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

TO: VT Educators, Special Education Educators, Principals, Superintendents & Curriculum Coordinators  
FROM: Gail Taylor, Research, Standards and Assessment Division Director  
SUBJECT: **Item and Bias Review for the 2011 NECAP Reading, and Mathematics Assessment**  
DATE: December 6, 2010

Once again we are requesting your help and expertise in support of the New England Common Assessment Program (NECAP). On February 7-9, 2011, Measured Progress will be hosting the NECAP Bias/Item Review for the fall, 2011, NECAP Reading, and Mathematics Assessments. The session will take place at the Radisson Hotel in Nashua, NH. The participants of this session will review items and rubrics, provide input, and ensure that classroom perspectives and expertise of educators inform the development of the NECAP tests. The item review will focus on four key questions:

- Is the item aligned with the targeted Grade Level Expectations in Reading, or Mathematics?
- 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?

The Item Committee will consist of 4 committee members from each of the NECAP states: VT, RI, NH, and ME. These committees of experienced educators will be representing content areas from grades 3 through 8 and grade 11.

The Bias Committee will have 5 committee members from each of the above states. They will make recommendations concerning:

- Sensitivity to different cultures, religions, ethnic and socio-economic groups, and disabilities
- Balance of gender roles
- Use of positive language, situations and images
- Accessibility issues for diverse populations

All participants will receive mileage to and from the hotel, a \$25.00 dinner stipend for each overnight stay and payment for a substitute, if necessary. Breakfast and lunch will be provided each day. The opening session will begin on February 7 following breakfast. Teachers are offered a room and dinner the night of February 6.

This is an opportunity for excellent professional development for elementary educators, middle and high school content teachers. It is necessary to have an experienced VT reviewer to serve in each group, but we strongly encourage teachers who have not taken part previously to apply. For the Bias Committee, we welcome ESL Teachers, Guidance Counselors, Special Educators, Librarians and School Nurses to apply. If applicants have any concerns or questions, please contact Mary Ann Minardo, 828-5410 or email [MaryAnn.Minardo@state.vt.us](mailto:MaryAnn.Minardo@state.vt.us).

**ALL applicants need to complete the attached application even though they might have applied or participated before.** Please send the completed application by **January 3, 2011**, to Rose Wheeler either by fax, email or US mail.

Rose Wheeler  
Department of Education  
120 State Street, Montpelier, VT 05620-2501  
Phone: (802) 822-3114 Fax: (802) 828-6563  
Email: [Rose.Wheeler@state.vt.us](mailto:Rose.Wheeler@state.vt.us)



**APPLICATION FOR  
NECAP READING AND MATHEMATICS ITEM/ BIAS REVIEW  
DEADLINE: JANUARY 3, 2011**

Name \_\_\_\_\_ School/District \_\_\_\_\_

School Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Current Position \_\_\_\_\_ Grade Level \_\_\_\_\_

**(Please print the above information)**

**Check the activity for which you are applying:**

- |  |  |
|--|--|
| <input type="checkbox"/> NECAP READING GRADES 3-4  | <input type="checkbox"/> NECAP MATHEMATICS GRADES 3-4  |
| <input type="checkbox"/> NECAP READING GRADES 5-6  | <input type="checkbox"/> NECAP MATHEMATICS GRADES 5-6  |
| <input type="checkbox"/> NECAP READING GRADES 7-8  | <input type="checkbox"/> NECAP MATHEMATICS GRADES 7-8  |
| <input type="checkbox"/> NECAP READING GRADES 9-12 | <input type="checkbox"/> NECAP MATHEMATICS GRADES 9-12 |
| <input type="checkbox"/> BIAS ITEM REVIEW          |  |

**Please provide the following information (use the back of this page if needed).**

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 Grade Expectations in Math, and/or Reading including how the GEs 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?
  
4. Is there anything else you would like us to consider in reviewing your application?