

# DIRECTIONS FOR ADMINISTERING THE PALM BEACH WRITES

## ❖ Materials Provided for Testing

Each student taking the test will need a writing folder and a planning sheet.

## ❖ Preparing for the Test

The following tasks should be performed:

- Read Directions for Administering the Writing Assessment.
- Assemble all necessary materials and make sure an adequate supply of each of the following is available.

**Writing Folders.** One copy is needed for each student participating in the test. The writing folder contains the prompt and space for the student to write a response to the topic. Use one writing folder for demonstration purposes.

**Planning Sheets.** One sheet is needed for each student participating in the test. Students use these sheets to plan what they will write in their folders.

**Pencils.** Students will use pencils to complete the information on the front cover, to plan, and to write their responses. Students should be told to bring No. 2 pencils for the test. A supply of sharpened pencils should also be available for those who forget.

**Watch or clock.** Students will be given a 45-minute time period to read the topic, plan what to write, and then write their response in the writing folder. A watch or clock will be needed to ensure that testing does not exceed this 45-minute time period. (OPTIONAL: When the test begins, write the starting time on the chalkboard.)

## ❖ Preliminary Instructions

Ask students to clear their desks of all materials except pencils. Make sure that all students have a No. 2 pencil for the test. Distribute a writing folder and a planning sheet to each student. Keep one writing folder on hand for demonstration purposes, then say:

Say:

**Today you are going to do a writing exercise that will provide us with important information about your writing achievement. The results of this assessment will be used to improve instruction. Therefore, it is important that you do your best on this test. Do not mark on your writing folder until I tell you to do so.**

## ❖ Planning Sheet

Say:

**Write your name on the line at the top of your planning sheet.**

## ❖ Writing Folders

The cover of the writing folder needs to be completed prior to test administration. Some test administrators may choose to complete writing folders for their students. If students are to complete the cover of their writing folders, follow this script:

Say:

**Write your name on the line provided.**

Pause, then say:

**On the next line, that asks for your Teacher's name, print my name, which is**

\_\_\_\_\_.

Pause, then say:

**On the next line, print the name of our school.**

Pause, then say:

**On the next line, write in your grade level and next to it, today's date, which is**

\_\_\_\_\_.

Circulate around the room to see that students are filling in their writing folders correctly.

❖ **Script for Administering the Writing Assessment**

Say:

**The box on page 2 of your writing folder contains the topic you are to write about. It explains the topic and gives you some ideas for planning your writing.**

**After reading the topic on page 2 of your writing folder, you may use the planning sheet for jotting down ideas and planning what you will write. (OPTIONAL: Other appropriate terms for **planning** which may be used are **prewriting, clustering, or mapping activities.**) You do not have to use both sides of the sheet for your planning activity.**

**After you have planned what you will write, begin the writing that will be scored on page 3 of your writing folder. You may continue your writing on the back of your writing folder. You do not have to fill up both of these pages. Write **ONLY** the amount you think is necessary to complete this assignment. You may skip lines as you write; just remember that this will shorten the space you have to write, and **EXTRA** paper will not be available.**

**Your writing may be about something that is real (OPTIONAL: **fact**) or fantasy (OPTIONAL: **make believe**). But remember, you are to write **ONLY** about the topic on your planning sheet. You do not have to give your writing a title. You may **NOT** use a dictionary. If you do not know how to spell a word, sound the word out and do the best you can.**

**You may print or write in cursive. It is important to write legibly (OPTIONAL: **neatly or clearly**). Any erasures or strike-throughs should be as clean as possible. (PLEASE NOTE: You may use a chalkboard to illustrate a strike-through for the deletion of a word or group of words.)**

**The writing in your writing folder should be easy to read and show that you can organize and express your thoughts clearly. You have a total of 45 minutes to read, plan, and respond to your topic. I will let you know when you have ten minutes left.**

**If you finish early, place your planning sheet inside your writing folder, then close your writing folder. It is important that you sit quietly until everyone is finished. (OPTIONAL: You may instruct students to read a book quietly while others are finishing.)**

**Are there any questions?**

Pause, then say:

**Remember to read your topic thoroughly and plan what you will write. After planning, begin writing on page 3 of your writing folder.**

**You may begin. (OPTIONAL: You may want to write the starting time on the chalkboard.)**

*PLEASE NOTE: Test administrators are prohibited from reading or interpreting the topic to students.*

After 35 minutes, say to students:

**You have ten minutes to look over (OPTIONAL: **revise and edit**) your paper and complete your writing on pages 3 and 4 of your writing folder.**

Ten minutes later, say to students:

**STOP. Put your pencil down, place your planning sheet inside your writing folder, then close your writing folder. THIS IS THE END OF THE TEST.**