



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

TO: Vermont Educators of Literacy, Math and Writing, Special Education Teachers, Principals, Superintendents and Curriculum Coordinators
FROM: Gail Taylor, Research, Standards and Assessments, Division Director
Michael Hock, Director of Educational Assessment
SUBJECT: **NECAP Bias and Item Review for Reading, Mathematics & Writing**
DATE: December 14, 2011

Once again we are requesting your help and expertise in support of the New England Common Assessment Program (NECAP). On February 6th, 7th, and 8th, a NECAP Bias and Item Review Session will take place at the Courtyard Marriott in Nashua, NH. The purpose of this session will be to review the reading and math items that are proposed to be on the 2012 October NECAP Assessment. The item review will focus on four key questions:

- Is the item aligned with the targeted Grade Level Expectation?
- Does the item challenge students at the depth of knowledge level implied by the Grade Level Expectation?
- Is the item structure and format accessible to the majority of students?
- Does the item reflect good instructional practice?

Each NECAP state, VT, RI, NH, and ME will have 4 committee members for each grade and content cluster, math, reading and writing. The grades are 3 through 8 and grade 11. The Item Review Committees will begin at 8:00 AM on February 6th with breakfast.

The Bias Committee, which will have 5 committee members from each of the above states, will begin with lunch at noon on February 6th and continue through February 8th at the Courtyard Marriott. Each year NECAP reading passages and test items are reviewed by educators to make sure that they are free from language or content that may negatively impact the test performance of a specific group of students. This examination is done by teams of educators from each of the four NECAP states who represent racial, ethnic or religious groups, rural or urban interests, students with disabilities, recent immigrants, ESL learners and individuals with disabilities. To qualify, educators should meet the following criteria:

- Have current experience teaching with students described above
- Offer their unique perspective on one or more specific student subgroup
- Be willing to work intensively with the other committee members from the NECAP states for two days
- Have some experience with the Grade Level and/or Grade Span Expectations

All participants will receive mileage to and from the hotel, a \$25.00 dinner stipend for each overnight stay in the hotel and substitute reimbursement if needed of \$100.00 per day.

Principals, please share these three pages with your educators. This is an opportunity for excellent professional development for your staff members. We feel it is necessary to have one experienced reviewer in each group with educators who have not taken part previously on each committee.

For questions please contact Mary Ann Minardo at (802) 828-5410.

Please return application to:

Rose Wheeler
Department of Education
120 State Street
Montpelier, VT 05620-2501
Phone: 802-828-3114
Fax: 802-828-6563
E-mail: Rose.Wheeler@state.vt.us

The deadline for returning the application is January 18, 2012
Vermont Department of Education Research, Standards and Assessment Team

APPLICATION FOR NECAP ITEM/BIAS REVIEW

Name: _____ School/District: _____

School Phone: _____ Home Phone: _____

E-Mail _____

Current Position: _____ Grade Level: _____

(Please print the above information)

All committees will meet at the Courtyard Marriott, Nashua, NH. Check the activity for which you are applying:

Mathematics Item Review:

- Grade cluster 3 & 4
- Grade cluster 5 & 6
- Grade cluster 7 & 8
- Grade cluster 10 & 11

Reading Item Review:

- Grade cluster 3 & 4
- Grade cluster 5 & 6
- Grade cluster 7 & 8
- Grade cluster 10 & 11

Writing Item Review:

- Grade cluster 4-5
- Grade cluster 7-8
- Grade cluster 10-11

Bias Item Review

Please provide the following information:

1. ALL APPLICANTS: Describe your current position, professional experience and grade levels you have taught and/or administrative experience particularly as it relates to the activity for which you are applying.

2. Describe your familiarity with the Mathematics, Reading Grade Expectations including how they apply to your teaching and/or professional responsibilities.

3. Please describe your experience with the NECAP assessments. Have you administered the tests? Participated in school/district analysis and interpretation? Served on other NECAP Item/Bias Review Committees? Have you administered the tests? Participated in school/district analysis and interpretation? Served on other NECAP Item/Bias Review Committees?

(Continue)

4. Is there anything else you would like us to consider in reviewing your application?

For questions please contact Mary Ann Minardo at (802) 828-5410.

Please return application to: Rose Wheeler, Department of Education, 120 State Street, Montpelier, VT 05620-2501; Fax: (802) 828-6563; E-mail: Rose.Wheeler@state.vt.us.