



SPRING 2007 RESPONSES

TO WRITING+ PROMPTS

USER GUIDE



The McGraw-Hill Companies

Spring 2007 Responses to Writing+ Prompts

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GETTING STARTED

With this disk, you can examine and print a student's test document.

Adobe Acrobat Reader

You will need to have Adobe Acrobat Reader (Reader) loaded on your computer to use the PDF e-Guide. If you do not already have Reader on your computer, then go to the following web site and download a free copy of Reader:

www.adobe.com

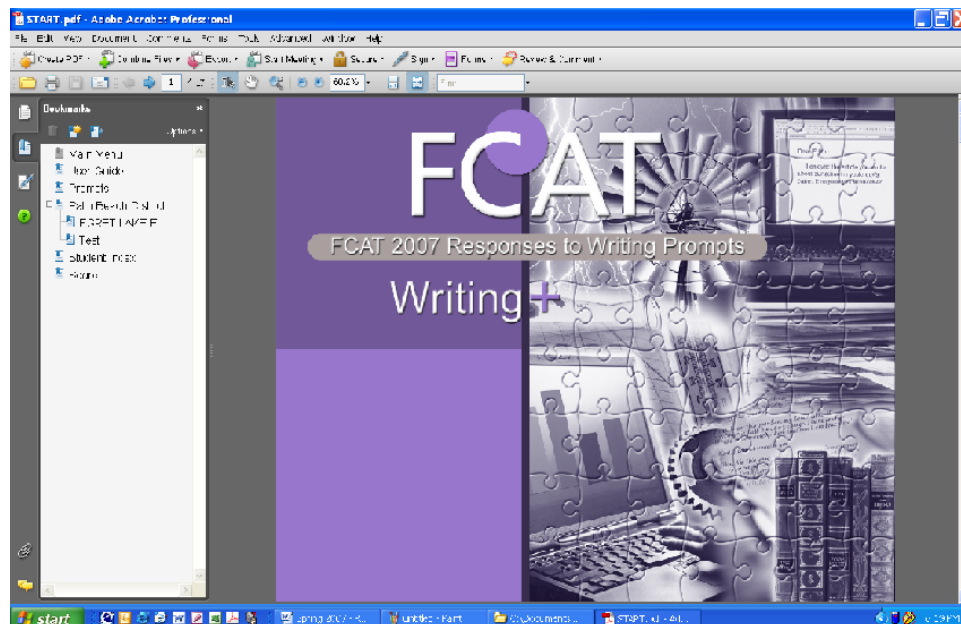
Launch the Program

Insert the DVD or USB into your computer.

- To launch the program from the Windows Start Menu:
 1. Select **Run** from your computer's Start menu.
 2. Select **Browse** and navigate to your computer's DVD or USB drive.
 3. Change "Files of Type" to All Files and select START. PDF
 4. Click **Open**.

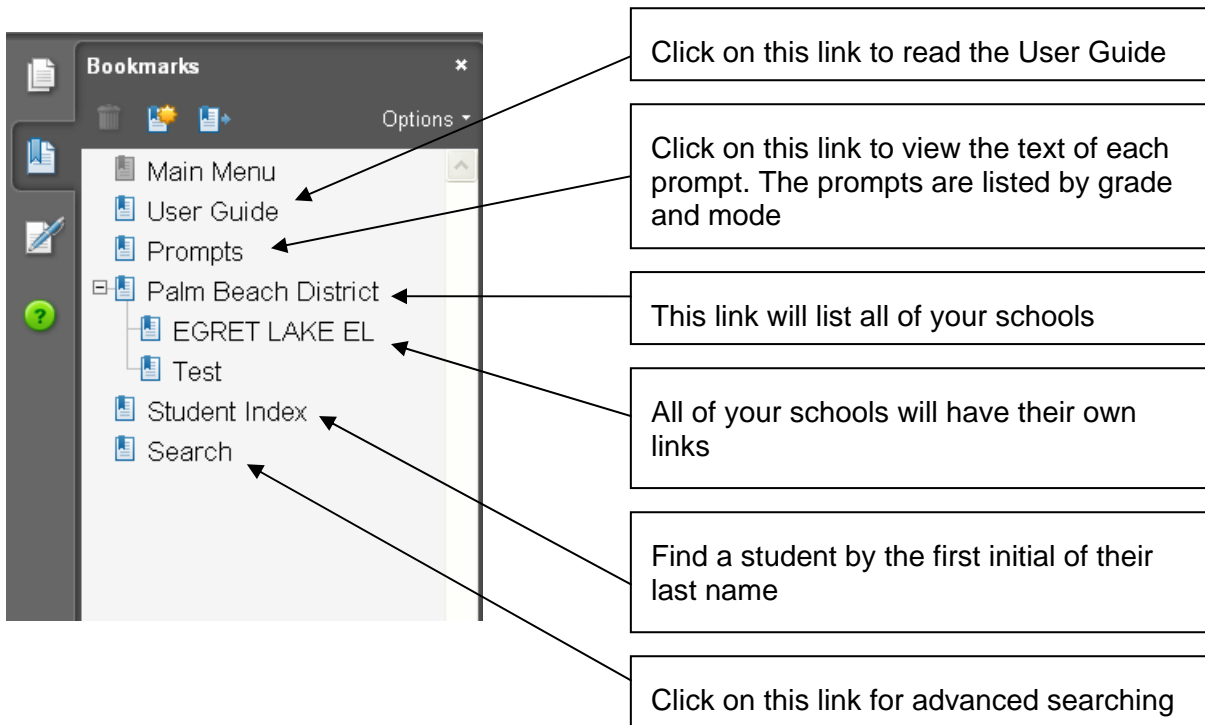
- To launch the program by exploring your system:
 1. Select the explorer function on your computer
 2. Navigate to your computer's DVD or USB drive.
 3. Double click on START. PDF

Once you open START. PDF you should see the screen below:



Writing+ Response e-Guide Overview

Below is an overview of the Writing+ Response e-Guide navigation menu. This menu is located on the left-hand side of the START. PDF. You can find the User Guide, 2007 Writing+ Prompts and student responses using this navigation menu.



Prompts

Click on the Prompts link on the left-hand navigation menu to open up the 2007 FCAT SSS Writing+ prompts. The prompts consist of three pages, one page per grade. Each prompt is identified with the grade and mode of the prompt.


District Name Link

This link takes you to a directory of your schools as shown below:



Palm Beach District

Palm Beach

- [EGRET LAKE EL](#)
- [Test](#)

You can scroll through the pages of your schools by either clicking on the Reader next page icons  located on the toolbar, or you can use your computer's page down and page up functions. Your schools are listed in alphabetical order. If you click on a school link, you will receive a listing of all students in that school. Students are also listed in alphabetical order by the student last name.


School Name Link


You can either access schools as above, or you can expand the district list on the left navigation menu by clicking on the   Palm Beach District plus sign in front of your district name. You can use the left navigation scroll bar to scroll down to the school you would like to view. When you click on a link, all students from that school will be listed on the right hand side as shown below:

Students by School

EGRET LAKE EL

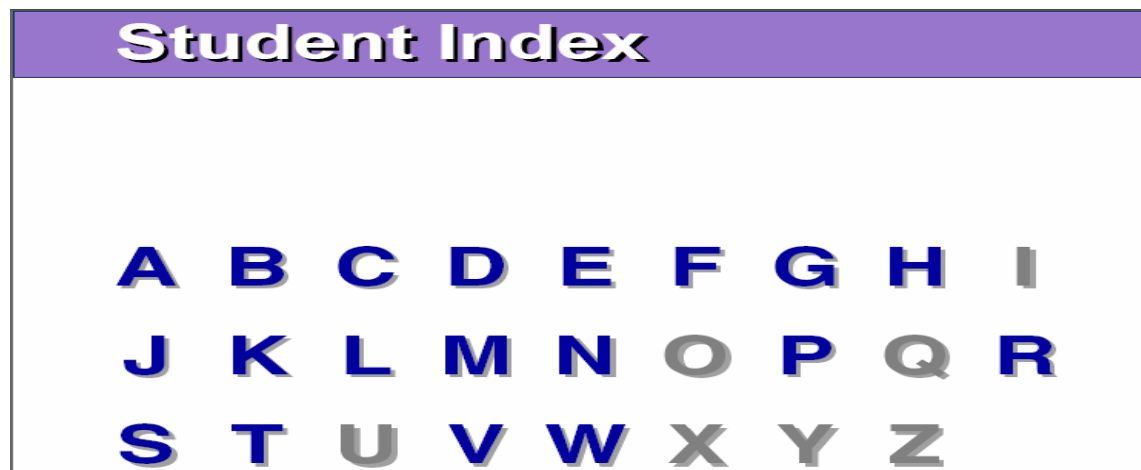
- [CHERY, JOS'KERIA](#)
- [CONTRERAS, ANGEL](#)
- [COOMBS, KEVIN](#)

You can scroll through the pages of the school's students by either clicking on the Reader next page icons , or you can use your computer's page down and page up functions. The students for each school are listed in alphabetical order by last name. Just click on the student's name and their PDF will open. At this point, you can review the student response and/or print.

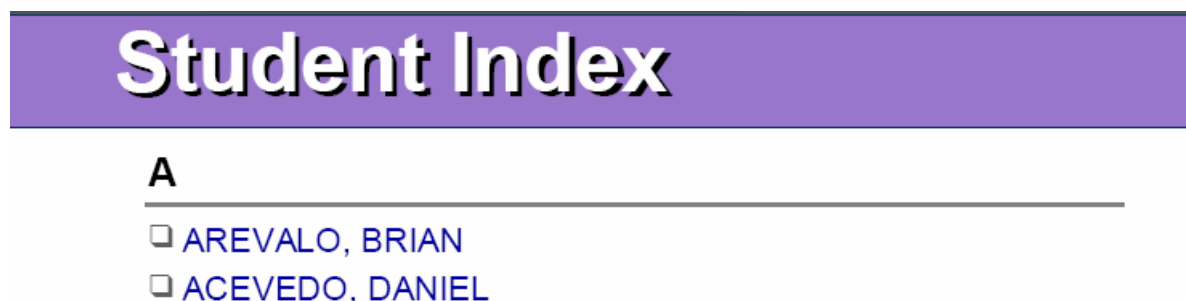
To print, either click on the Adobe Acrobat print icon , or use the toolbar and click on File>Print. When the print window opens, you have the option of printing just the student demographic page (first page) by clicking on the Pages radio button and entering 1, or accepting the default to print all three pages. Access to the printer should be monitored to ensure that only authorized persons obtain the printed copies. To return to the School Name Link, click on the "Return to Electronic Guide" on the left-hand navigation menu.


Student Index

This link opens an alphabet board as shown below:



Letters are grayed out if there are no students with a last name starting with that letter. To find a student by his/her name, click on the letter associated with the first letter of his/her last name. For this example, if you click on the A the following screen would appear:

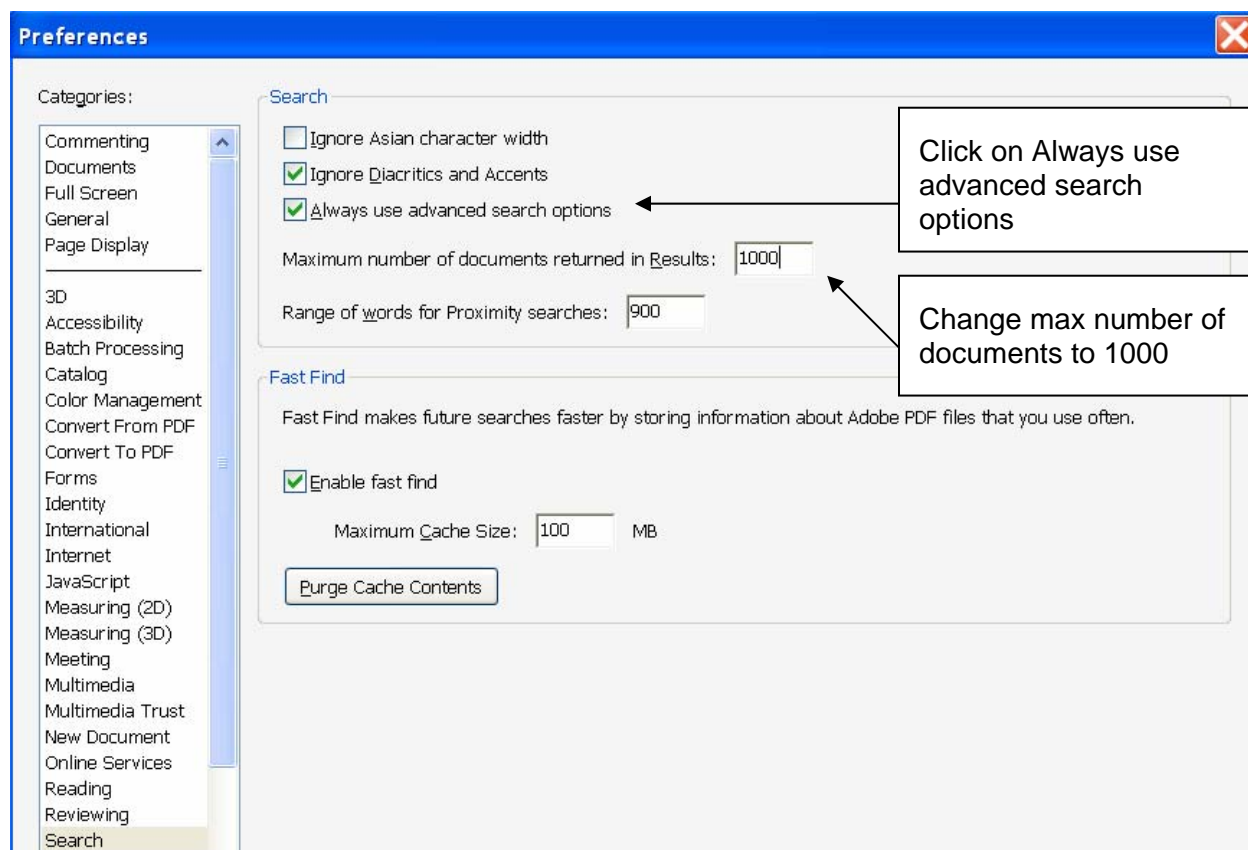


Click on the student's name and the PDF will open. At this point, you can view the student response and/or print. To print, either click on the Reader print icon , or use the toolbar and click on File>Print. When the print window opens, you have the option of printing only the student demographic page (first page) by clicking on the Pages radio button and entering 1, or accepting the default to print all three pages. Access to the printer should be monitored to ensure that only authorized persons obtain the printed copies. To return to the Student Index, click on the "Return to Electronic Guide" on the left-hand navigation menu.

ADVANCED SEARCH FUNCTIONS

Update Search Preferences

To take full advantage of the search capabilities of the Writing+ Response e-Guide, we recommend that you change your Search Preferences as shown below. You can find Search Preferences from the toolbar; click on Edit>Preferences>Search. Note: Your screen may not look exactly as the screen below depending on the version of Adobe Acrobat you are using.



Search Criteria

You can use any of the following search criteria:

- School Name
- School Number
- Student First Name
- Student Last Name
- Score Points
- Grade

Start Searching

To open the search window, you can use either of the methods noted below:

- Click on the Search link in the left navigation menu; or
- From the toolbar, click on Edit>Search

Search Type – Free Form

Enter any combination of Search Criteria in the “What word or phrase would you like to search for?” as shown below. The example below has one word from the School Name and a 5.0 Score Point as the search criteria. It is important to change the “Return results containing” field to “Match All of the words” to select any student responses which contain all of the words entered.

The screenshot shows the Search dialog box with the following configuration:

- Arrange Windows
- What word or phrase would you like to search for?
EGRET 5.0
- Return results containing:
Match All of the words
- Look In:
In the index named INDEX.pdx
- Use these additional criteria:
 - [] Is exactly
 - [] Is exactly
 - [] Is exactly
- Whole words only Case-Sensitive
- Proximity Stemming
- Include Bookmarks Include Comments
- Include Attachments
- Search

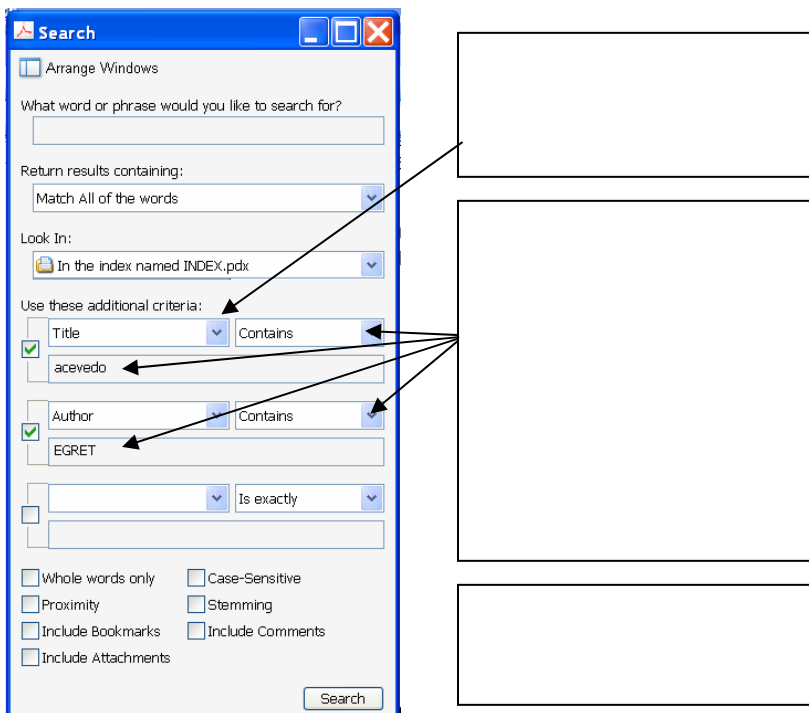
Annotations:

- Type in any combination of search criteria
- Change the return results to “Match All of the words”
- The INDEX.pdx should already be selected under “Look In:”


Search Type – Fill in Criteria

You can also Search by entering criteria into search criteria fields by the following corresponding category. The following table shows which search criteria fits into each category:

Search Criteria	Category
Title	Student Name
Title	Student ID
Author	School Name
Author	School Number
Key Words	Grade
Key Words	Score Point



Search Results – Open Student Responses and Print

Once you have completed your search, a list of student names will replace the search window. Find the student you are interested in looking at and click on that student's name. The student's PDF will open. At this point, you can view the student response and/or print. To print, either click on the Adobe Acrobat print icon , or use the toolbar and click on File>Print. When the print window opens, you have the option of printing just the student demographic page (first page) by clicking on the Pages radio button and entering 1, or accepting the default to print all three

pages. Access to the printer should be monitored to ensure that only authorized persons obtain the printed copies. To return to the Search Results, click on the “Return to Electronic Guide” in the left-hand navigation menu.

ACCESSING STUDENT PDFs DIRECTLY

You have the option of directly accessing the student PDFs without the use of the Writing+ Response e-Guide. To do this, use Windows Explorer or your MAC file directory to locate the root directory of the electronic media (DVD or USB drive). You will see the START.PDF file and a DATA folder. Open the DATA folder and you will find all the files for your district.

All PDFs use the following naming convention:

DistrictNumber_SchoolNumber_StudentLastName_StudentFirstName_CTBIdentifier.pdf

Print Student PDFs From Microsoft Explorer

For Windows users: Using Explorer, navigate to the DATA folder on the electronic media root drive. Highlight the PDFs you would like to print, right click on your mouse and select Print. This will send all the selected PDFs to your printer. If you use this process for printing and would like to print a large number of PDFs, it is advisable to contact your network administrator to receive guidelines on how many PDFs you may select and print at one time using this method. Access to the printer should be monitored to ensure that only authorized persons obtain the printed copies.

Copy Student PDFs

In either Windows or on a Mac you can select PDFs from the DATA folder and copy them to a local drive or other media. It is important to remember that strict privacy laws protect student work, especially test scores. Information found on the electronic media should be handled with the same security precautions used to protect all student work, especially test scores. Districts and schools should already have guidelines in place to address the storage and retrieval of test information. These same guidelines apply to the images of the FCAT Writing+ responses contained on the electronic media.

FREQUENTLY ASKED QUESTIONS

What is the Writing+ Response e-Guide?

The 2007 Writing+ Response e-Guide is a digital record of student responses that is sent to districts. Student answer documents are scanned as images to create electronic copies of the FCAT Writing+ responses. The scanned images are then converted to PDFs and saved onto an electronic media for distribution. The Writing+ Response e-Guide contains an index of all the PDFs of students in your district, bookmarks to the Prompts and User Guide, and search functions.

Is this the first time the Florida Department of Education (FDOE) has returned FCAT Writing+ responses?

No. Districts first received FCAT Writing responses on CDs in 2001. CDs have been produced every year since 2001. This is the first year a District has had the choice of media between DVDs and USB drives.

What information is included on the electronic media?

The FCAT Writing+ electronic media include searchable information (the student's name, student ID number, and score), and a copy of both pages on which a student might have written his or her response. If the student only wrote one page of the essay, the second page will be blank. A student response will be included in the e-Guide if the student's Writing+ overall score was reported or not attempted and essay score was reported.

What is the format of the information stored on the Electronic media?

Student information on the electronic media is stored as PDFs. Each student's PDF may be located in the DATA folder on the root directory of the electronic media. Each PDF is named as follows:

DistrictNumber_SchoolNumber_StudentLastName_StudentFirstName_CTBIdentifier.pdf.


Is the information on the Electronic media confidential?

Yes. Strict privacy laws protect student work, especially test scores. Information found on the Electronic media should be handled with the same security precautions used to protect all student work, especially test scores. The Electronic media contain each student's actual response and score. Schools and districts must ensure that individuals who are given access to this information have a legitimate educational interest in the child whose response is retrieved. Districts and schools should already have guidelines in place to address the storage and retrieval of test information. These same guidelines apply to the images of the FCAT Writing+ responses contained on the electronic media.

What is the definition of "legitimate educational interest"?

The Family Educational Rights and Privacy Act (FERPA) provides the following guidance: "A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility." Local schools and districts have the responsibility to identify those persons who may serve as school officials.

Can the Writing+ responses be printed?

Yes. Just click on a student's name and their PDF will open. At this point, you can print the student response. To print, either click on the Adobe Acrobat print icon , or use the toolbar

and click on File>Print. When the print window opens, you have the option of printing just the student demographic page (first page) by clicking on the Pages radio button and entering 1, or accepting the default to print all three pages. Access to the printer should be monitored to ensure that only authorized persons obtain the printed copies.

What if I cannot find the student response on the ELECTRONIC MEDIA?

There are two categories of papers that are not included on the electronic media. The first category, alerted papers, are papers where the student response to the Writing+ prompt was of a sensitive nature. This category includes “troubled students” and students suspected of cheating. The second category consists of documents that were unscannable. Documents that couldn’t be scanned were scored using the physical book. You may request a copy of the document by calling a member of the CTB FCAT Customer Service Team at 888.282.FCAT (3228) . Please include the district name, school name, student first and last name, and student ID number. The deadline for requesting copies is December 31, 2007.

Does the Writing+ Response e-Guide contain a list of the prompts that were part of the 2007 Writing+ test?

Yes. Click on the Prompts link on the left-hand navigation menu to open up the 2007 FCAT SSS Writing+ prompts. The prompts consist of three pages, one page per grade. Each prompt is identified with the grade and mode of the prompt.

Must we inform parents of the availability of the Writing+ responses?

No. Parents have received a report of the FCAT Writing+ score. That report satisfies the school’s obligation to notify parents about the results of the assessment. Federal and state legislation and rules govern the release of information to parents. Specific guidelines can be found in the Family Educational Rights and Privacy Act (FERPA), the Florida Statutes (S. 228.093(3)(a) 3), and the Florida Administrative Code, also known as State Board of Education Rules (6A-1.0955(6)(b)).

Can copies of the essays be used for staff development?

Use of these documents for staff development is strongly discouraged. Classroom teachers and/or school administrators may wish to examine essays from the Writing+ Response e-Guide in order to improve their own instructional programs in writing. Before using essays printed from the Writing+ Response e-Guide for staff development, tremendous care must be taken to protect the confidentiality of students and others mentioned in the student writing (e.g., teachers, parents, friends, or others). Similar precautions must be taken if district administrators wish to use essays printed from the Electronic media.

The *Florida Writes!* publications, provided for grades 4, 8, and 10, are designed for staff development purposes. These publications contain detailed information concerning FCAT Writing+, along with annotated student essays. In addition to this document, the FDOE provides each district with a CD of annotated student responses used during scorer training. Because the essays in *Florida Writes!* and on the Training CD have been carefully selected to represent the FCAT scoring criteria and have been edited to remove all individually identifiable information, their use for staff development is preferred.

How should school and district administrators respond to questions about the score a student essay received?

Responding to questions about the scores given to papers provides a perfect opportunity to share more information about the teaching of writing, FCAT Writing+, and how the essays are scored. The following recommended approaches and considerations should be used when reviewing the scores given to essays.

The FDOE resources listed below should be used by school districts to understand how the Writing+ essays are scored. These should be available at each school or can be requested from the district coordinator of assessment. (Appendix 1 also provides information regarding the scoring of responses.)

- ***Florida Writes! Report on the 2007 Assessment, Grades 4, 8, and 10***

The *Florida Writes! Reports* are designed for educators who are involved in teaching, planning, and evaluating curriculum in Florida public schools. Each grade level publication describes the content and application of the Writing+ tests and offers suggestions for activities that may be helpful in preparing students for the assessments.

- ***2007 FCAT Writing+ Anchor Set and Qualifying Set with Annotations, Grades 4, 8, and 10***

These annotated sets provide actual student responses with explanations regarding the score for each paper and the ELECTRONIC MEDIA are released to district language arts supervisors and assessment coordinators the summer following each FCAT Writing+ administration.

- ***FCAT Performance Task Scoring—Practice for Educators Publications and Software***

These materials are designed to help teachers learn to score FCAT Reading, Writing+, and Mathematics performance tasks at grades 4, 5, 8, and 10. A *Trainer's Guide* includes instructions for using the scoring publications and software in teacher education seminars and workshops. The publications model the scorer training experiences by presenting samples of student work for teachers to score. The publications were distributed to the districts in April 2001 and the companion software was distributed in July 2001.

- ***Lessons Learned—FCAT Sunshine State Standards and Instructional Implications***

This document provides a statewide analysis of previous years' FCAT results and contains analyses of state FCAT Reading, Writing+, and Mathematics data since the first administration. The analysis will assist educators in interpreting and understanding their local FCAT scores, which will help improve instruction in the classroom. Distribution to districts was in May 2002.

- ***Keys to FCAT, Grades 3–5, 6–8, and 9–11***

These booklets, distributed every January to district offices, contain information for parents and students preparing for the Reading, Writing+, Mathematics, and Science FCAT. The 2007 Keys to FCAT booklets are translated into Spanish and Haitian Creole and are available, along with the Keys to FCAT in English, on the FCAT homepage on the FDOE web site.

APPENDIX 1

Section I – Understanding the Scoring of FCAT Writing+

- a. The student essay is only one sample of student writing, completed during one 45-minute testing session. Because students do not have time to revise the essay, the writing is scored as a draft. Within an instructional setting, when students are given the opportunity to plan, research, draft, revise, and edit writing, the result may be a more polished product than is produced for FCAT Writing+. Samples of student writing collected under other conditions and for other purposes may be different from the writing completed under testing conditions.
- b. Each response written for FCAT Writing+ is evaluated for its overall quality using holistic scoring that centers attention on four writing elements: focus, organization, support, and conventions. Explaining more about these elements of writing will help clarify the scoring rubric. Specific scores on papers should match the descriptions found in the scoring rubric at the appropriate grade level. Classroom scores on student writing may differ from scores on FCAT Writing+ for several reasons. Classroom writing tasks may vary from the format used on FCAT Writing+. Teachers may not use the FCAT Writing+ rubric in scoring classroom writing, or the rubric may be applied differently than the way it is used for state scoring. These and other aspects of the scoring of FCAT Writing+ are described more fully in the *Florida Writes!* document and other FCAT publications.
- c. At least two professional readers, who meet stringent qualification criteria, score each essay. The qualification criteria include a bachelor's degree in English or a related field (e.g., journalism, literature, communication), a demonstration of writing proficiency, the completion of intensive training, and a passing score on a qualifying test. Prospective readers must learn how Florida teachers want the essays scored by reviewing papers previously scored by Florida teachers. To be hired, prospective readers must accurately score a qualifying set of papers by matching the scores previously assigned by Florida teachers.
- d. The accuracy of each reader's scoring is checked throughout the scoring window. If readers do not meet the rigorous performance criteria established by the FDOE, they must either be retrained or dismissed. When the two scores assigned to an essay are not adjacent, the paper is read and scored by a third, and sometimes a fourth, experienced reader or supervisor. The FDOE Writing+ assessment specialist must approve all scores that are resolved with a fourth reading.

Section II – Reviewing Student Scores on FCAT Writing+

- a. To review a student score using the ELECTRONIC MEDIA, print a copy of the student paper to verify that it contains the work of the selected student, and that the student ID number and score match the information on the student score report. If the work attributed to the student does not legitimately belong to that student, the situation should be reported immediately to the district coordinator of assessment, who reports the details to the FDOE for investigation.
- b. The school administrator or teacher responsible for writing instruction in the school should meet with the parent or teacher of the student whose score is in question. At this point, a more detailed examination of the various elements of writing (i.e., focus, organization, support, and conventions) contained in the student paper should occur. The student paper

should be compared to the examples available in the *Florida Writes!* A response paper similar to the student's will likely be found in the examples for the exact or adjacent score points as that received by the paper. If the paper is determined to be more like a paper for a score more than one point greater than or less than the student score (a non-adjacent score), consult the district language arts supervisor about the next step.

- c. The district language arts supervisor can provide additional insight about the elements of writing and the focused holistic scoring method. The language arts supervisor should review the paper based on the resources provided by the FDOE and describe to the parent or the school official how the scoring criteria align with the paper. If the language arts supervisor determines that the paper has been assigned a score that would be more than one point greater than or less than (a non-adjacent score) the score assigned to the response, he or she should consult the district coordinator of assessment about the next step.
- e. Based on the recommendation of the district language arts supervisor to the district coordinator of assessment, the paper can be referred to the FDOE for review. A written request for review of the paper must be submitted along with a copy of the student paper. The request should include a description of the review steps completed and why it is thought that the paper should have received a score that is more than one point greater than or less than the assigned score.
- f. Written requests for review of scores should be submitted to the FDOE, K-12 Assessment, Scoring and Reporting. Requests submitted will be evaluated using the same methods recommended above. Written responses will be provided to the district coordinator of assessment for each written request received. The FDOE will determine a solution for papers with scores determined to be anomalous. A request should be sent to the Florida Department of Education, K-12 Assessment, Scoring and Reporting, 325 W. Gaines Street, Suite 401, Tallahassee, FL 32399.

Prior to submitting a written request to FDOE, K-12 staff members are available for telephone consultations on any aspect of this review. If you have questions pertaining to FCAT Writing+, focused holistic scoring, or scoring rubric interpretations, please contact Lissa Cone at 850.922.2584. If you have questions pertaining to operational aspects of scoring and reporting, please contact Jackie Mueller at 850.245.0513. If you have technical problems with the ELECTRONIC MEDIA, please contact CTB/FCAT customer Service at 888-282-FCAT (3228).

All written requests must be submitted to the FDOE for review prior to December 31, 2007.