

DIRECTIONS *for*

PROCTORING TEACHERS



COMPUTER
WRITING STUDY

Laptop Students



Overview

Students will be provided two 45 minute sessions to complete an MCAS 7th grade composition essay using their BWLI laptop. The first 45 minute session, Session A will be used to create a rough draft. The second 45 minute session, Session B, will be used to create the final draft.

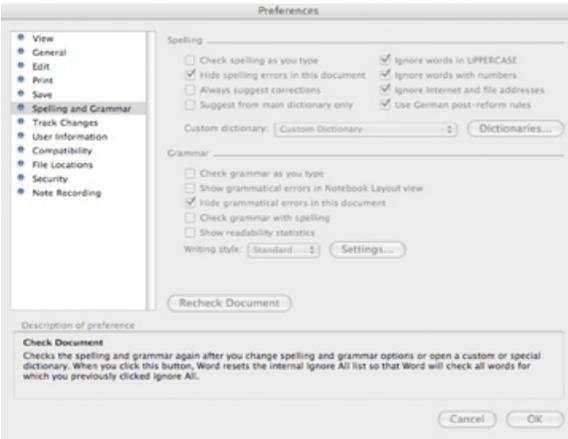
Before the Testing Session

- Students should have a book or other quiet (non-laptop) work available if they finish the assessment early
- All student laptops should be fully charged or plugged in before the assessment begins
- A sign should be placed on the door requesting privacy for the testing session.

Testing Session A Directions

1. Have students open their (fully charged) laptops. Have each student turn off all programs and software and open MS Word and create a New Blank Document (*File > New Blank Document*).
2. Have each student type their first and last name on the top line of the Word document. On the next lines of text students should type their English/Language Arts teacher's name, their school name, and the date.
 - For Example: Lisa Simpson
Miss Hoover
Springfield Elementary
January 28, 2008

3. Next, have all students Turn **OFF** automatic spelling and grammar check:
 - a. Open Spelling and Grammar Preferences (*Word > Preferences... > Spelling and Grammar*), located as a radial button on the left side of the screen.
 - b. Have students de-select all options that provide Spelling and Grammar checks. The picture below shows how the Spelling and Grammar preferences should look on each students screen when they have successfully disabled the Spelling and Grammar checks:



- c. To close the Spelling and Grammar Preferences, students will select the OK button and return to their document.
4. Student should save their new document (*File > Save As*) using the following naming protocol: "Student Last Name. Student First Name.Schoolname".
 - For Example: Simpson.Lisa.Springfield.doc
5. Hand out the Student Directions and Writing Prompt (Laptop) to all of the students.
6. Read the following instructions aloud to the class:

As one of only a small number of Massachusetts students with a laptop in school, *you* have been selected to participate in an important Boston College research study. As part of this study you will be asked to write an essay using your laptop computer. It is important that you take your time and do your very best on this essay. All essays will be scored by Boston College researchers and examined by your school and teachers. This essay is your chance to show how well students with laptops can write using laptops.

During this session, you will be provided 45 minutes to write the first draft of a composition using your laptop or paper/pencil. After a short break, you will be provided an additional 45 minutes to complete a final composition using your laptop.

During this first test session, you should:

- plan what you are going to write;
- make notes or outlines and carry out other pre-writing activities; and
- write a **FIRST DRAFT** of your composition.

Throughout all of testing session, **DO NOT**:

- talk with other students,
- use your laptop to perform spelling or grammar checks,
- use the Internet (or any other external resources), or
- use any other computer programs

Any student found using their laptops spelling or grammar check will receive a failing score on this assessment.

This test session is scheduled to be 45 minutes long. If you have not finished your first draft at the end of that time, raise your hand. If you finish your first draft before the end of the session, you should review your work. When you are satisfied with your work, bring all of your test materials to me. If you brought a book to read, you may exchange your test materials for your book.

7. Have students begin Session A of the composition test and set a timer for 45 minutes. The teacher should write the ending time of the test session on the board. Proctors should insist that testing conditions are a realistic approximation of MCAS 7th grade Composition testing conditions (no talking, no outside disturbances, etc.). If need be, students should be reminded that these essays will be scored and examined by their school and that students should take this exercise seriously.
8. Circulate amongst the students while they write their drafts to see that they are working steadily and ensuring a secure and fair testing environment. If a student is found violating the rules (see rules in #6 above), the proctoring teacher should note the infraction next to the students name on the schools student spreadsheet.
9. At the end of 45 minutes, the proctor should end Session A and ask that all students save their work and put away their laptops. Students that finish before the allotted time period should be encouraged to review their work. However, if a student is completely finished before the end of the session they should put away all testing materials and keep themselves occupied with a quiet activity (reading, etc.) Any students who require additional time may continue working at the discretion of the proctoring teacher but must remain supervised.

Supervised Break

Students should be provided a break of approximately 10-15 minutes. Please instruct your students not to discuss the test during the break or use their computers.

Testing Session B Directions

1. Make sure students have returned to their cleared work areas and announce to the students:

We are now going to begin Session B of the composition test. Please open your laptop and locate the rough draft you created earlier. During this next 45 minute test session, you will write a final composition using your laptop that is based on the first draft you wrote earlier. Your final essay should be no more than 3 pages (single spaced) so be sure to plan accordingly. Before turning in your final essay, please be sure that your final paper uses Times 12 pt. font and is single spaced. Remember that part of your final composition score will be for correct spelling and grammar.

If you have not finished your final draft at the end of that time, raise your hand. If you finish your final draft before the end of the session, you should review your work. When you are satisfied with your work, bring all of your test materials to me. If you brought a book to read, you may exchange your test materials for your book.

Again, using any features of your laptop to check spelling or grammar will result in a failing score on this assessment.

2. Have students begin Session B of the composition test and set a timer for 45 minutes. The teacher should write the ending time of the test session on the board. Once again, all proctors should insist that testing conditions are a realistic approximation of MCAS 7th grade Composition testing conditions (no talking, no outside disturbances, etc.). If need be, students should be reminded that these essays will be scored and examined by their school and that students should take this exercise seriously.
3. Again, circulate amongst the students while they write their drafts to see that they are working steadily and ensuring a secure and fair testing environment. If a student is found violating the rules (see rules above), the proctoring teacher should note the infraction next to the students name on the schools student spreadsheet. Students should be encouraged to save their work regularly.
4. At the end of end of 45 minutes, the proctor should end Session B and ask that all students save their work and put away their laptops. Students that finish before the allotted time period should be encouraged to review their work. However, if a student is completely finished before the end of the session they should upload the essay to their teacher and keep themselves busy with a quiet activity (reading, etc.)
5. Any students who require additional time may continue working at the discretion of the proctoring teacher but must remain supervised.

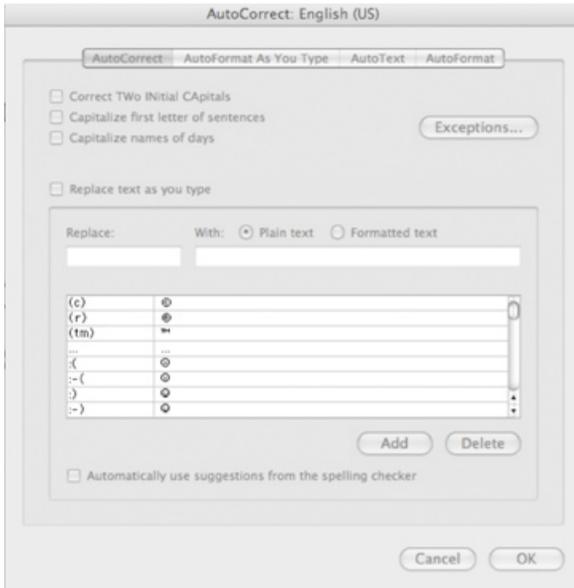
Collecting the Students Essays

1. When a student has completed the final draft of their essay on their laptop, they should raise their hand or alternatively let the teacher know the essay is completed.
2. As students complete their final essay, the proctoring teacher should check to make sure each essay is saved in 12 pt. Times font and single spaced.
3. All essays should be uploaded to the proctoring teacher who should create a New folder for his/her class and place all of the Word files within this new folder. The folder should be named for the teacher and school.
 - For Example: "Goodwin.Conte"
4. The proctoring teacher should "burn" or "copy" the new folder containing all of their student essays onto the enclosed blank CDR's. After the data CD is created, please be sure to check the files are all saved and the disk burned correctly. A back-up copy of the completed student essays should be saved at each BWLI school. Instructions on how to burn a CD are explained on the next page.
5. All testing materials as well as the CDRs will be collected by the BWLI school contact. Scrap paper and any other material from students rough draft does **not** need to be returned to Boston College.

Thank you very much for your participation in this important research study. Scored student essays will be returned to all schools in early May 2008. For more information or questions please contact: bebell@bc.edu.

IMPORTANT: Make Sure All Students Turn Off The “Auto Correct” Feature

1. Once Word is open, have students open the AutoCorrect Window by: *Tools > “AutoCorrect...”*
2. Open the AutoCorrect Tab if it did not automatically open
3. De-select all of the AutoCorrect options. The window should look like this:



4. Close the AutoCorrect Window by selecting the OK Button (bottom right)

To Burn a CD or DVD:

1. Insert a blank disc into the optical drive of your computer.
2. If you see a dialog, you can choose an action from the pop-up menu and select *“Make this action the default”* if you want the same thing to happen every time you insert a blank disc.
3. The disc appears on your desktop.
4. Double-click the disc to open it, and drag the files and folders you want on it to its window.
5. The Finder places aliases to the files in the disc’s window. The original files are not moved or deleted.
6. Arrange and rename the files.
7. When burning the disc, the Finder gives the items on the disc the same names and locations as the aliases in the disc window. After the disc is burned, you cannot change them.
8. Choose *File > Burn Disc*, and follow the instructions.
9. The files that the aliases point to are burned to the disc. In addition, if any folder you copied contains aliases, the original files for those aliases are burned to the disc as well.