

Dear System Testing Coordinators,

We are looking for teachers to participate in Rangefinding for the Writing Assessment. Teachers that participate will look at samples of student work to find and set ranges of each score points – “what makes a 3 on Support and Elaboration.” Teachers that participate in rangefinding will learn about scoring and directly inform the scoring process for the February results.

The TCAP Writing Assessment Rangefinding meeting will be held Feb. 18-20, 2014 in Nashville. Participants will be reimbursed for travel and meals at state rates, and your school system will be partially reimbursed for substitute pay for the two days.

Testing coordinators in each district will receive additional information this week (see here – link to testing coordinators email posted on Constant Contact) about the nomination process via EdTools. For more information about how to nominate educators from your district, please contact your system testing coordinator.

Please recommend English language arts teachers, instructional coaches, and supervisors to participate in the three-day rangefinding process.

All participants must have a background in ELA. We are looking for individuals with knowledge of the Common Core State Standards. We are looking individuals who are not only experts at assigning and grading student writing, but also individuals who are energetic and excited about the changes the importance of writing.

Participants will be reimbursed for travel and meals at state rates, and your school system will be partially reimbursed for substitute pay for the two days.

To nominate an English teachers, instructional coaches, or supervisors who you think fit these descriptions, fill out the nomination form.

Please fill in the Excel file attached to this message on the EdTools site (<https://tdoe.randasolutions.com/>) with all requested information for each person nominated. When it is complete, rename the file to include your system name and post it to EdTools by **Friday, Dec. 20, 2013**. Please indicate in the subject line that it is the TCAP WA Operational Rangefinding nomination list. You do not have to nominate a person for every panel.

TDOE will review the list of applicants and select individuals to serve on the committees. TDOE will contact each selected educator to confirm availability and willingness to serve. Since there are a limited number of positions to be filled, all recommended educators may not be selected.

If you have questions, please contact tncore.questions@tn.gov.

Thank you for your time and efforts in helping us make the TCAP assessments the best they can be.

Office of Assessment Design