



**TO:** Rhode Island Science Educators

**FROM:** Phyllis Lynch  
Director, Office of Instruction, Assessment and Curriculum

**SUBJECT:** 2014 NECAP Science Test Development Committee Membership

The Office of Instruction, Assessment and Curriculum has two opportunities each year for classroom teachers and other educators to participate in the development of the NECAP tests for grade 4, 8 and 11 in science. Teacher committees are essential to the work of creating a valid and reliable assessment system. Many educators have participated in test development committees and have learned a lot not only from the process but also from educators representing all three NECAP Science States (New Hampshire, Rhode Island and Vermont). Below are answers to common questions about participation:

**Application:** Educators must complete an application and meet minimum criteria in order to be considered for participation on one of the committees. **Applications are due by 4 p.m. on Friday, May 30, 2014.** Applications can be found on the RIDE web page at: [www.ride.ri.gov/NECAP-Test-Development](http://www.ride.ri.gov/NECAP-Test-Development)

**NOTE:** *Even if you have applied and/or attended in the past you still* must complete an application each year in order to be considered for participation. Successful applicants will be notified by Friday, June 13, 2014.

**Location:** The “Item Review Committee” (IRC) and “Bias & Sensitivity Review Committee” meetings will be held in **Stowe, Vermont** from **August 7<sup>th</sup> – 8<sup>th</sup>, 2014**. Those selected for participation on one of the committees do not have to worry about hotel accommodations, as a reservation is made for each participant and his/her room is paid for by Measured Progress. Participants are not asked to share a room with anyone else. Additional details such as directions to the hotel and meeting times/places will be provided at a later date for members of each committee.

**Transportation:** Once participants have been selected, it is their responsibility to arrange for transportation to and from the meetings of the committee to which they’ve been assigned.

**Mileage:** Participants who drive their own cars are reimbursed for mileage and tolls to and from the meetings. Forms for mileage are handed out at each meeting.

**Meals:** Participants are reimbursed \$25.00/night for dinner. You do not need to keep receipts of meals. Breakfasts and lunches are provided as needed. Forms for meal reimbursements are handed out at each meeting.

**Committee Assignment:** Because the IRC and Bias Committees meet concurrently, selected members can only serve on one or the other. You may, however, submit your application to one or both committees for consideration.

**Selection Process:** In order to provide more educators with an opportunity to experience the NECAP process, past participation in either NECAP Science IRC or Bias and Sensitivity Committees does not guarantee placement.

We hope that you consider applying to represent Rhode Island’s students as a member of the Item Review Committee and/or the Bias & Sensitivity Review Committee. Each committee is described on the pages that follow. Thank you in advance for your consideration!

## ITEM REVIEW COMMITTEE (August 7<sup>th</sup> – 8<sup>th</sup>, 2014)

As part of preparing assessment items for field-testing, each year NECAP Science items and the inquiry tasks are reviewed for alignment to the appropriate science assessment target, Depth of Knowledge level, student accessibility, and instructional relevance. This work is done by 3 content area teams comprising 12 educators on each grade-specific (4<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup>) team. Each team has 4 teachers each from Rhode Island, Vermont, and New Hampshire.

### To qualify, educators should meet the following criteria:

- ✓ have *advanced* knowledge and experience with the Rhode Island Grade Span Expectations (GSEs)
- ✓ have experience teaching at the relevant grade span, and
- ✓ be willing and able to work intensively on a team for two or more consecutive days

## BIAS & SENSITIVITY REVIEW COMMITTEE (August 7<sup>th</sup>, 2014)

As part of preparing assessment items for field-testing, NECAP reading passages and all test items are reviewed each year to ensure that they are free from language or content that may negatively impact the test performance of a specific group of students. This work is done by a team of 12 educators: 4 each from New Hampshire, Rhode Island, and Vermont. These educators represent a specific subgroup (e.g., racial, ethnic or religious groups, rural or urban interests, individuals with disabilities, recent immigrants, English language learners) or have direct experience working with students from these subgroups. The Bias & Sensitivity review occurs in two phases. The first phase is the review and rating of passages for the reading test. The second phase is the review and rating of test items for reading and mathematics.

### To qualify, educators should meet the following criteria:

- ✓ have *current* and direct experience teaching or working with students from specific subgroups,
- ✓ offer a unique perspective on one or more specific student subgroups,
- ✓ be willing and able to work intensively with a team of educators for two or more consecutive days, and
- ✓ have some experience with the Grade Span Expectations (GSEs).

## COMMITMENTS FOR PARTICIPATION ON A COMMITTEE:

Committee members must be prepared to fulfill the following commitments as a member of Rhode Island's Bias & Sensitivity Review Committee and/or an Item Review Committee:

1. To be present and ready to work each day by 8:00 a.m. unless otherwise noted.
2. To be flexible in the event that alternate dates need to be scheduled.
3. To commit to the **entire** process, including staying until all tasks are finished. **NOTE:** Committee members should be prepared to leave *no earlier than* 4 p.m. on the last day of their scheduled meetings.
4. To notify appropriate RIDE personnel (see below) as soon as possible if you are unable to attend so that a replacement can be identified.
  - **Bias & Sensitivity:** Jennifer Solek (401) 222-8406, [jennifer.solek@ride.ri.gov](mailto:jennifer.solek@ride.ri.gov)
  - **IRC:** Peter McLaren, (401) 222-8454, [peter.mclaren@ride.ri.gov](mailto:peter.mclaren@ride.ri.gov)



# TEST DEVELOPMENT COMMITTEE APPLICATION FOR RHODE ISLAND

Please provide **all** requested information. Incomplete applications will *not* be considered and applicants will *not* be contacted to provide missing information. Completed applications may be faxed to (401) 222-3605 or emailed to the appropriate person (see below) by 4 p.m. on May 30, 2014. If you have questions, please contact the following:

- **Bias & Sensitivity:** Jennifer Solek (401) 222-8406, [jennifer.solek@ride.ri.gov](mailto:jennifer.solek@ride.ri.gov)
- **IRC:** Peter McLaren, (401) 222-8454, [peter.mclaren@ride.ri.gov](mailto:peter.mclaren@ride.ri.gov)

Please indicate the Committee for which you wish to be considered (you may select more than one):

ITEM REVIEW COMMITTEE

BIAS & SENSITIVITY COMMITTEE

**Contact Information:** Depending on severe weather conditions or other possible changes that could affect scheduling, we may need to contact you immediately. Your contact information will be kept confidential and will only be used for official purposes.

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

How many years of experience do you have teaching science at the K-12 level? \_\_\_\_\_

Which science courses and/or grade levels have you taught in the last 3 years?  
\_\_\_\_\_

**1) Please indicate whether you have had experience with any of the following:**

- PBGR Peer Review Table Leader
- State GLE/GSE/AGSE Development Team (content area: \_\_\_\_\_; grade: \_\_\_\_\_)
- NECAP Item Review Committee (content area: \_\_\_\_\_; grade: \_\_\_\_\_; year \_\_\_\_\_)
- Local GLE/GSE/AAGSE Team Trainer (content area: \_\_\_\_\_; grade: \_\_\_\_\_)
- Local Curriculum/GLE/GSE/AAGSE Alignment Team (content area: \_\_\_\_\_; grade: \_\_\_\_\_)
- District Curriculum Development Team (content area: \_\_\_\_\_; grade: \_\_\_\_\_)
- Bias & Sensitivity Review Committee (content area: \_\_\_\_\_; grade: \_\_\_\_\_; year \_\_\_\_\_)
- State Leadership Committee member (committee: \_\_\_\_\_)

If you have other relevant experience that you would like us to know about, please use the space below:

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2) Please check the appropriate boxes below to indicate the content area(s), grade(s), and group(s) of students you currently teach:

CONTENT	K	1	2	3	4	5	6	7	8	9	10	11	12
Mathematics													
Reading													
Writing													
Integrated Science													
Biology													
Chemistry													
Life Science													
Physics													
Earth/Space Science													
STUDENT GROUPS	K	1	2	3	4	5	6	7	8	9	10	11	12
ELL/LEP Students													
Low SES Students													
Racial/Ethnic Minority Students													
Rural and/or Urban Students													
Students with Learning Disabilities													
Students with Physical Disabilities													
Other: _____													

I understand and agree to the following terms of commitment for participation as a Test Development Committee member:

- ✓ I will be present and ready to work each day by 8:00 a.m. unless otherwise noted.
- ✓ I will be flexible in the event that alternate dates need to be scheduled.
- ✓ I will commit to the **entire** process, including staying until all tasks are finished.
- ✓ I will notify appropriate RIDE personnel as soon as possible if I am unable to attend.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: ALL APPLICATIONS MUST BE SIGNED – PLEASE PRINT, SIGN, AND FAX (OR SCAN AND EMAIL AS AN ATTACHMENT) THIS COMPLETED FORM TO THE APPROPRIATE RIDE CONTACT LISTED ABOVE.**