

Dear Educator,

On behalf of the Smarter Balanced Assessment Consortium (Smarter Balanced) CTB/McGraw-Hill, with support from your state's Teacher Involvement Coordinator (TIC), seeks educators who meet the qualifications outlined below to serve as panelists for the Field Test Range Finding activities beginning in May 2014. They:

- Are currently certified or licensed to teach ELA/literacy and/or mathematics in a K-12 public school or qualified to teach ELA/literacy and/or mathematics in an institution of higher education.
- Are currently teaching in a public school or currently employed by a public school district or state education entity, or currently employed or recently retired from a college or university located within a Smarter Balanced Governing State.
- Have taught ELA/literacy and/or mathematics in grades 3 through 8 and/or high school within the past three years; have worked in a classroom content support role such as a literacy or mathematics coach, district or state content specialist, etc.; have taught developmental and/or entry-level courses in English, composition, mathematics, statistics or a related discipline at an institution of higher education within the past three years.
- Have previously reviewed part or all of the Common Core State Standards for the content area in which they are interested in participating in Range Finding activities.
- Have previous Range Finding experience (preferred but not required).

Smarter Balanced is developing a common assessment system for mathematics and English Language Arts (ELA)/literacy that is aligned to the Common Core State Standards. The development involves educators, researchers, policymakers, and community groups in a transparent consensus-driven process to help all students strive for success in a global economy.

This spring, Smarter Balanced will administer a Field Test of the assessment system to a sample of schools across the country. Through this Field Test, Smarter Balanced will gather information about the performance of assessment items and the test delivery system under real world conditions.

CTB/McGraw-Hill is recruiting educators to participate in Range Finding Committees to review student responses, recommend anchor papers, and validate rubrics from the Field Test. The committees will meet virtually for each Range Finding activity. The Range Finding Committee work will take place virtually between May 12 and May 22. Educators will be expected to complete training via webinars, participate in group conference calls with other educators to discuss scoring expectations, and review responses to define the anchors and rationale for scoring. These tasks will be distributed over the course of nine days.

Range Finding supports the consistency and validity of scoring for the assessment. Specifically, Range Finding focuses on performance tasks for mathematics and ELA/literacy and includes:

- The review of student responses against item rubrics
- The validation of rubric effectiveness
- The selection of anchor papers used by handscoring for the larger population of responses.

**Interested candidates can apply by copying and pasting the following link:**

<https://www.surveymonkey.com/s/SBACRangeFindingWork>

**This survey will close at the end of the day on Monday, March 10.**



# Smarter Balanced Educator Opportunities—2014

Your state will select a limited number of qualified state educators to participate. We will contact you the week of March 13 to let you know you have been selected.

CTB/McGraw-Hill will confirm educators to serve on the Range Finding Committees from across all Smarter Balanced Assessment Consortium Governing States. The distribution of educators will represent a balance of geographic regions, grade levels, years of experience, and other demographic data.

CTB will provide applicable reimbursements to each confirmed participant which may include substitute reimbursement or honorarium. Additional contract information will need to be completed for those educators confirmed.

## Field Test Range Finding Educator FAQ

Smarter Balanced is recruiting educators to serve as panelists for the Field Test Range Finding Committees.

### Range Finding Committee Purpose

Range Finding supports the consistency and validity of scoring for the assessment. Specifically, Range Finding focuses on performance tasks for mathematics and ELA/literacy and includes the following:

- the review of student responses against item rubrics,
- the validation of rubric effectiveness, and
- the selection of anchor papers used by hand scoring for the larger population of responses.

Participants selected to serve on a Range Finding Committee will review samples of student responses from the Smarter Balanced field test administration. Participants will serve on specific grade-level and content area committees based on their expertise both in the classroom and from previous participation in Range Finding and scoring reviews within their state, if applicable. The review includes evaluation of rubrics against student responses to ensure standards alignment, breadth, and grade-level appropriateness. Once the committee has completed its work, the parameters defined by the educators will be used to score the remaining field test student responses.

### Frequently Asked Questions

#### **Q: What is Range Finding?**

**A:** Range Finding participants work in groups assigned to grades and content areas. The process begins with an orientation. Panels will review their assigned item-specific prompt or stem, rubric, and any associated stimuli as a group. Individual panelists then review sets of responses in order to recommend “anchor papers” for each score point and define the score point “lines”. Additionally, rubrics are evaluated against the anchor responses to ensure standards alignment, breadth, and grade-level appropriateness.

#### **Q: What are the dates and length of the range finding tasks?**

- A:** Range Finding will occur virtually for ELA/literacy and mathematics from May 12 to May 22 as follows:
- A) Educator Training for Range Finding (via webinar): Participants will attend a training session lasting up to two days (up to two 8-hour days), specific to their content area and grade level assignment. Training sessions will take place on May 12 and 13.
  - B) Participants will work independently to review and rate student responses to items in their assigned grade and content area. Participants will assign their scores and comments through a web-based handscoring tool. Participants will have a window from

- May 14 through May 19 to complete their assigned rating tasks. The expectation is that the scoring tasks will require approximately 12–15 hours to complete .
- C) Brief check-in meetings will be scheduled for May 15 or 16 for each panel. This session will provide an opportunity to calibrate one's scoring with the group, ask scoring questions, and voice other questions or concerns to the hand-scoring facilitator/scoring supervisor.
  - D) Handscoring staff will gather and analyze scores and comments for Range Finding responses on May 20th.
  - E) Participants will attend a second webinar, specific to their item assignments, on May 21 or 22 to discuss item scoring parameters, specific responses, and anchor recommendations for the items they reviewed. This session is expected to last approximately 4 hours.

**Q: How are educators selected for Range Finding participation?**

- A:** CTB/McGraw-Hill will confirm educators selected by the state to serve on the Range Finding Committees as participants or alternates from across all Smarter Balanced Governing States. The distribution of educators will represent a balance of geographic regions, grade levels, years of experience, and other demographic data.

**Q: How and when will I know if I will be selected for Range Finding participation?**

- A:** Recruitment for Range Finding will occur across all Smarter Balanced Governing States. Selected participants and alternates will receive notification regarding their status of participation. The cycle for notification is outlined below:
- Notification email for educator participants and alternates: 4/2-4/15/2014

**Q: Will there be any travel required to complete the range finding activities?**

- A:** Range finding activities will occur virtually (travel is not required). Committee members will be responsible to meet technology and confidentiality requirements. Potential committee members will need to have access to the following:
- Secure work location where work will not be observed by others
  - Telephone connection to support conference calls
  - Email account to support communications with the hand-scoring facilitator
  - Computer capability that supports the following:
    - Internet Explorer (IE) 10 or higher or most current version of Chrome or Firefox or Safari
    - Windows 7 or most current version of iOS
    - 2Gb of memory
    - Broadband internet connection
    - Adobe Reader software

Tablet or mobile access is not recommended.

In addition, potential committee members must be available to participate in scheduled training (up to 16 hours), scheduled follow-up meetings (4 hours), and available to work approximately 12-15 hours on scoring tasks.

**Q: Will my expenses be paid?**

**A:** Honorarium or substitute reimbursement may be available up to \$150/day.

**Q: How much time can we expect to spend on this activity in total?**

**A:** Approximately 32-35 hours are required from May 12 through May 22.

**Q: What items will we be included for the Range Finding activities?**

**A:** The panels will perform Range Finding for a subset of performance tasks administered on the Field Test in mathematics and in ELA/literacy for grades 3–8 and high school.

**Q: What qualifications do I need to apply to participate in Range Finding?**

**A:** Participants must meet the following qualifications:

- Currently certified or licensed to teach ELA/literacy and/or mathematics in a K-12 public school or qualified to teach ELA/literacy and/or mathematics in an institution of higher education.
- Currently teaching in a public school or are currently employed by a public school district or state education entity, or currently employed or recently retired from a college or university located within a Smarter Balanced Governing State.
- Taught ELA/literacy and/or mathematics in grades 3 through 8 and/or high school within the past three years; have worked in a classroom content support role such as a literacy or mathematics coach, district or state content specialist, etc.; or have taught developmental and/or entry-level courses in English, composition, mathematics, statistics or a related discipline at an institute of higher education within the past three years.
- Previously reviewed part or all of the Common Core State Standards for the content area in which they are interested in participating in Range Finding activities.
- Previous Range Finding experience (preferred but not required).

**Q: Are recently retired teachers eligible to participate?**

**A:** The Smarter Balanced Participant Qualification Guidelines define the following criteria:

- Currently certified or licensed to teach ELA/literacy and/or mathematics in a K-12 public school or qualified to teach ELA/literacy and/or mathematics in an institution of higher education.
- Currently teaching in a public school or are currently employed by a public school district or state education entity, or currently employed or recently retired from a college or university located within a Smarter Balanced Governing State.

This requirement limits the participation of K-12 education employees to those that currently hold positions within an educational institution; however, higher education representatives



# Smarter Balanced Educator Opportunities- 2014

may be recently retired. Participation in this Data Review opportunity is also meant to serve as a professional development activity for current school and district employees.