

Process for Utilizing ATDN Scoring Services

1. Forward **10% of pre-post-matched pair writing samples for Adult High School Credit Diploma Program (AHSCDP) and External Diploma Program (EDP) learners, 10% for ABE/GED learners, and 5% for ESL learners.** (The percentage is determined by the number of students who attended 12 hours or more from the previous fiscal year. The Bureau will provide you with this number. **No more than the required percentage of student-matched pairs per program area may be submitted to ATDN.** If more than the required percentages are submitted to ATDN, **they will NOT be scored.**
2. **Please screen samples before submission.** Those samples with inappropriate language will NOT be scored. , thus a program may not meet the State Department of Education's (SDE) reporting requirement!
3. Batch all tests being forwarded to ATDN for scoring by utilizing the appropriate batching form provided by the bureau (Form D is for the Picture Task). [**Batching forms were revised on 8/30/05.**] Retain a copy of the batching forms for your records. Please make sure that the Writing Contact Person on that form is available to answer questions from ATDN during the scoring process. Since the SDE is tracking the length of writing instructional time, **all programs MUST record both pre-test and the post-test dates on the batching form.**
4. Writing sample matched pairs **may only be submitted once** at the end of the year. For 2007-2008, the FWA submissions must be received by ATDN **no later than Friday, April 4th.**
5. Samples should be mailed by certified or express mail or hand delivered.
6. After scoring, ATDN will return the tests and batching forms to the Writing Contact Person as identified on the batching form. Scored samples will be returned to the adult education programs in June at the statewide directors' meeting.
7. Program will match scored copies with originals and report scores in CARS. District will have until mid-July to enter writing assessment data into CARS.

Please contact Susan Pierson with additional comments or questions:
(860) 807-2121 OR susan.pierson@ct.gov