

# FACILITATOR DIRECTIONS

## 1. Calibration Preparation:

- a. Review RICAS Anchors & Calibration Sets of the released items for the specific grade level item calibration activity you will facilitate.
- b. Select 5 student responses based on their Idea Development scores from the RICAS Anchor or Calibration Sets. It is recommended to select one response with a score of 4, two responses with a score of 3, two responses with a score of 2 and one response with a score of 1 in Idea Development. When selecting more than one student response for the same score point, try to select differing student responses.
- c. Optional: Update RIDE power point sample to reflect item selected for calibration activity (i.e., use structure of power point to include selected item and reflect own needs.)
- d. Copy each of the following documents for each participant:
  - i. Student Responses
    1. Responses should be copied on separate pages, with Annotations and scores removed.
    2. Do not copy responses back to back. Single-sided papers are needed so responses can be viewed by participants at the same time.
  - ii. Annotation Pages: Combine all the annotations from the student responses you selected onto a few pages then provide copies for participants. The annotations may be copied back to back.
  - iii. RICAS Rubric Essay for appropriate grade: Grades 3 & 4, 5 or 6-8, dependent on the grade level you selected to conduct this activity.

e. Download a copy of the Released Item Answer Key/Scoring Rubric found in RICAS Resource Center <http://ricas.pearsonsupport.com/released-items/>

2. Ensure that each participant has access to the TestNav site and scratch paper to use when taking the test. Please have participants wait to “take the test” until the directions are provided on Slide #5.
3. Walk through released item set with participants, discussing their answers and how your students scored overall for each individual item, which is available within the Item Analysis Tool. Use the Released Item Answer Key/Scoring Rubric to provide clarification on any selected response answers and/or standards alignment questions that arise from group discussion.
4. Pass out 3 student responses only. Be sure to pre-select a clear high, middle, and low student response for this part of the task. Ask participants to read these first 3 responses independently and sort: High, Middle, Low (Slide 7).
5. Discussion: Use questions on Slide 7 to frame conversation, as small groups come to consensus on rating (Slide 8 provides directive).
6. Pass out final 2 student responses. Ask participants to read these 2 responses independently and rank all 5 responses from highest to lowest (Slide 9).
7. Facilitate large group discussion (Slide 10).
8. Pass out RICAS Rubric (Slide 11). Highlight words that signal change between score points.
9. Assign a score to each student response using the Rubric for Idea Development (Slide 12).
10. Share Scores and Annotations that you garnered from the RICAS Anchors & Calibration Sets (Slide 13).
11. Discussion: Reflect on Scoring Insights and Implications/Take-Aways for Instruction within small groups. Articulate next steps. (Slide 15)