

Additional Information about the FWA for 2007-2008

- ◆ Programs must submit matched-pair writing samples (pre- and post-tests) for 10% of Adult High School Credit Diploma Program (AHSCDP) and External Diploma Program (EDP) learners, 10% for ABE/ GED learners, and 5% for ESL learners. The Bureau will supply programs with these percentages by mid-September.
- ◆ Each district is required to **maintain** a minimum of one staff member trained in Functional Writing Assessment (WTG 1-FWA: Pictures & Forms 9-hour training). This person can be designated as the Writing Contact Person who will be responsible to attend one meeting per year and receive any updates in materials and/or policies concerning the writing assessment. Each district must identify a Writing Contact Person.
- ◆ **Local Examiners** (anyone who has taken the 9-hour WTG 1 Pictures & Forms Training) **are ONLY qualified to score writing pre-tests informally** in order to guide instruction.
- ◆ **Local Examiners** may train classroom teachers to administer the Functional Writing Assessment, but **may NOT train teachers to score writing samples**, even informally.
- ◆ Scoring rubrics provide an analysis of areas needing improvement and may be shared with classroom teachers and students.
- ◆ Students' writing samples **MAY NOT** be given to the students to keep or for use as teaching tools. This compromises the security of the test.
- ◆ **Certified Local Scorers must renew their FWA Certification prior to September 1 of each year.**
- ◆ Programs **MUST** report which method of scoring will be used to the SDE no later than September 30th of the school year.
- ◆ **This means that every adult education program will:**
 - Need to have and **maintain a minimum of two Certified Local Scorers** within its program, **OR**
 - **Utilize the ATDN scoring service-** paying a \$15.00 fee per matched pair for scoring, **OR**
 - **Make some other arrangement** approved by the Bureau. For example:
 - A program might make arrangements with a neighborhood program to **share the scoring**, keeping in mind that each sample must be scored by two Certified Local Scorers.
 - A program might **hire additional Certified Local Scorers** to help score writing samples.**

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**If you need suggestions about available Certified Local Scorers with whom your program could collaborate or hire, please contact ATDN: (860) 524-4054

Please contact Susan Pierson with additional comments or questions:
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