

Greetings, VSUP Test & Task Bank Participants!

Thank you for your willingness to serve as a representative for your school division on the Virginia School-University Partnership Test & Task Bank for the 2016-2017 school year.

**Your main responsibilities are to attend the FOUR meetings of the VSUP Test & Task Bank, the first of which will be held on Wednesday, September 14, and to create at least five items in your subject area (or create tasks and rubrics for Performance Assessment subjects) before the October 5, November 2, and November 30 meetings.** NOTE: Please ALSO reserve Friday, December 9, 2016 (as a back-up date in case of inclement weather); TASK Bank participants are asked to reserve Wednesday, March 15, 2017, for a FIFTH meeting (for final review of tasks and rubrics, after field-testing has been completed).

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 VSUP 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 VSUP Professional Development Conferences.

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

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

1. VSUP Test & Task Bank Meeting Schedule (with directions to the Holiday Inn (1901 Emmet Street, Charlottesville) and information on reserving overnight accommodations (if needed)).

2. List of VSUP PD Conferences which you can attend at a reduced price (\*TTB discount).

If you register for one of these conferences, please put "TTB" in the P.O. # box on the registration form.

3. PowerSchool (IA) User's Guide and Blueprint for Writing High-Quality Items.

Please DOWNLOAD these two files (which are quite large) onto the computer you will be bringing with you to the first meeting (if you are working in a TEST Bank group, and not a TASK Bank group).

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

**In preparation for our first VSUP Test & Task Bank Meeting on September 14, I would greatly appreciate YOUR HELP in COMPLETING the following FOUR TASKS by THIS FRIDAY, September 9:**

**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 14, 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 power cord (for recharging during the day).**

You do NOT need to create any assessments or do anything else to prepare for the first meeting (except download the Guides on the Test Bank Resources for Participants page on the VSUP website).

***We hope that EVERYONE will be able to attend the first meeting on WEDNESDAY, SEPTEMBER 14, since a general orientation as well as valuable technical and professional development trainings will be provided.***

**2. If you are NOT able to attend on September 14, please RVSP, by THIS FRIDAY, September 9.**

(If you ARE able to attend, you do NOT need to RSVP! However, PLEASE do be sure to let me know if you are NOT able to attend, so VSUP is not charged by the hotel for extra meals and space.)

**3. Please CHECK on REQUESTED SUBJECT Area AND on the SPECIFIC WORK GROUP(S) on which you are “willing and able” to create assessments.**

At the first meeting you will be assigned to a specific grade/subject work group within your Subject Area, based on the registration information that VSUP received as to the SPECIFIC GRADES/SUBJECTS on which you are “willing and able” to create assessments.

Please NOTE: The following five groups will be creating tasks and rubrics for the TASK Bank: Writing Grade 5, Science Grade 3, History Grade 3, US History I, and US History II. All of the 20 other work groups will be creating MC, TEI, and CR items for the TEST Bank.

ATTACHED is a database of the 2016-2017 TTB Participants, listed alphabetically by Subject Area Work Group.

**4. If ALL of the SPECIFIC grades/subjects on which YOU are “willing and able to work” are NOT CORRECT, please contact me by THIS FRIDAY, September 9.**

***If I do not hear from you by THIS FRIDAY, September 9, we will assume that you ARE ATTENDING on September 14, and that the INFORMATION about you IS CORRECT.***

If you have any questions, concerns, or suggestions, please don't hesitate to contact me.

**AGAIN, please DO LET ME KNOW by this Friday, September 9, IF YOU ARE NOT ABLE TO ATTEND the first meeting OR IF YOU HAVE CORRECTIONS on the information provided in the database.**

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

Thanks!

Liza Scallet  
VSUP Test & Task Bank Coordinator

lscallet@vsup.org