receiving their test materials.

At the teacher's discretion, a student who arrives late may continue writing past the end of the test session to compensate for time missed. The teacher must remain in the test room to supervise the student.

Clarification

Grammar handbooks deal strictly with grammatical rules (e.g., rules dealing with capitalization, punctuation). Writing handbooks, which give tips on how to write various forms, are not permitted.

Student absences and changes to registration status

A student who misses a test session will be recorded as absent on the *Attendance Form*. At the supervising teacher's discretion, a makeup session can be provided. The teacher must supervise the makeup session between June 1–4, 2009, and indicate on the *Attendance Form* that a makeup session occurred (see Appendix B).

- If a makeup session is offered after the scheduled dates (June 1–4, 2009), the student's test result **cannot** be reported as a standards test mark.
- If a student does not complete the entire *Responding to Text* booklet or the Writing Task because of legitimate absence on one or more days, the final mark may be identified as a school-based mark and is **not** recorded as a standards test mark.

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 *Grade 12 English Language Arts Standards Test: Scoring Rubrics (June 2009)* and *Grade 12 English Language Arts Standards Test: Information for Local Marking (June 2009)*. 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, unless otherwise specified. 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 Heather Lytwyn, Assessment Consultant, at 945-6044 or toll-free at 1-800-282-8069, extension 6044, 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 subsequent session(s) the student may use the damaged test booklet to refer to notes made prior to the error being discovered.
- 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 Linda Brennan, Clerk, at 945-5087 or toll-free at 1-800-282-8069, extension 5087, if test materials are not in your school by **Thursday, May 22, 2009**.
- Make sure that the test materials are stored in a secure area in the school and kept confidential 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.
- Advise the Department of school closures or suspended school bus transportation services that occur on the test date(s). Please contact Heather Lytwyn, Assessment Consultant, at 945-6044 or toll-free at 1-800-282-8069, extension 6044.

Responsibilities of Supervising Teachers

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

(✓)	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 4 booklets. If additional test materials are needed, contact Linda Brennan, Clerk, at 945-5087 or toll-free at 1-800-282-8069, extension 5087
	NOTE: DO NOT OPEN THE SHRINK-WRAPPED PACKAGES UNTIL THE MORNING OF THE TEST.
	– a replacement supervisor is available on standby 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. Ensure that you have extra supplies.
	5. Photocopy the <i>Supervising Teacher Report</i> if extra copies are needed.
	6. Review the sample forms in the Appendices of this document.

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:
	<ul style="list-style-type: none"> – <i>Grade 12 English Language Arts Standards Test: Process Booklet (June 2009)</i> <p>Note: <i>Draft Paper</i> is located at the back of this booklet and is to be torn out for student use.</p>
	<ul style="list-style-type: none"> – <i>Grade 12 English Language Arts Standards Test: Responding to Text (June 2009)</i>
	<ul style="list-style-type: none"> – <i>Attendance Form</i> <p>Note: No longer shrink-wrapped with the <i>Process Booklet</i>.</p>
	<ul style="list-style-type: none"> – <i>Update Form: Students without a Preprinted Demographic Data Form</i>
	<ul style="list-style-type: none"> – demographic data forms (preprinted and generic)
	<ul style="list-style-type: none"> – a list of MET numbers for students writing the test
	<ul style="list-style-type: none"> – <i>Supervising Teacher Report</i>
	<ul style="list-style-type: none"> – <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”:
	<ul style="list-style-type: none"> – preprinted demographic data forms in alphabetical order for every student with a MET number registered to write the test
	<ul style="list-style-type: none"> – 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 <p>Note: Only one demographic data form should be completed for each student. If a pre-printed demographic data form exists for a student, use that form. Do not complete a generic demographic data form for that student.</p>
	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.

Day 1
Day 2
Day 3
Day 4

(✓)				Beginning the test session
				1. Distribute the following:
	As required			– <i>Demographic Data Forms</i>
				– <i>Process Booklet</i> Note: 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> .
				2. Ask the students to read the instructions for completing the <i>Demographic Data Form</i> , which are found on the form itself.
				3. Collect the demographic data forms.
				4. 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.
				5. Read the <i>Test-Taking Rules</i> to students (see Appendix A).
				6. Ask students to shut off all communication devices (cell phones, pagers, CD players, iPods, etc.).
				7. Read the <i>Overview</i> to students and note the <i>Sequence of Activities</i> (pages <i>ii</i> and 1 of the <i>Process Booklet</i>).
	As required			8. Ensure that students who missed Day 1 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 <i>ii</i> and 1 of the <i>Process Booklet</i> .
				9. Ask students to detach the <i>Tear-out Page</i> found on pages 3 and 4 of the <i>Process Booklet</i> .
				10. Ask students to detach the <i>Draft Paper</i> from their <i>Process Booklet</i> , so that it is ready for their use.
				11. Remind students to
				– pace themselves in writing the test
				– check over their work to ensure that all questions have been attempted
				– use the <i>Extra Pages</i> found at the back of their <i>Process Booklet</i> and <i>Responding to Text</i> for any answer requiring more space. Note: These pages are not removable. Students should clearly indicate which questions they are answering on the page. Should a student require an additional page, please photocopy an <i>Extra Page</i> from an unused booklet.
				– print their booklet number on each <i>Tear-out Page</i> , <i>Draft Page</i> , and additional <i>Extra Page</i> that is used
				12. Instruct students to begin. Record the start time on the <i>Supervising Teacher Report</i>.



		Day 1	Day 2	Day 3	Day 4
(✓)		During the test session			
	As required				
	As required				
	As required				
	As required				

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

				Day 1 Day 2 Day 3 Day 4
(✓)				Ending the test session
				1. 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.
				2. Inform students where their <i>Tear-out Page</i> (Days 1 to 4) and <i>Draft Paper</i> (Days 2 to 4) should be placed in the <i>Process Booklet</i> for ease of checking that student test materials have not been removed from the classroom.
				3. Collect the test booklets.
				4. As students submit their test materials, ensure on: Day 1 —that each test booklet number matches the information on the <i>Attendance Form</i> and the demographic data forms. Days 2–4 —that each booklet number matches the information on the <i>Attendance Form</i> . If required, also confirm that the information on the demographic data form matches the <i>Attendance Form</i> . Note: Each student must have the same number on all test materials.
		As required		5. Ensure that all photocopied <i>Extra Pages</i> are stapled in the appropriate test booklet with the original <i>Extra Page</i> .
				6. Confirm that all pages pertaining to the <i>Tear-out Page</i> and <i>Draft Paper</i> are in the <i>Process Booklet</i> .
				7. Staple the <i>Draft Paper</i> and <i>Tear-out Page</i> to the back cover of the <i>Process Booklet</i> .
				8. Place a check “✓” on the <i>Attendance Form</i> in the appropriate column for each test booklet that is being submitted for local marking (see Appendix B).
				9. Indicate “A” for absence on the <i>Attendance Form</i> in the appropriate column for each booklet that is not being submitted for local marking (see Appendix B).
				10. Note on the <i>Supervising Teacher Report</i> any partially completed test booklets. Include a booklet number and an explanation why the booklet wasn’t fully completed.
				11. Stack the test booklets in order by booklet number.
				12. Ensure that the number of check marks in the column “Responding to Text and Process Booklet Submitted for Local Marking” on the <i>Attendance Form</i> matches the number of the booklets being submitted.
				13. Complete and sign the <i>Supervising Teacher Report</i> . Note any unusual circumstances on this report.

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

	Day 1	Day 2	Day 3	Day 4	
					14. 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 all sessions. A booklet number should not be shaded for this student. All preprinted demographic data forms should have either a booklet number or a reason code.
					15. Record and shade in the appropriate drop-in code on the generic <i>Demographic Data Form</i> 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.
					16. Complete and check the <i>Update Form: Students without a Preprinted Demographic Data Form</i> for a student who does not have a preprinted demographic data form and was absent for all four days of the test. If a student does not appear on the original registration, remember to include a drop-in code and reason code. Use the reason codes provided (see Appendix C). Note: Students who originally registered without a MET number and did not write the test require only a drop-out code.
					17. 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.
					18. Return all test booklets and other test-related materials to the secure area in the school until the next session, marking or until materials are forwarded to the local marking site.
					19. Send materials according to the instructions on the following pages.
					20. Complete the <i>Changes Noted on the Demographic Data Forms</i> sheet, if applicable, and fax it to the Student Records Unit.
					21. Complete the <i>Teacher Feedback Form</i> . Note: This form may be returned after the completion of local marking.

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 remove any test materials from the test room.
- Students may not have access to their test booklets 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).
- *Draft Paper* (tear-out) is located at the back of the *Process Booklet*.
- Should students require more space to complete their answer, *Extra Pages* are provided at the back of the *Process Booklet* and *Responding to Text*. These pages are not a tear-out. If an additional *Extra Page* is needed, please photocopy from an unused booklet and staple it in the *Extra Page* section of the booklet.



Submitting materials on Thursday, June 4, 2009 (at the end of the test)

All 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 Monday, January 12, 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**). 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 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
- copy of the *Attendance Form*
- copy of the *Supervising Teacher Report(s)*

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 Monday, 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 **Monday, June 17, 2009**. This will ensure there is sufficient time for processing.

The package must include:

- *Process Booklet Marker Sheets*
- *Responding to Text Marker Sheets*
- test booklets requested by the Department (including substitute booklets)
- *Sample Request List* (included with your marking package)
- *Teacher Feedback Form* (if not already submitted)
- *Irregular Test Booklet Report* (if applicable)

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** *Process Booklet* and *Responding to Text Marker sheets*. Payment will be made according to the number of completed *Process Booklet* and *Responding to Text Marker sheets* that have been locally marked and received by the Department by Monday, June 17, 2009.

Appendices

Appendix A: Test-Taking Rules

The supervising teacher is expected to read these rules aloud to students in advance of the test and at the beginning of the first test session (Day 1):

- Each time you are given a test booklet, check that it is the correct one. The five-digit booklet number at the top right hand corner of the cover must always be the same.
- If you receive a damaged or misprinted booklet, raise your hand and I will give you a new one. If you have begun working in your booklet before you encounter a misprint or damage, you may keep both booklets.
- For the first session you must remain in the test room until 90 minutes of test time have elapsed. For Days 2 through 4, you must remain for a minimum of 45 minutes. You may leave before that time only 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 may use:
 - HB pencils
 - erasers
 - highlighter pens
 - blue or black pens (to record answers being marked)
 - English or bilingual dictionaries
 - thesauri
 - grammar handbooks (for clarification, see page 4)

No other materials are permitted. This includes information and communication technology devices such as cell phones, pagers, computers, CD players, and iPods. Do not exchange test materials.

- With the exception of the group discussion, you are not to speak to other students during the test. You will not receive assistance from, nor give assistance to, another student. If you require something during the test, raise your hand and I will come to you.
- During the test I can only help you with the directions, not the test questions.
- Do **not** identify yourself, your school, teacher, or town in your test booklet.
- You may not discard any materials. The test booklet must remain intact unless otherwise instructed. The *Tear-out Page*, *Draft Paper*, and photocopied *Extra Pages* that you use will be stapled into your test booklet. Remember to print your booklet number on any page that you use.
- 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.



Appendix B: Sample Attendance Form

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

Page _____ of _____

ATTENDANCE FORM—JUNE 2009

Grade 12 English Language Arts Standards Test

Booklet Number	Student Name (Please Print)	Program*	Student Attendance During Test Sessions				Responding to Text Submitted for Local Marking (check ✓)	Process Booklet Submitted for Local Marking (check ✓)
			Day 1	Day 2	Day 3	Day 4		
10001	Sandra Wong	E	✓	A ^M	✓	✓	✓	✓
10002	Kevin Melnychuk	E	A ^M	A ^M	A ^M	✓	✓	✓
10003	DAMAGED							
10004	Dallas Severn	I	✓	A	✓	✓	✓	✓
10005	Robert Smith	E	✓	✓	✓	✓	✓	✓
10006	Julie Curtis	I	A ^M	✓	✓	A	✓	A
10007	Manuel Sousa	I	A	A	A	A	A	A
10008	Used with 10005 (damaged)							
10009	UNUSED							
10010	UNUSED Used in another classroom							

Note: For each session, record a “✓” for Present or an "A" for Absent.
 An “A^M” indicates a student was Absent and a make-up session was held later.

 Ms. Katherine Laird
 Supervising Teacher's Name (please print)

 School Phone Number

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.

*English (E), French Immersion (I), Français (F)

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%	
Absent—Excused		Absent—Unexcused	
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)
Exemptions			
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
Deferred		Migrancy	
40	continuing course/program next year/semester	57	“M” credit designation
		58	“E” credit designation
		59	errors in registration—other (please specify)
		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		

