

**Grade 12 English Language Arts
Standards Test**

Administration Manual

January 2024

Grade 12 English language arts standards test.
Administration manual. January 2024

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This resource will also be available on the Manitoba Education and Early Childhood Learning website at

www.edu.gov.mb.ca/k12/assess/archives/index.html.

Websites are subject to change without notice.

Available in alternate formats upon request.

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/gr12/admin_manuals/index.html.

- *Policies and Procedures for Provincial Tests*
- *Grade 12 English Language Arts Standards Test: Information Bulletin*
- *Grade 12 English Language Arts Standards Test: Administration Manual*
- *Information for Local Marking*

These documents prepare teachers and administrators for the administration of the Grade 12 provincial tests. Please use this administration 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 ("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.

Contact the Provincial Assessment Program Unit:

Telephone: 204-945-5011

Toll-Free: 1-800-282-8069, ext. 5011 (8:30 a.m. to 4:30 p.m.)

Email: assesseval@gov.mb.ca

CONTENTS

General Information	1
Features of the test	1
Test schedule	2

Policies for Provincial Tests	2
Adaptations	2
Exemptions	3
Confidentiality of test materials*	3
Student materials	3
Students leaving the room	4
Late arrivals	4
Student absences and changes to registration status*	5
Violation of rules	5
Responding to student questions	5
Damaged or misprinted materials	6
Errors discovered on test date	6
Errors discovered during test administration	6

Responsibilities of School Principals	7
--	---

Responsibilities of Supervising Teachers	8
Checklist of procedures for Day 1	9
Checklist of procedures for Day 2	11
Checklist of procedures for Day 3	13
Checklist of procedures for Day 4	15
Submitting materials on Friday, January 12, 2024 (at the end of the test)	17
Submitting materials after local marking	18

Appendices	19
Appendix A: Test-Taking Rules	21
Appendix B: Data Collection for Provincial Tests	22
Appendix C: Reason Codes	23
Appendix D: Sample Participation Form	24
Appendix E: Sample Demographic Data Form	25
Appendix F: Sample Students without a Demographic Data Form	26
Appendix G: Instructions for Sending Materials to the Department	27

General Information

The department develops the Grade 12 English Language Arts Standards Test in collaboration with teachers from across the province. This provincial test is based on the *Senior 4 English Language Arts: Manitoba Curriculum Framework of Outcomes and Senior 4 Standards* (2000). This document is available on the department's website at www.edu.gov.mb.ca/k12/cur/ela/docs/s4_framework.

The provincial test is locally marked and counts for **20%** 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 provincial tests, refer to 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 Tuesday, December 19, 2023. The number of booklets sent to each school is based on the Friday, October 27, 2023, registration information provided by the school.

The department supports local marking by

- providing marking guidelines
- collecting and scanning all marker sheets from jurisdictions to provide them with test result summaries
- re-marking a random sample of locally marked test booklets to provide feedback to school divisions and independent schools on their local marking
- providing financial support for local marking to provincially funded schools

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 test will total 75 marks.

As part of the activating process, students will participate first in the group discussion. Following the group discussion, students will receive their Responding to Text booklets and begin their in-depth reading.

Test schedule

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

Day	Date	Prep Time	Activity	Time Required for Test	Extra Time Allowed ¹
1	Tuesday, January 9	20 minutes	Activating Your Thoughts <ul style="list-style-type: none">Group Discussion about the topic (20 minutes) Reading and Responding to Text Previewing the Writing Task	150 minutes	30 minutes
2	Wednesday, January 10	15 minutes	Planning and Developing Your Text <ul style="list-style-type: none">Brainstorming for IdeasIdentifying Your Writing VariablesDrafting	60 minutes	0 minutes
3	Thursday, January 11	15 minutes	Developing Your Text <ul style="list-style-type: none">Drafting (continued) Reflecting on Your Writing Task <ul style="list-style-type: none">Revising and Editing	60 minutes	0 minutes
4	Friday, January 12	15 minutes	Writing the Final Copy and Proofreading	60 minutes	30 minutes

¹ Without providing an adaptation

The test must be completed within the above listed four days.

Policies for Provincial Tests

Adaptations*

Schools were asked to identify adaptations **at the time of student registration**. Adaptations must be recorded separately for each student.

Note: An adaptation must be indicated for students who will require additional time beyond the extra 30 minutes indicated in the section above.

* Further information is available in the *Policies and Procedures* manual.

Exemptions*

Schools were asked to report school-based exemptions **at the time of student registration**. Exemptions are not granted after test administration and are not granted based on poor performance alone.

Confidentiality of test materials*

Once test materials are in the school, the school principal is responsible for ensuring that they are kept secure until test administration and are only accessed by authorized personnel.

All shrink-wrapped test packages must **not** be opened until Day 1 of the test.

Between test sessions, test materials must be stored in a secure area of the school.

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

Student materials

Students may use the following materials during the test:

- pencil
- eraser
- highlighter pen
- blue or black pen
- English or bilingual dictionary
 - Students who use American Sign Language (ASL) may use a computer-based ASL dictionary program or application
- thesaurus
- grammar handbook
 - **Clarification:** Grammar handbooks deal strictly with grammatical rules (e.g., rules dealing with capitalization and punctuation). Writing handbooks, which give tips on how to write various forms, are not permitted.

* Further information is available in the *Policies and Procedures* manual.

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

- light coloured gel pen
- computer (unless indicated as an adaptation)
- loose-leaf paper
- any electronic device (e.g., cellphone) unless approved as an adaptation

Students must not exchange materials or information during the test, except during the Group Discussion when students are expected to share thoughts and ideas.

Note: Electronic communication between students through phones, email, or file sharing during the test is **strictly prohibited**. Students must turn off cellphones and all other electronic 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 the test session. For Days 2 to 4, students should remain in the test room for a minimum of 45 minutes from the start 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*

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

Students who arrive late but within the first half of the normal duration of test administration are allowed to write the test. If appropriate, the supervising teacher may allow the student additional time corresponding to the amount by which the student was late.

* Further information is available in the *Policies and Procedures* manual.

Student absences and changes to registration status*

Students must write the test during the scheduled dates in order for the test to count as a provincial test.

At the supervising teacher's discretion, a makeup session can be provided to a student who missed a test session. The teacher must supervise the makeup session between January 9–12, 2024. The 2.5 hour session of Day 1 cannot be broken up into more than one sitting.

If a student does not complete the entire *Responding to Text* or the Writing Task in the *Process Booklet* because of legitimate absence on one or more days, the final mark may only be identified as a school-based mark and is not recorded as a provincial test mark.

Students who do not complete all or parts of the test because of an unexcused absence or who formally refuse to write (by their own or parental choice) will receive a mark of zero (0%) for the missed parts.

Students who do not complete all parts of the test for a reason listed in Appendix C will not have a provincial test mark.

Violation of rules

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

The supervising teacher documents 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 (January 2024)* and in the *Information for Local Marking* manual. The following information must be included:

- the 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 provincial test mark of zero (0%).*

Responding to student questions

The supervising teacher must not provide any leading comments during the test. No explanations, translations, rephrasing, or clarifying statements may be provided about the test content. However, clarification regarding test-taking rules and procedures can be provided.

* Further information is available in the *Policies and Procedures* manual.

Damaged or misprinted materials

Any suspected error in wording should not be communicated to students unless specific instructions are received from the department. Contact 204-945-5011 or toll-free at 1-800-282-8069, ext. 5011 (8:30 a.m. to 4:30 p.m.) or assesseval@gov.mb.ca to report any such errors.

Students will not be penalized for any error in printing or wording in the booklets. Teachers and local marking coordinators will be advised of any known errors as soon as possible. Any unused, damaged, or misprinted booklet(s) must be returned to the department with the reports and forms immediately after the final test session.

Errors discovered on test date

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

- the damaged or misprinted booklet is replaced with a new booklet
- “DAMAGED” is printed on the booklet cover and on the *Participation Form*

Errors discovered during test administration

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

- the student receives a new booklet (the student keeps the damaged or misprinted booklet until the end of the session). In the following sessions, the student may use the damaged booklet to refer to notes made prior to the error being discovered
- the student continues responding to test items in the new booklet
- the supervising teacher collects both booklets at the end of the test session and ensures that they are kept together by bundling them with an elastic band
- the existing booklet number is crossed out on the new booklet and changed to the original booklet number so that **all student responses are recorded under the original booklet number**
- the supervising teacher indicates on the *Participation Form* that two booklets have been used for one student (see Appendix D)
- the damaged or misprinted booklet number is recorded on the *Supervising Teacher Report*

Responsibilities of School Principals

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

As you complete the following steps, place a check mark in the corresponding box.

- _____ 1. Ensure that all test materials have been received by placing a check mark beside each item on the *Packing List*.
- _____ 2. Do not open the shrink-wrapped test packages until Day 1 of the test.
- _____ 3. Contact 204-945-5011 or toll-free at 1-800-282-8069, ext. 5011 (8:30 a.m. to 4:30 p.m.) or at assesseval@gov.mb.ca, if test materials are not in the school by **Wednesday, December 20, 2023**, or if any items are missing.
- _____ 4. Make sure that the test materials are stored in a secure area in the school and remain sealed until Day 1 of the test. Only authorized personnel should have access to the locked test materials.
- _____ 5. Verify that the supervising teacher has checked off all steps in the following two sections: “Advance preparations (upon receipt of test materials)” and “Prior to test session”.
- _____ 6. Provide the test materials to the supervising teacher on each day of the test.
- _____ 7. Advise the department in writing if the students are unable to write the test due to school closures or suspended school bus transportation services that occur on the test dates. Further information is available in the *Policies and Procedures* manual.
- _____ 8. Ensure that all test materials are accounted for after the test administration and until they are returned to the department. This includes cases in which teachers take test materials to their homes for marking.
- _____ 9. Keep the *Sample Request List* secure until after marking is completed when marking is done at the classroom or school level.

Responsibilities of Supervising Teachers

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

As you complete the following steps, place a check mark on the corresponding line.

Advance preparations (upon receipt of test materials)

- _____ 1. Ensure that
- _____ ■ the number of booklets received equals the number requested by the school plus the additional four booklets. If additional test materials are needed, contact 204-945-5011 or toll-free at 1-800-282-8069, ext. 5011 (8:30 a.m. to 4:30 p.m.) or at assesseval@gov.mb.ca
 - _____ ■ a replacement supervisor is available throughout all test sessions in order to accompany students who must temporarily leave the room and to assist the supervising teacher with the collection of student materials at the end of the sessions
 - _____ ■ arrangements have been made to accommodate students with requested adaptations
 - _____ ■ arrangements have been made as per school policy to ensure that students exempted from writing the test are accommodated in an alternative setting
- _____ 2. Obtain a MET number for any student who was not registered or who did not have a MET number at the time of registration.
- Suggestion:** Cross-reference the list of names provided for each classroom with the *Demographic Data Forms*. The list is attached to each *Demographic Data Forms* envelope.
- _____ 3. Ensure that all subject-related materials have been removed from the walls and boards.
- _____ 4. Notify students of the
- _____ ■ time, location, and duration of the test session
 - _____ ■ *Test-Taking Rules* (see Appendix A)
- _____ 5. Ensure that extra supplies are available.
- _____ 6. Photocopy the *Supervising Teacher Report* if extra copies are needed.
- _____ 7. Review the sample forms in the appendices of this manual.

Checklist of procedures for Day 1

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

As you complete the following steps, place a check mark on the corresponding line.

Prior to test session

1. Ensure that the following test materials are available:
 - _____ ■ *Grade 12 English Language Arts Standards Test: Process Booklet (January 2024)*
Note: *Draft Paper* is located at the back of this booklet and is to be torn out for student use.
 - _____ ■ *Grade 12 English Language Arts Standards Test: Responding to Text (January 2024)*
 - _____ ■ *Participation Form*
 - _____ ■ *Demographic Data Forms* (for every student with a MET number registered to write the test)
 - _____ ■ *Students without a Demographic Data Form*
 - _____ ■ *Supervising Teacher Report*
 - _____ ■ *Teacher Feedback Form*
- _____ 2. Make a photocopy of the *Participation Form* if splitting a bundle of booklets between classrooms. Adjust each copy of the *Participation Form* to reflect the booklets being used in each classroom.
- _____ 3. Ensure that students exempted from writing the test are accommodated in an alternative setting.

Beginning the test session

- _____ 1. Distribute the *Process Booklet*. (Ensure on Days 2 through 4 that each student receives the correct booklet by verifying that the booklet number corresponds to the student name recorded on the *Participation Form*.)
- _____ 2. Assign students randomly into small groups of four or five.
- _____ 3. Tell students that the *Participation Form* will be circulated while they are working so they can print their names beside their booklet number.
- _____ 4. Read the *Test-Taking Rules* to students (see Appendix A).

5. Remind students to
 - check over their work to ensure that all questions have been attempted
 - use the *Extra Pages* found at the back of their *Process Booklet* and *Responding to Text* booklet 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 *Extra Page* from an unused booklet.

 - print their booklet number on each tear-out page, *Draft Paper*, and additional page
6. **Instruct students to begin. Record the start time on the *Supervising Teacher Report*.**

During the test session

1. Direct students to page 3 of the *Process Booklet* and ask them to follow the directions for *Activating Your Thoughts through Group Discussion*. Advise them that they have 20 minutes for the group discussion.

Note: Students may look through the *Process Booklet* during the group discussion to help generate thoughts.
2. Arrange the furniture so that students are spaced out as far apart as possible for the remainder of the test.

Note: This is done at the end of the group discussion.
3. Distribute the *Responding to Text* booklet at the end of the group discussion.

Note: Ensure that students receive the *Responding to Text* booklet number as their *Process Booklet*.
4. Ask students to read the instructions on page 1 and 2 of the *Responding to Text* booklet prior to completing the reading and responding to text portion of the test.

Note: Students will retain both booklets until the end of the first test session.
5. Ensure that each student completes the *Participation Form*.

Note: The *Participation Form* is the only record connecting students' identities to their booklet.
6. Verify that the name of each student on the *Class List* is recorded on the *Participation Form*.
7. Advise students of the amount of time remaining by writing it on the board halfway through the test session.

Ending the test session

- _____ 1. **Record the time students finish writing the test on the *Supervising Teacher Report*.** Do not include extra time given for late arrivals or adaptations.
- _____ 2. Record the number of students who use the extra 30 minutes on the *Supervising Teacher Report*.
- _____ 3. Collect the booklet(s) and confirm as each booklet is received that
 - _____ ■ each student's booklet number matches the number on the *Participation Form*
 - _____ ■ all tear-out pages and *Draft Paper* are in the *Process Booklet*
- _____ 4. Ensure that all photocopied *Extra Pages* are stapled in the appropriate test booklet with the original *Extra Page*.
- _____ 5. Stack the test booklets in order by booklet number.
- _____ 6. Return all booklets and other test-related materials to the secure area in the school until the next test session, marking, or until materials are forwarded to the local marking site.
- _____ 7. Complete the *Teacher Feedback Form*.
Note: This document may be returned after local marking is finished.
- _____ 8. Note the circumstances on the *Supervising Teacher Report* if a student refuses to write or is present but completes no work.

Checklist of procedures for Day 2

Prior to test session

1. Ensure that the following test materials are available:
 - _____ ■ *Grade 12 English Language Arts Standards Test: Process Booklet (January 2024)*
Note: Draft Paper is located at the back of this booklet and is to be torn out for student use.
 - _____ ■ *Grade 12 English Language Arts Standards Test: Responding to Text (January 2024) – As required.*
 - _____ ■ *Participation Form*
 - _____ ■ *Demographic Data Forms* (for every student with a MET number registered to write the test)
 - _____ ■ *Students without a Demographic Data Form*
 - _____ ■ *Supervising Teacher Report*
 - _____ ■ *Teacher Feedback Form*
- _____ 2. Make a photocopy of the *Participation Form* if splitting a bundle of booklets between classrooms. Adjust each copy of the *Participation Form* to reflect the booklets being used in each classroom.
- _____ 3. Ensure that students exempted from writing the test are accommodated in an alternative setting.

Beginning the test session

- _____ 1. Distribute the *Process Booklet*. (Ensure on Days 2 through 4 that each student receives the correct booklet by verifying that the booklet number corresponds to the student name recorded on the *Participation Form*.)
- _____ 2. Read the *Test-Taking Rules* to students (see Appendix A). **As required..**
- _____ 3. Ensure that students who missed Day 1 are familiar with the test rules by giving them the opportunity to review the *Test-Taking Rules* (see Appendix A). Also ask the students to read pages ii and 1 of the *Process Booklet*. **As required..**
- _____ 4. Remind students to
 - _____ ■ check over their work to ensure that all questions have been attempted
 - _____ ■ use the *Extra Pages* found at the back of their *Process Booklet* and *Responding to Text* booklet 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 *Extra Page* from an unused booklet.
 - _____ ■ print their booklet number on each tear-out page, *Draft Paper*, and additional page

- _____ 5. **Instruct students to begin. Record the start time on the *Supervising Teacher Report*.**

During the test session

- _____ 1. Ask students to read the instructions on page 1 and 2 of the *Responding to Text* booklet prior to completing the reading and responding to text portion of the test. **As required.**

Note: Students will retain both booklets until the end of the first test session.

- _____ 2. Advise students of the amount of time remaining by writing it on the board halfway through the test session.

Ending the test session

- _____ 1. **Record the time students finish writing the test on the *Supervising Teacher Report*.** Do not include extra time given for late arrivals or adaptations.

- _____ 2. Inform students where to place their tear-out page (Days 1 to 4) and *Draft Paper* (Days 2 to 4) in the *Process Booklet* for ease of checking that student test materials have not been removed from the classroom.

- _____ 3. Collect the booklet(s) and confirm as each booklet is received that
- _____ ■ each student's booklet number matches the number on the *Participation Form*
 - _____ ■ all tear-out pages and *Draft Paper* are in the *Process Booklet*

- _____ 4. Ensure that all photocopied *Extra Pages* are stapled in the appropriate test booklet with the original *Extra Page*. **As required.**

- _____ 5. Stack the test booklets in order by booklet number.

- _____ 6. Return all booklets and other test-related materials to the secure area in the school until the next test session, marking, or until materials are forwarded to the local marking site.

- _____ 7. Complete the *Teacher Feedback Form*.

Note: This document may be returned after local marking is finished.

- _____ 8. Note the circumstances on the *Supervising Teacher Report* if a student refuses to write or is present but completes no work.

Checklist of procedures for Day 3

As you complete the following steps, place a check mark on the corresponding line.

Prior to test session

1. Ensure that the following test materials are available:
 - _____ ■ *Grade 12 English Language Arts Standards Test: Process Booklet (January 2024)*
Note: *Draft Paper* is located at the back of this booklet and is to be torn out for student use..
 - _____ ■ *Grade 12 English Language Arts Standards Test: Responding to Text (January 2024) – As required.*
 - _____ ■ *Participation Form*
 - _____ ■ *Demographic Data Forms* (for every student with a MET number registered to write the test)
 - _____ ■ *Students without a Demographic Data Form*
 - _____ ■ *Supervising Teacher Report*
 - _____ ■ *Teacher Feedback Form*
- _____ 2. Make a photocopy of the *Participation Form* if splitting a bundle of booklets between classrooms. Adjust each copy of the *Participation Form* to reflect the booklets being used in each classroom.
- _____ 3. Ensure that students exempted from writing the test are accommodated in an alternative setting.

Beginning the test session

- _____ 1. Distribute the *Process Booklet*. (Ensure on Days 2 through 4 that each student receives the correct booklet by verifying that the booklet number corresponds to the student name recorded on the *Participation Form*.)
- _____ 2. Read the *Test-Taking Rules* to students (see Appendix A). **As required.**
- _____ 3. Ensure that students who missed Day 1 are familiar with the test rules by giving them the opportunity to review the *Test-Taking Rules* (see Appendix A). Also ask the students to read pages ii and 1 of the *Process Booklet*. **As required.**
- _____ 4. Remind students to
 - _____ ■ check over their work to ensure that all questions have been attempted
 - _____ ■ use the *Extra Pages* found at the back of their *Process Booklet* and *Responding to Text* booklet 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 *Extra Page* from an unused booklet.

- print their booklet number on each tear-out page, *Draft Paper*, and additional page
- _____ 5. **Instruct students to begin. Record the start time on the *Supervising Teacher Report*.**

During the test session

- _____ 1. Ask students to read the instructions on page 1 and 2 of the *Responding to Text* booklet prior to completing the reading and responding to text portion of the test. As required.

Note: Students will retain both booklets until the end of the first test session.

- _____ 2. Advise students of the amount of time remaining by writing it on the board halfway through the test session.

Ending the test session

- _____ 1. **Record the time students finish writing the test on the *Supervising Teacher Report*.** Do not include extra time given for late arrivals or adaptations.

- _____ 2. Inform students where to place their *Draft Paper* (Days 2 to 4) in the *Process Booklet* for ease of checking that student test materials have not been removed from the classroom.

- _____ 3. Collect the booklet(s) and confirm as each booklet is received that

- _____ ▪ each student's booklet number matches the number on the *Participation Form*
- _____ ▪ all tear-out pages and *Draft Paper* are in the *Process Booklet*

- _____ 4. Ensure that all photocopied *Extra Pages* are stapled in the appropriate test booklet with the original *Extra Page*. As required.

- _____ 5. Stack the test booklets in order by booklet number.

- _____ 6. Return all booklets and other test-related materials to the secure area in the school until the next test session, marking, or until materials are forwarded to the local marking site.

- _____ 7. Complete the *Teacher Feedback Form*.

Note: This document may be returned after local marking is finished.

- _____ 8. Note the circumstances on the *Supervising Teacher Report* if a student refuses to write or is present but completes no work.

Checklist of procedures for Day 4

As you complete the following steps, place a check mark on the corresponding line.

Prior to test session

1. Ensure that the following test materials are available:
 - _____ ■ *Grade 12 English Language Arts Standards Test: Process Booklet (January 2020)*
Note: Draft Paper is located at the back of this booklet and is to be torn out for student use.
 - _____ ■ *Grade 12 English Language Arts Standards Test: Responding to Text (January 2020) – As required.*
 - _____ ■ *Participation Form*
 - _____ ■ *Demographic Data Forms* (for every student with a MET number registered to write the test)
 - _____ ■ *Students without a Demographic Data Form*
 - _____ ■ *Supervising Teacher Report*
 - _____ ■ *Teacher Feedback Form*
- _____ 2. Make a photocopy of the *Participation Form* if splitting a bundle of booklets between classrooms. Adjust each copy of the *Participation Form* to reflect the booklets being used in each classroom.
- _____ 3. Ensure that students exempted from writing the test are accommodated in an alternative setting.

Beginning the test session

- _____ 1. Distribute the *Process Booklet*. (Ensure on Days 2 through 4 that each student receives the correct booklet by verifying that the booklet number corresponds to the student name recorded on the *Participation Form*.)
- _____ 2. Read the *Test-Taking Rules* to students (see Appendix A). **As required.**
- _____ 3. Ensure that students who missed Day 1 are familiar with the test rules by giving them the opportunity to review the *Test-Taking Rules* (see Appendix A). Also ask the students to read pages ii and 1 of the *Process Booklet*. **As required.**
- _____ 4. Remind students to
 - _____ ■ check over their work to ensure that all questions have been attempted
 - _____ ■ use the *Extra Pages* found at the back of their *Process Booklet* and *Responding to Text* booklet 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 *Extra Page* from an unused booklet.

- _____ ■ print their booklet number on each tear-out page, *Draft Paper*, and additional page
- _____ 5. **Instruct students to begin. Record the start time on the *Supervising Teacher Report*.**

During the test session

- _____ 1. Ask students to read the instructions on page 1 and 2 of the *Responding to Text* booklet prior to completing the reading and responding to text portion of the test. **As required.**

Note: Students will retain both booklets until the end of the first test session.

- _____ 2. Advise students of the amount of time remaining by writing it on the board halfway through the test session.

Ending the test session

- _____ 1. **Record the time students finish writing the test on the *Supervising Teacher Report*.** Do not include extra time given for late arrivals or adaptations.
 - _____ 2. Record the number of students who use the extra 30 minutes on the *Supervising Teacher Report*.
 - _____ 3. Inform students where to place their *Draft Paper* (Days 2 to 4) in the *Process Booklet* for ease of checking that student test materials have not been removed from the classroom.
 - _____ 4. Collect the booklet(s) and confirm as each booklet is received that
 - _____ ■ each student's booklet number matches the number on the *Participation Form*
 - _____ ■ all tear-out pages and *Draft Paper* are in the *Process Booklet*
 - _____ 5. Ensure that all photocopied *Extra Pages* are stapled in the appropriate test booklet with the original *Extra Page*. **As required.**
 - _____ 6. Staple the *Draft Paper* to the back cover of the *Process Booklet*.
 - _____ 7. Stack the test booklets in order by booklet number.
 - _____ 8. Complete the *Participation Form* (see Appendix D).
 - _____ 9. Complete the *Demographic Data Forms* according to the instructions on the form (see Appendix E).
- Note:** All students must have a booklet number **OR** a reason code. Both areas should not be completed.

- _____ ■ Place all *Demographic Data Forms* in order by booklet number (not alphabetical order) in the labelled envelope provided.
- _____ ■ Do not use elastic bands, staples, or paper clips on the *Demographic Data Forms* as they may damage the sheets. **Do not seal the envelope.**

- _____ 10. Complete the form *Students without a Demographic Data Form* according to the instructions on the form if necessary (see Appendix F).
- _____ 11. Make a copy of the *Participation Form* and *Supervising Teacher Report* to be retained by the school. If a centralized marking model is used, make an additional copy of each form and forward them to the local marking site.
- _____ 12. Return all booklets and other test-related materials to the secure area in the school until the next test session, marking, or until materials are forwarded to the local marking site.
- _____ 13. Complete the *Teacher Feedback Form*.
- Note:** This document may be returned after local marking is finished.
- _____ 14. Ensure that the number of test booklets submitted for marking matches the number of students with “C” or “IU” on the *Participation Form* and on the form *Students without a Demographic Data Form*.
- _____ 15. Note the circumstances on the *Supervising Teacher Report* if a student refuses to write or is present but completes no work.
- _____ 16. Send materials according to the instructions on the following pages.

Submitting materials on Friday, January 12, 2024 (at the end of the test)

If a centralized marking model is used, package the following materials and forward them **to the local marking site** after the final test session.

- used booklets
- copy of the *Participation Form*
- copy of the *Supervising Teacher Report*

The following materials must be returned **to the department (Learning Outcomes Branch, 1577 Dublin Avenue)** after the final test session.

- original *Participation Form*
- *Demographic Data Forms* (in envelope provided, in order by booklet number)
- *Students without a Demographic Data Form*
- *Supervising Teacher Report*
- *Teacher Feedback Form* (**this document may be returned after local marking**)
- damaged or misprinted booklets

Note: Individuals attending the local marking training session on Monday, January 15, 2024, may bring the documents mentioned above to the session or send them by following the instructions below.

Refer to Appendix G: Instructions for Sending Materials to the Department.

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, February 5, 2024.

When a centralized marking model is used, the **local marking coordinator** sends the materials to the department. When local marking is done at the classroom or school level, the **teacher** sends the materials to the department.

After local marking has been completed, prepare a package to be received by the department no later than **Monday, February 5, 2024**. This will ensure there is sufficient time for processing.

The package must include:

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

Refer to Appendix G: Instructions for Sending Materials to the Department.

Return **all** marker sheets. Payment will be made according to the number of students with a participation status of C or IU on the *Participation Form* and the number of marker sheets received by the department.

Appendices

Appendix A: Test-Taking Rules

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

- 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 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:
 - pencils
 - erasers
 - highlighter pens
 - blue or black pens (to record answers being marked)
 - English or bilingual dictionaries (for students who use ASL, see page 3)
 - thesauri
 - grammar handbooks (for clarification, see page 3)

No other materials are permitted. Do **not** use loose-leaf paper. All the paper you need is found in your test booklets. Do not exchange test materials.

- With the exception of the group discussion, which is 20 minutes in duration, 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.
- 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 *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 zero (0%) on the test.
- Electronic communication between students through phones, email, or file sharing during the test is **strictly prohibited**. Turn off your cellphone and any other electronic devices at this point.
- During the test you can access the test rules by referring to the *Overview* on page ii of the *Process Booklet*.

Appendix B: Data Collection for Provincial Tests

The *Participation Form* and the *Demographic Data Form* indicate the student’s status in terms of participation in the test and whether or not the test counts as a provincial test.

The information provided on the *Demographic Data Form* and on the form *Students without a Demographic Data Form* **must** be consistent with the information provided on the *Participation Form*.

Participation Form

On the *Participation Form*, a booklet number is assigned to each student expected to participate. At the end of the test, the teacher records the participation status (C, IU, or IE) for each student according to the following:

Test counts as a provincial test (test booklets locally marked)		Test does not count as a provincial test (test booklets not marked)
<p>C = Complete: The student was present for all parts of the test.</p>	<p>IU = Incomplete Unexcused: The student missed all or part of the test due to an unexcused absence; a mark of zero (0%) applies to the missed parts.</p>	<p>IE = Incomplete Excused: The student missed all or part of the test due to an excused absence or did not write due to:</p> <ul style="list-style-type: none"> – excused absence – test deferral – registration error – withdrawal from course – exemption

Demographic Data Form

One of the following sections of the *Demographic Data Form* is to be completed when each student’s participation status for the test is known.

Booklet Number: This section is completed only if the test is to **count** as a provincial test (participation status C or IU).

OR

Reason Code: This section is completed only if the test will **not count** as a provincial test (participation status IE). The reason codes are listed in Appendix C.

If a student that is expected to participate does not have a *Demographic Data Form* (e.g., student had no MET number at the time of registration for the test or student was a late registration to the course), complete the form *Students without a Demographic Data Form*.

Appendix C: Reason Codes

The following codes are to be used on a student’s *Demographic Data Form* or on the form *Students without a Demographic Data Form* only if the test will not count as a provincial test.*

Reason	Reason Code
<p>Excused Absence (e.g., student illness, severe weather [cancellation/school closure], family emergency, or accident)</p> <p>Note: This reason is not intended for students attending sanctioned out-of-school events (alternate writing sites).</p>	200
<p>Test Deferred No course credit granted at this time (i.e., continuing course/program next year/semester).</p>	040
<p>Registered in Error The student should not have been registered to write (e.g., registered for semester 1 in error, should have been registered for semester 2).</p>	210
<p>Withdrawn from Course—No Course Credit Granted (e.g., student left the school, was expelled, or other unforeseen circumstance)</p>	220
<p>Program Schedule—Not Compatible with the Testing Schedule The student was registered for the test but completed the course well before (e.g., mid-semester) the test administration period.</p> <p>Note: This reason is primarily used for continuous intake or alternative programming situations.</p>	230

In the case of an **unexcused** absence or refusal to write, no reason codes apply—a booklet number is assigned to the student and the test counts as a provincial test. Any work the student has done is marked and zero (0%) is given for the missed parts of the test.

* Further information is available in the *Policies and Procedures* manual.

Appendix D: Sample Participation Form

Page 1 of ____

Somewhere School
9999 (0000)

PARTICIPATION FORM

Grade 12 Provincial Test

1. Assign a booklet number to each student expected to participate.
2. At the end of the test administration, indicate each student's participation status as one of the following (see the *Administration Manual* for details):
 - C** = Complete (test counts as a provincial test)
 - IU** = Incomplete Unexcused (test counts as a provincial test)
 - IE** = Incomplete Excused (test does **not** count as a provincial test)

Booklet Number	Student Name <i>(please print)</i>	Program <i>Eng/Imm/Fr</i>	Participation Status <i>(C, IU, or IE)</i>	For Teacher Use <i>(records, notes)</i>
10001	Sandra Wong	Eng	C	
10002	Shelley Carrière	Imm	C	
10003	Damaged			
10004	Jason Chu		IE	illness
10005	Manuel Sousa	Fr	C	
10006	Bonnie Walters		IU	absent no reason
10007	Used with 10005 (damaged)			
10008	Julie Curtis		IU	suspended
10009	Unused			
10010	Used in another classroom			

John Ormiston

Supervising Teacher's Name
(please print)

jormiston@email.com

Email Address

**Please retain a copy of this form for your records.
A copy is required to link locally marked test booklets with student names.**

Appendix E: Sample Demographic Data Form

DEMOGRAPHIC DATA FORM / FORMULAIRE DE DONNÉES DÉMOGRAPHIQUES GRADE 12 PROVINCIAL TEST TEST PROVINCIAL 12^e ANNÉE

To be completed at the end of the test. À remplir à la fin du test.

Student Information/Renseignements sur l'élève

School/ École	9999 SCHOOL NAME	Program/ Programme	ENGLISH
Name/ Nom	SURNAME, GIVEN NAME		
Birthdate/ Date de naissance	JANUARY 1, 1995	MIEF No./ N° MIEF	999-999-999

Booklet Number/Numéro de cahier

If the student's participation status is **C** (Complete) or **U** (Incomplete/Excused), write and shade the assigned booklet number.

Booklet No./
N° de cahier

If the student's participation status is **C** (Complete) or **U** (Incomplete/Excused), write and shade the assigned booklet number.

1			
2			
3			
4			
5			
6			
7			
8			
9			

USE
PENCIL
ONLY

UTILISER
UNIQUEMENT
UN CRAYON

OR/OU

Reason Code (see the Administration Manual) / Code désigné (voir le Guide d'administration)

If this student's participation status is **U** (Incomplete/Excused), write and shade the applicable reason code.

Reason Code/
Code désigné

If the student's participation status is **U** (Incomplete/Excused), write and shade the applicable reason code.

1			
2			
3			
4			
5			
6			
7			
8			
9			

USE
PENCIL
ONLY

UTILISER
UNIQUEMENT
UN CRAYON



4888

STUDENTS WITHOUT A DEMOGRAPHIC DATA FORM

Grade 12 Provincial Test

Somewhere School
9999 (0000)

Complete this form only if a student is expected to participate and does not have a Demographic Data Form.
Provide a booklet number for students whose participation status is "C" (Complete) or "IU" (Incomplete Unexcused), **OR** provide a reason code for the students whose participation status is "IE" (Incomplete Excused).

MET Number*	Last Name	First Name	Date of birth	Program	Booklet Number	Reason OR Code
not yet assigned	Wong	Sandra	21-Feb-2005	English	10001	
101-101-101	Smith	Daniel	07-Sep-2005	Immersion		200

*The Education Administration Services Branch issues MET numbers to schools and school divisions upon request. For information about how to request a MET number, please visit www.edu.gov.mb.ca/k12/studrec/metno.html.

If additional forms are required, copy as necessary.

Appendix F:
Sample Students without a Demographic Data Form

Appendix G: Instructions for Sending Materials to the Department

Schools within the city of Winnipeg (including St. Norbert):

The packages must be sent to the department via **Canada Post using On-Demand Pickup**.

1. Note the customer number found on the Bill of Lading attached to the XpressPost Flexipack envelope (top left hand corner).
2. Record the package(s) approximate weight on the Bill of Lading.
3. Call **1-888-550-6333**
4. Select language.
5. Press 2 for Business.
6. Enter the customer number (step #1 above).
7. Press 2 for pick-up.
8. Press 1 for on-demand.
9. Press 2 to provide your postal code to a Canada Post Representative along with the following information:
 - the package pick-up address
 - the school contact name and phone number
 - the number of packages
 - the approximate weight

* Pick-up time is Monday to Friday, beginning at 12:00 p.m. Same day pick-up is possible however, Canada Post requires 60 minutes lead time.

Schools outside of the city 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, please contact 204-945-5011 or toll-free at 1-800-282-8069, ext. 5011 (8:30 a.m. to 4:30 p.m.) or at assesseval@gov.mb.ca.



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