

Greetings, VaSCL Test & Task Bank Participants!

Thank you for your willingness to serve as a representative for your school division on the VaSCL Test & Task Bank for the 2019-2020 school year.

**Your main responsibilities are to attend the FOUR meetings of the VaSCL Test & Task Bank (the first of which will be held on WEDNESDAY, SEPTEMBER 18) and to create at least five test items (or create tasks and rubrics for Performance Assessment groups) before the October 2, October 30, and November 20 meetings.**

NOTE: Please ALSO reserve Wednesday, December 11, 2019 (as a back-up date in case of inclement weather). TASK Bank participants are also asked to reserve Wednesday, March 18, 2020, for a FIFTH meeting (for final review of tasks and rubrics, after field-testing has been completed) AND Wednesday, March 25, 2020 (as the TASK Bank Meeting back-up date in case of inclement weather).

Please ALSO NOTE, **if you are NEW to the TASK Bank**: Participants who do not already have a great deal of experience creating tasks and rubrics for performance assessments are asked to attend a special training session on Tuesday, September 17. If you have not participated in a VaSCL Task Bank Work Group in the past, **you are strongly encouraged to register to attend this VaSCL Conference** (Developing High-Quality Performance Assessments). The registration fee will only be \$85 for TTB Work Group Participants. (Please write "TTB Discount" in the PO box on the registration form, available on the VaSCL website: [www.vascl.org](http://www.vascl.org).)

***We are very glad that you have made the commitment to participate in this year's Test & Task Bank Meetings.***

Some of the benefits of being a VaSCL Test & Task Bank participant include: creation of high quality assessments that can be used in your own school or division, training and practice in writing assessments for higher level thinking skills, the opportunity to discuss pedagogical issues with colleagues from other divisions in a true Community of Practice, food on meeting days (light breakfast, lunch, and drinks), recertification points (one point per hour at meetings, plus one point per hour writing assessments on your own time between meetings), and a discount on selected VaSCL Professional Development Conferences.

If you would like to learn more about how the VaSCL Test & Task Bank operates, there is a great deal of information available under the Test & Task Bank Tab, on the VaSCL website: [www.vascl.org](http://www.vascl.org).

**On the Resources for Test Bank Work Group Participants page, you will find the following documents:**

1. VaSCL Test & Task Bank Meeting Schedule (which also includes directions to the Holiday Inn (1901 Emmet Street, Charlottesville, 22901) and information on reserving overnight accommodations at the hotel (if needed)).

2. List of VaSCL PD Conferences on which you can receive a TTB discount on the registration fee. If you register for one of these selected conferences, please put "TTB" in the P.O. # Box at the bottom of the registration form. (Please NOTE: I have ATTACHED the List of **ALL** VaSCL Professional Learning opportunities for this year, as an FYI. Please pass this PD Schedule along to anyone in your division who might be interested!)

3. IA/PS (Power School) User's Guide and Blueprint for Writing High-Quality Items.

If you are planning to work with a TEST BANK group, please DOWNLOAD these two files (which are quite large) onto the computer you will be bringing with you to the first meeting. (TASK Bank groups will be provided with materials at the special training session on September 17, and/or at the first meeting on September 18.)

Please do not hesitate to let me know if you have any questions about this information!

***In preparing for our first VaSCL TTB Meeting, I would GREATLY appreciate YOUR HELP with four tasks!***

**PLEASE COMPLETE the following FOUR TASKS by THIS FRIDAY, September 13:**

**1. READ the following INFORMATION ABOUT our FIRST Test & Task Bank MEETING:**

The first Test & Task Bank Meeting will begin PROMPTLY at 9:00 AM and will be held on WEDNESDAY, SEPTEMBER 18, at The Holiday Inn (1901 Emmet Street) in Charlottesville.

Parking is free, but participants are encouraged to carpool if possible.

There will be a few, light breakfast treats available starting at 8:00 a.m.

When you arrive, please check in at the Registration Table for YOUR subject area work group.

Everyone should be seated in the area assigned to their subject work group by 9:00 AM, AT THE LATEST.

A hot Buffet will be provided for lunch, and the meeting will conclude at 3:00 PM.

**Please BRING a fully-charged laptop and a power cord (for recharging during the day).**

PLEASE NOTE: You do NOT need to create any assessments or do anything else to prepare for the first meeting (except download the Guides (see #3 above) if you are new to the TEST Bank (we will be transitioning to Performance Matters later), OR attend the special training on September 17 if you are new to the TASK Bank).

***We hope that EVERYONE will be able to attend the first Test and Task Bank Meeting on WEDNESDAY, SEPTEMBER 18, since a general orientation as well as valuable trainings will be provided.***

**2. If you are CANNOT ATTEND on Wednesday, September 18, please let me know by THIS FRIDAY, 9/13.**

**NOTE: If you ARE able to attend, you do NOT need to RSVP!**

PLEASE do be sure to contact me if you are NOT able to attend, so VaSCL is not charged for you by the hotel.

**3. Please CHECK the ATTACHED spreadsheet to make sure the information is CORRECT and COMPLETE.**

All Registered Participants for the 2019-2020 Test and Task Bank are listed alphabetically by Subject Area Work Group.

**Please CHECK both your SUBJECT AREA group AND the SPECIFIC grades/subjects for which you are “willing and able” to create assessments.**

You will be assigned to a specific grade/subject work group within your Subject Area, based on this information.

Please NOTE: The following six groups will be creating TASKS and RUBRICS for the TASK Bank: Writing Grade 5, Writing Grade 11, Science Grade 3, Math/Science (STEM) Grade 6, and all History/Social Studies groups.

All of the 20 other work groups will be creating MC, TEI, and CR ITEMS for the TEST Bank.

**4. If you would like to make ANY CHANGES in the GENERAL subject area or the SPECIFIC grades/subjects on which YOU are “willing and able to work,” please contact me by THIS FRIDAY, September 13.**

If you would like to express a PREFERENCE for the specific group to which you will be assigned, do let me know!

**PLEASE NOTE: If I do not hear from you by THIS FRIDAY, September 13, we will assume that you ARE ATTENDING on September 18, and that the INFORMATION about you on the attached database IS CORRECT, so you can be assigned to the proper work group.**

**AGAIN, please do CONTACT ME by THIS FRIDAY, September 13, but ONLY under the following circumstances:**

**IF you are NOT able to ATTEND the first meeting**

**IF you have ANY CORRECTIONS or REQUESTS concerning the information provided about you in the database**

**IF you have ANY other questions, concerns, or suggestions**

We look forward to working with you and hope that you will find participation in VaSCL Test & Task Bank meetings this year to be a very valuable professional learning experience!

Thanks!

Liza Scallet

VaSCL Administrative Coordinator

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**PS. APOLOGIES for the LONG email. It is ATTACHED as a PDF.**