



Rhode Island Department of Education

TO: Rhode Island Science Educators

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

SUBJECT: 2016 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 27, 2016.**
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 10, 2016.*

Applications can be found on the RIDE web page at: www.ride.ri.gov/NECAP-Test-Development

Location and Dates: The “Item Review Committee” (IRC) and “Bias & Sensitivity Review Committee” meetings will be held in **Concord, NH**. The *Bias & Sensitivity Review Committee* will be held on **August 4th, 2016** and the *Item Review Committee* (IRC) will take place on **August 4th and 5th, 2016**. 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. 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 will 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!

Bias & Sensitivity Review Committee (August 4th, 2016)

As part of preparing assessment items for field-testing, all NECAP Science 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 9 educators: 3 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 groups.

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, and
- ✓ be willing and able to work intensively with a team of other educators for at least one full day

Item Review Committee (August 4th and 5th, 2016)

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 9 educators on each grade-specific (4th, 8th, 11th) team. Each team has 3 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's state standards
- ✓ have experience teaching at the relevant grade span (K-4, 5-8, 9-11), and
- ✓ be willing and able to work intensively on a team for two or more consecutive days

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 on 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 meeting(s).
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.
 - **IRC:** Dr. Simone Palmer, (401) 222-8413, Simone.Palmer@ride.ri.gov
 - **Bias & Sensitivity:** Dr. Kevon Tucker-Seeley, (401) 222-8494, Kevon.Tucker-Seeley@ride.ri.gov



NECAP SCIENCE TEST DEVELOPMENT COMMITTEE APPLICATION

Please indicate which test development committee you would like to be a part of and, *if applicable*, when you were last a member of that committee. You may select more than one.

Item Review Committee (Date you last participated: _____)

Bias & Sensitivity Committee (Date you last participated: _____)

Contact Information: Please provide all information below. 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:** _____

Work Phone Number: _____ **Home/Cell Phone Number:** _____

Email Address: _____

1) Please indicate your experience with the following:

Item Review Committee [content area(s): _____; grade(s): _____]

Bias & Sensitivity Review Committee [content area(s): _____; grade(s): _____]

Curriculum development [content area(s): _____; grade(s): _____]

Curriculum alignment [content area(s): _____; grade(s): _____]

Assessment/test development [content area(s): _____; grade(s): _____]

If you have any other science-, curriculum-, or assessment-related experience that you would like to share, please do so below:

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

<i>Course/Student Group</i>	K	1	2	3	4	5	6	7	8	9	10	11	12
Integrated Science													
Biology													
Chemistry													
Physics													
Earth/Space Science													
LEP/ELL Students													
Low-Income Students													
Students with Disabilities <i>(Please indicate area of expertise):</i>													
Other <i>(please list):</i>													

3) Please indicate the number of years you have taught science at the K-12 level: _____ (*put "N/A" if not applicable*)

4) Please read the following statement and sign and date in the spaces provided:

I understand and agree to the terms of commitment for participation on a NECAP Science Test Development Committee.

Applicant's signature: _____ **Date:** _____

Completed applications must be faxed to (401) 222-3605 or emailed to the appropriate person (see below) no later than May 27, 2016. If you have questions, the RIDE point-of-contact for each NECAP Science Test Development Committee is listed below:

- **Item Review Committee (IRC):** Dr. Simone Palmer, (401) 222-8413, Simone.Palmer@ride.ri.gov
- **Bias & Sensitivity:** Dr. Kevon Tucker-Seeley, (401) 222-8494, Kevon.Tucker-Seeley@ride.ri.gov

NOTE: All applications must be complete and signed. *It is very important to provide all requested information. Incomplete applications will not be considered and applicants will not be contacted to provide missing information.*