

Qualified Mentor Trainer
Scoring Protocol Review Sheet

Mentor Name: _____

Date: _____

Protégé Name: _____

District: _____

This document is a guide to help Qualified Mentor-Trainers train district personnel to become Qualified Assessors and administer the alternate assessment. The requirements are listed below along with a checklist for completing a review of the Qualified Assessor's practice test. Additionally, this document and the scoring protocols are reviewed by EED and the test vendor in order to certify mentors-in-training.

Mentors-in-training: See the last page of this form for Qualified Assessor and Qualified Mentor-Trainer sequence.

Checklist for reviewing Practice Scoring Protocol:

The scoring protocol is reviewed for accuracy in recording student performance and scoring. This is only for administration under standard conditions (if the student requires Extended Levels of Support (ELOS), separate test items are administered. The following checklists are provided for mentors to fill out as they review their protégé's practice test scoring protocols. The practice test is reviewed for accuracy in recording student responses and scoring. An extra column is added for any additional comments for each task. The protégé may receive one point for correctly addressing the student responses and one point for scoring. After the review has been completed, all scores are totaled and percentages are calculated. If the protégé receives 75% or higher in each subject area and the overall review, Qualified Assessor status is obtained.

A rating scale is provided for the Overall Review Across all Four Content Areas.

Reading Tasks	Student Responses	Scoring/ Recording	Additional Comments
1: Identify Pictures			
2: Identify Signs and Symbols			
3: Identify Letter Names			
4: Comprehend Oral Text			
5: Segment Phonemes			
6: Identify Letter Sounds			
7: Blend Sounds			
8: Identify Beginning Reading Words			
9: Identify Advanced Reading Words			
10: Read Sentences			
11: Read Passages			
12: Comprehend Printed Text			
Total	/12	/12	/24 = ____%

Writing Tasks	Student Responses	Scoring Recording	Additional Comments
1: Copy Letters			
2: Copy Words			
3: Copy Sentences			
4: Write Your Own Name			
5: Write Words from Dictation			
6: Write Sentences From Dictation			
7: Sentence Mechanics			
8: Write a Sentence			
9: Write a Story with Pictures			
10: Write a Story without Pictures			
Total	/10	/10	/20 = ____%

Mathematics Tasks	Student Responses	Scoring Recording	Additional Comments
1: Identify Numerals			
2: Copy Numbers			
3: Identify Shapes			
4: Write Numerals			
5: Discriminate Differences			
6: Measurement-Size			
7: Identify Money			
8: Time of Day			
9: Number Line			
10: Tell Time			
11: Order Numbers			
12: Ordinal Numbers			
13: Calendar			
14: Manip. w/Take Away			
15: Manip. w/Quantity			
16: Fractions			
17: Count money			
18: Place Value			
19: Count on Dictation			
20: Comp. Addition			
21: Comp. Subtraction			
22: Mixed/Story Problems			
Total	/22	/22	/44 = _____%

Science Tasks	Student Responses	Scoring Recording	Additional Comments
1: Structure and Properties of Matter			
2: Chemical and Physical Changes			
3: Fundamental Forces and Motions			
4: Interaction of Energy and Matter			
5: Organism Characteristics and Needs			
6: Transmission of Traits			
7: Interdependence of Organisms in Environment			
8: Diversity of Species and Adaptation			
9: Structure of Earth and Material Use			
10: Change in Lithosphere, Hydrosphere, Atmosphere			
11: Earth, Sun, Moon			
Total	/11	/11	/22 = _____%

Overall Review Across all Four Content Areas

Use the following rating scale:

1	Unacceptable
2	Needs Additional Work
3	Satisfactory
4	Exceptional

No.	Review Area				
1	Cover Page: Names and identifying information recorded on cover page.	1	2	3	4
	Comments:				
2	Task Administration: Each task is clearly marked so that both tasks administered and tasks not administered are easily identified on the scored protocol.	1	2	3	4
	Comments:				
3	Scoring:				
	• Incorrect responses written to show student's response.	1	2	3	4
	• Scored correctly.	1	2	3	4
	• Arithmetic completed correctly, e.g. scoring was correct and the total score was added correctly.	1	2	3	4
Comments:					
4	Clear Markings: The scoring protocol is marked clearly so that it can be interpreted easily, e.g. by an instructional assistant entering the data online or by the next teacher reviewing the student's previous performance.	1	2	3	4
	Comments:				
5	Stop Testing: If assessment was terminated early, evidence for this decision is provided on the scoring protocol (3 Error Rule).	1	2	3	4
	Comments:				
		Total /28 = ____%			

Qualified Assessor, Qualified Mentor/Trainer Qualification Sequence	
<i>Qualified Assessor</i>	<p>Qualification Checklist for <i>Qualified Assessors</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete <i>Qualified Assessor</i> training. <input type="checkbox"/> Complete and attain proficiency in all required online training (content and test administration). <input type="checkbox"/> Administer all content area Practice Tests to a student. <input type="checkbox"/> Submit Scoring Protocols from the practice test administration for evaluation and approval by a <i>Qualified Mentor Trainer</i>. (Mentors-in-training submit scoring protocols to test vendor via EED) <input type="checkbox"/> Receive a <i>Qualified Assessor</i> certificate from a <i>Qualified Trainer</i>.
<i>Annual Requirements: Qualified Assessor</i>	<p>Annual requirements to remain a <i>Qualified Assessor</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold a <i>Qualified Assessor</i> Certificate. <input type="checkbox"/> Attend any district-required trainings. <input type="checkbox"/> Re-register online annually. Review training modules and refresh proficiencies to maintain skills. <input type="checkbox"/> Sign Test Security Agreements. File with District Test Coordinators.
<i>Qualified Mentor-Trainer</i>	<p>Qualification Checklist for <i>Qualified Mentor Trainers</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold a <i>Qualified Assessor</i> certificate. <input type="checkbox"/> Attend a <i>Qualified Mentor-Trainer</i> training. <input type="checkbox"/> Train a protégé to become a <i>Qualified Assessor</i> as follows: <ul style="list-style-type: none"> (a) Provide orientation to alternate assessments, to the online training program, and give ongoing support (b) Evaluate the protégé’s scoring protocols from their practice test administration. Have protégé correct errors. (c) Submit protégé’s scoring protocols containing trainer’s feedback for evaluation to the test vendor via EED. <input type="checkbox"/> When protégé’s scoring protocols receive a Pass score, award <i>Qualified Assessor</i> certificate to protégé. <input type="checkbox"/> Receive <i>Qualified Mentor Trainer</i> certificate from EED.
<i>Annual Requirements: Qualified Mentor-Trainers</i>	<p>Annual requirements to remain a <i>Qualified Mentor-Trainer</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend annual alternate assessment mentor trainings. <input type="checkbox"/> Re-register online annually. Review training modules and refresh proficiencies to maintain skills. <input type="checkbox"/> Sign Test Security Agreements annually. File with EED and District Test Coordinators