

Greetings, VSUP/VaSCL Test & Task Bank Participants!

Thank you for your willingness to serve as a representative for your school division on the VSUP/VaSCL Test & Task Bank for the 2017-2018 school year.

Your main responsibilities are to attend the FOUR meetings of the VSUP/VaSCL Test & Task Bank (the first of which will be held NEXT WEDNESDAY, SEPTEMBER 13) and to create at least five test items (or create tasks and rubrics for Performance Assessment groups) before the October 4, October 25, and November 29 meetings.

NOTE: Please ALSO reserve Wednesday, December 6, 2017 (as a back-up date in case of inclement weather).

TASK Bank participants are also asked to reserve Wednesday, March 14, 2018, for a FIFTH meeting (for final review of tasks and rubrics, after field-testing has been completed) AND Wednesday, March 21, 2018 (as the TASK Bank back-up date in case of inclement weather).

We are very glad that you have made the commitment to participate in this year's Test & Task Bank Meetings.

Some of the benefits of being a VSUP/VaSCL Test & Task Bank participant include: creation of high quality assessments that can be used in your own school or division, training and practice in writing assessments for higher level thinking skills, the opportunity to discuss pedagogical issues with colleagues from other divisions in a true Community of Practice, food on meeting days (light breakfast, lunch, and drinks), recertification points (one point per hour at meetings, plus one point per hour writing assessments on your own time between meetings), and a discount on selected VSUP/VaSCL Professional Development Conferences.

If you would like to learn more about how the VSUP/VaSCL Test & Task Bank operates, there is a great deal of information available under the Test & Task Bank Tab, on the VSUP/VaSCL website: www.vsup.org.

On the Resources for Test Bank Work Group Participants page, you will find the following documents:

1. VSUP/VaSCL Test & Task Bank Meeting Schedule (which also includes directions to the Holiday Inn (1901 Emmet Street, Charlottesville, 22901) and information on reserving overnight accommodations at the hotel (if needed)).

2. List of VSUP/VaSCL PD Conferences on which you would receive a \$30 TTB discount on the registration fee. If you register for one of these conferences, please put "TTB" in the P.O. # Box at the bottom of the registration form.

3. IA/PS (Power School) User's Guide and Blueprint for Writing High-Quality Items.

Please DOWNLOAD these two files (which are quite large) on the computer you will be bringing with you to the first meeting (ONLY if you are planning to work in a TEST Bank group, rather than in a TASK Bank group).

Please do not hesitate to let me know if you have any questions about this information!

In preparing for our first VSUP/VaSCL Test & Task Bank Meeting, I would GREATLY appreciate YOUR HELP!

PLEASE COMPLETE the following FOUR TASKS by THIS FRIDAY, September 8:

1. READ the following INFORMATION ABOUT our FIRST Test & Task Bank MEETING:

The first Test & Task Bank Meeting will begin PROMPTLY at 9:00 AM and will be held on WEDNESDAY, SEPTEMBER 13, at The Holiday Inn (1901 Emmet Street) in Charlottesville.

Parking is free, but participants are encouraged to carpool if possible.

There will be a few, light breakfast treats available starting at 8:00 a.m.

When you arrive, please check in at the Registration Table for YOUR subject area work group.

Everyone should be seated in the area assigned to their subject work group by **9:00 AM, AT THE LATEST.**

A hot Buffet will be provided for lunch, and the meeting will conclude at **3:00 PM**.

Please BRING a fully-charged laptop and a power cord (for recharging during the day).

PLEASE NOTE: You do NOT need to create any assessments or do anything else to prepare for the first meeting (except download the Guides on the Test Bank Resources for Participants page on the VSUP/VaSCL website, and those will be needed ONLY IF you are working on creating ITEMS rather than TASKS and RUBRICS).

We hope that EVERYONE will be able to attend the first meeting on WEDNESDAY, SEPTEMBER 13, since a general orientation as well as valuable trainings will be provided.

2. If you are CANNOT ATTEND on September 13, please let me know by THIS FRIDAY, September 8.

NOTE: If you ARE able to attend, you do NOT need to RSVP! However, PLEASE do be sure to contact me if you are NOT able to attend, so VSUP is not charged by the hotel for extra meals and space.

3. Please CHECK the ATTACHED database (for your SUBJECT AREA group AND for the SPECIFIC grades/subjects for which you are “willing and able” to create assessments) to make sure that information is CORRECT and COMPLETE.

You will be assigned to a specific grade/subject work group within your Subject Area, BASED ON THIS INFORMATION that VSUP/VaSCL received as to the SPECIFIC GRADES/SUBJECTS on which you are “willing and able” to work.

Please NOTE: The following six groups will be creating TASKS and RUBRICS for the TASK Bank: Collaborative Math/Science Grade 6, Writing Grade 5, Science Grade 3, History Grade 3, US History I, and US History II.

All of the 20 other work groups will be creating MC, TEI, and CR ITEMS for the TEST Bank.

ATTACHED is a database of the 2017-2018 TTB Participants, listed alphabetically by Subject Area Work Group.

4. If you would like to make ANY CHANGES in the SPECIFIC grades/subjects on which YOU are “willing and able to work,” please contact me by THIS FRIDAY, September 8.

If you would like to express a **PREFERENCE** for the specific group to which you will be assigned, do let me know!

If I do not hear from you by THIS FRIDAY, September 8, we will assume that you ARE ATTENDING on September 13, and that the INFORMATION about you IS CORRECT, so you can be assigned to the proper work group.

AGAIN, please do CONTACT ME by THIS FRIDAY, September 8, ONLY

IF you are NOT able to ATTEND the first meeting

IF you have ANY CORRECTIONS or REQUESTS concerning the information provided in the database

IF you have ANY other questions, concerns, or suggestions

We look forward to working with you and hope that you will find participation in VSUP/VaSCL Test & Task Bank meetings this year to be a very valuable professional learning experience!

Thanks!

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