

Classroom Activity Administration Guidelines

The purpose of a Classroom Activity is to give students exposure to context before they complete a related Performance Task, so that the information collected in the Performance Task more likely reflects student knowledge of the construct (math or English language arts), rather than the context (e.g., kayaking). The following instructions were provided to teachers for administration guidance on the Pilot Test:

- The Classroom Activity involves interactions between the teacher and students. The Performance Task that follows will be completed by individual students in the computer-based test delivery system.
- Classroom Activities for both English language arts and mathematics take about 30 minutes. You will
 have the opportunity to provide information to the Consortium about the actual time needed to
 implement the Classroom Activity.
- Mathematics Classroom Activities can be done in a computer room, in the classroom, or in any area deemed appropriate for assessment administration. Some English language arts Classroom Activities require students to have a computer.
- Download the assigned Classroom Activity at least one or two days before the scheduled delivery of your Classroom Activity and Performance Task.
- Review the Classroom Activity to prepare to facilitate the activity.
- Determine an appropriate space for completing the activity. Decide how to display information you want students to see, where to record student responses, and any other logistic details.
- Consider the appropriate classroom-based accommodations that should be provided to students in the class that would normally be provided during instruction. Provide these accommodations during the Classroom Activity.
- Any tables, graphics, formulas, or other information contained in the materials for the Classroom Activity may be displayed for students.
- Some parts of the Classroom Activity are scripted. Facilitators should read these scripts exactly as they appear.
- Other parts of the Classroom Activity require students to respond orally and are more consistent with typical instructional practice (not scripted).
 - Respond to students' questions the same way you would respond in standard classroom practice.
- All materials related to the Classroom Activity are considered secure test materials. Before beginning the Performance Task, collect any written material and scrap paper used by students during the Classroom Activity and securely dispose of them prior to beginning the Performance Task as directed in the guidelines in the *Test Administration Manual*.
- After the Classroom Activity, record any information you think might be useful in helping the Consortium improve the students' experience. You may be asked to participate in a follow-up survey about the Classroom Activity experience.