

# PROCTORING TEACHERS



COMPUTER  
WRITING STUDY

## Paper Students



### Overview

Students will be provided two 45 minute sessions to complete an MCAS 7<sup>th</sup> grade composition essay using paper/pencil. 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 work available if they finish the assessment early
- All students should be provided an adequate supply of lined paper and pencils/pens
- A sign should be placed on the door requesting privacy for the testing session.

### Testing Session A Directions

1. Hand out to each student 4-6 pieces of lined paper.
2. Hand out the Student Directions and Writing Prompt to all of the students.
3. 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. 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 to your school and teachers. This essay is your chance to show how well students who use laptops in their school can write.

During this session, you will be provided 45 minutes to write the first draft of an English/Language Arts composition. After a short break, you will be provided an additional 45 minutes to complete a final composition.

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 any computer or Internet resources

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.

4. 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 7<sup>th</sup> 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.
5. Circulate amongst the students while they write their drafts to see that they are working steadily and ensuring a secure and fair testing environment.
6. At the end of 45 minutes, the proctor should end Session A and ask that all students save their work and put all testing materials away. 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. Have students return to their work areas and provide 4-6 pages of lines paper to each student. Make sure each student has their rough draft from Session A.
2. Announce to the students:

We are now going to begin Session B of the composition test. During this next 45 minute test session, you will write a final composition that is based on the first draft you wrote earlier. Your final essay should be no more than 4 pages so be sure to plan accordingly. 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.

3. 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 7<sup>th</sup> 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.
4. 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.
5. At the end of end of 45 minutes, the proctor should end Session B. 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 turn in their essay to their teacher and keep themselves busy with a quiet activity (reading, etc.)
6. 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, they should raise their hand or alternatively let the teacher know the essay is completed.
2. Using a new piece of paper students should create a cover sheet for their essay that includes:
  - Student's full name, their English/Language Arts teacher's name, their school name, and today's date.
  - For Example: Lisa Simpson  
Miss Hoover  
Springfield Elementary  
January 28, 2008
3. Students should affix their cover sheet onto their essay and staple (or secure) all pages together.
4. The proctoring teacher should collect all of the student essays from the students making sure that all pages are included and that all essays are properly labeled.
5. All testing materials 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.*