

# Briefcase Three: Assessment Tools for Inclusion for Middle and High School

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*Dear Fellow Teachers,*

*Briefcase Three: Assessment Tools for Inclusion for Middle and High School was developed to reduce the burden of these important responsibilities for the inclusion teachers. Herein you will find hints to prepare for assessment of students, self, the collaboration effort, curriculum and your inclusion program. To my mind, inclusion teaching necessitates collaborative work to include collaborative assessment involving not only coteachers but also, importantly, students.*

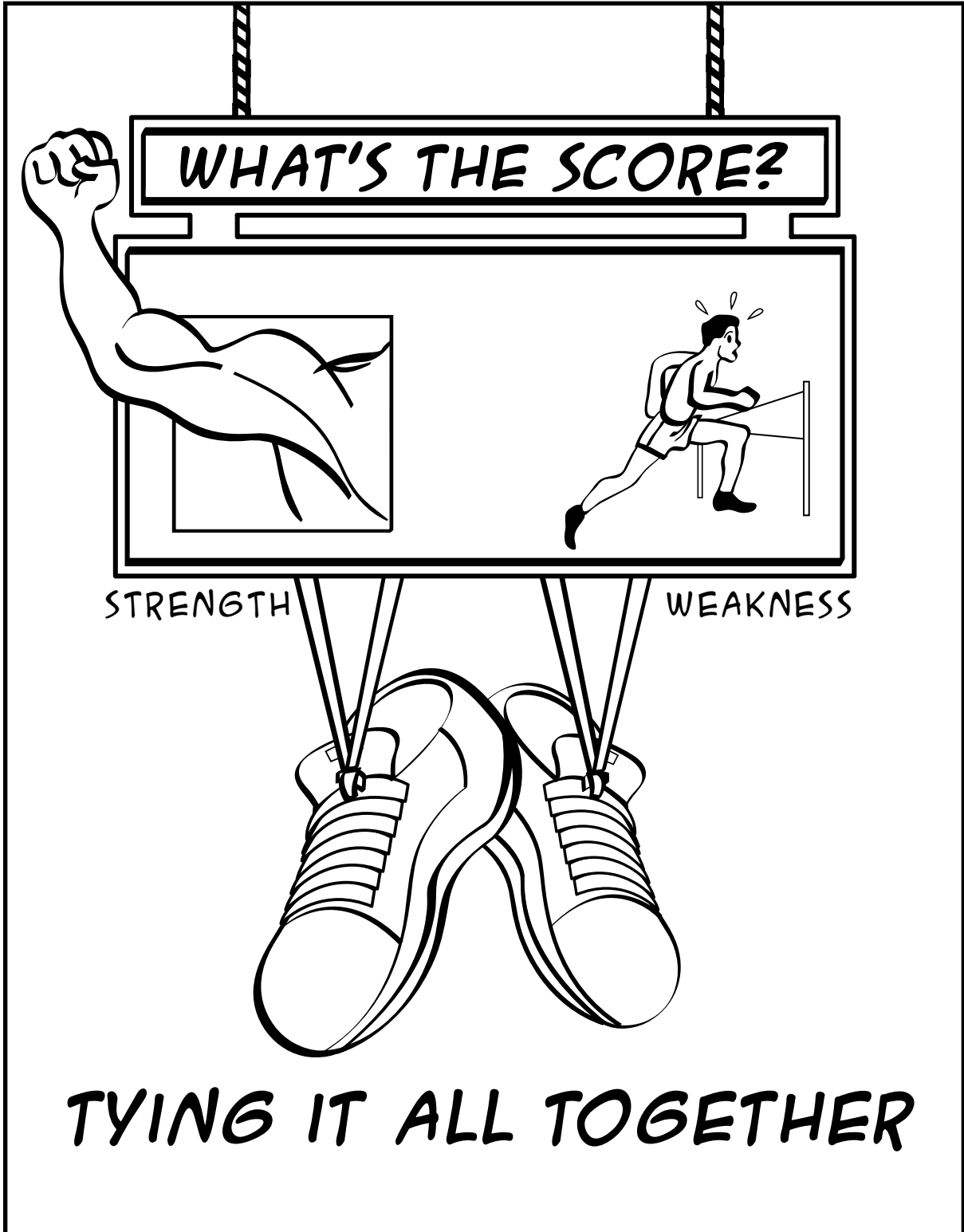
*For your convenience, Briefcase Three has a special feature: a ‘Student Brief.’ The ‘Student Brief’ is designed as a stand-alone tool to encourage student involvement and responsibility for academic growth.*

*Moreover, Briefcase Three has tools and strategies to help you take your students from where they are now to where they need to be when they leave your class. Acknowledging their talents and skills or deficits helps you as well as your students, to develop and effectively maximize academic programs and instructional strategies.*

*Don’t let assessment frighten you! Help lies ahead! Briefcase Three will give you TIPS and pointers for student preparation for testing and for inclusion grading, for assessment and evaluation. Briefcase Three will help make your inclusion journey more worthwhile, pleasant and academically productive.*

*Respectfully,  
June Stride Ed. D.*

# HELPING STUDENTS PREPARE FOR ACADEMIC SUCCESS AND ASSESSMENT



*Dear Teachers,*

*Why not take advantage of student energy and their growing desire for independence? Utilize 'free' minutes at the beginning or end of the period, especially at the beginning of the year, to engage them in a growth challenge.*

*The 'Student Brief' that follows can be the vehicle to start them on the path. Use the forms to allow them to determine their own strengths and weaknesses. Invite them to collaborate with you on their path to personal academic and behavioral growth.*

*When students feel involved and committed, discipline problems decline. As they channel their efforts in a directed positive manner, you'll be pleasantly surprised and pleased with the results!*

*Sincerely,  
June*

# Helping Students Prepare for Academic Success and Assessment

## ACADEMIC SUCCESS AND ASSESSMENT

**tip!**

### **Developing a study spot. Knowing your 'rights'**

The Right Spot + the Right Time + the Right Equipment + the Right Habits =  
The Right Attitude.

**tip!**

### **Knowing your score...**

#### **personal learning strengths and weaknesses**

Athletes and scholars who are honest in their personal learning assessment can use their knowledge to overcome weaknesses.

**tip!**

### **Succeeding academically:**

#### **'The Big 12 Rule Book for Academic Success'**

Positive performance develops from positive behaviors. Here are 12 TIPS for growth toward academic success.

**tip!**

### **Check It Out!**

#### **Your Personal Student Communication Survey**

Many students are quite unaware of the quality of their communication skills with adults and peers as well as the relationship to success.

Students who feel responsible for and are involved in their own academic growth and progress tend to work harder and want to work 'smarter.'

**tip!**

### **Making the grades: 12 study skills tips**

Learn to study for success. Grades can be improved. Scores on tests can go up.

**tip!**

### **Reaching the top: Taking 'high stakes' tests**

Test day strategies help. You can reduce test-taking stress and improve test results by following these simple hints on test day.

**tip!**

### **Your choice: Doing better on multiple choice type tests**

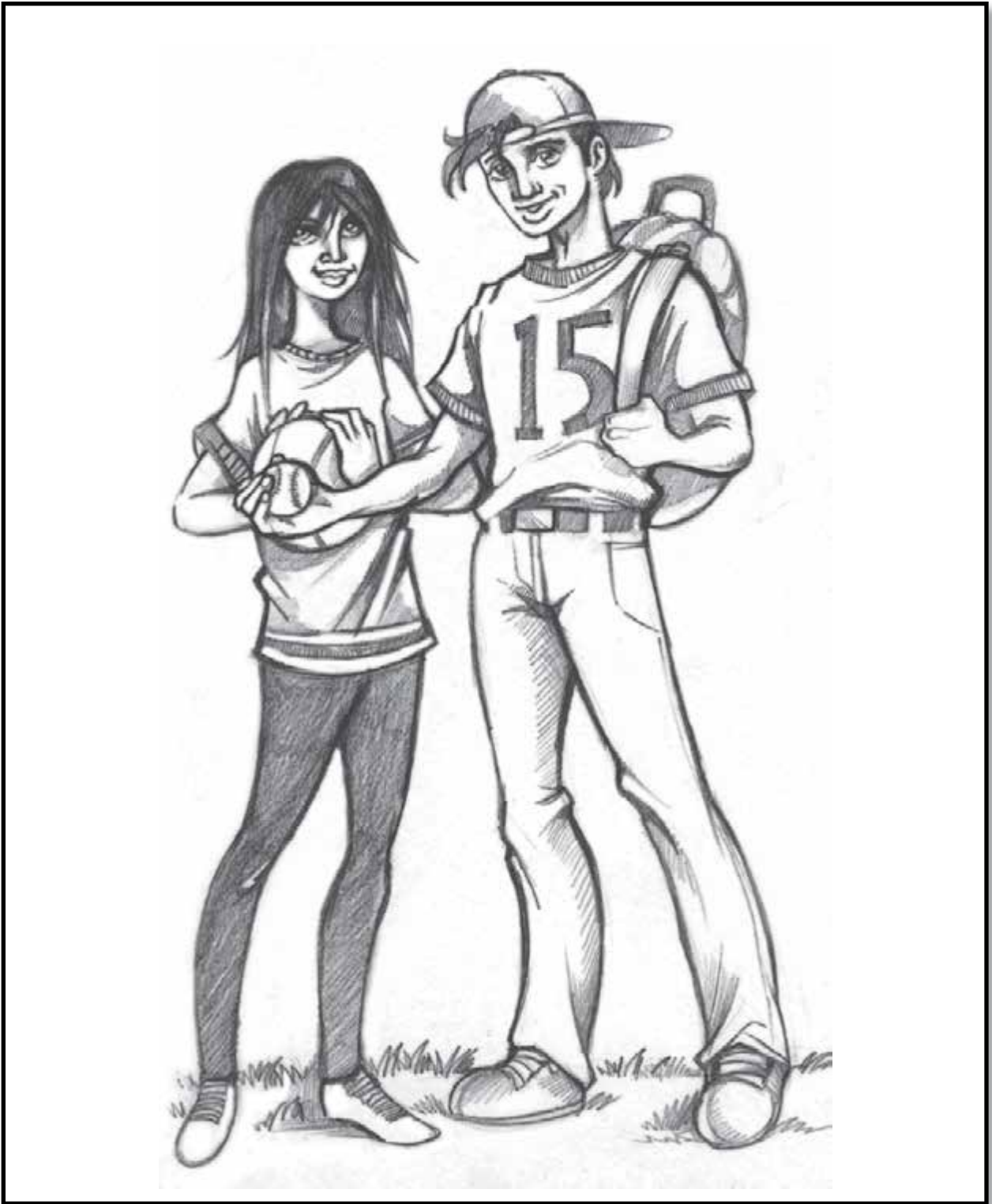
Multiple choice answering can be tricky. Here are tools to help you select the best answer from the choices given.

**tip!**

### **Just write it: Succeeding on tests with written responses**

Pointers to help you make the maximum points on essay or written response tests.

# STUDENT BRIEF

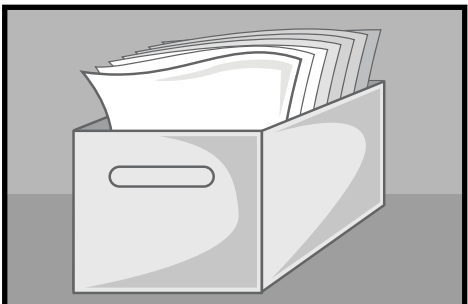
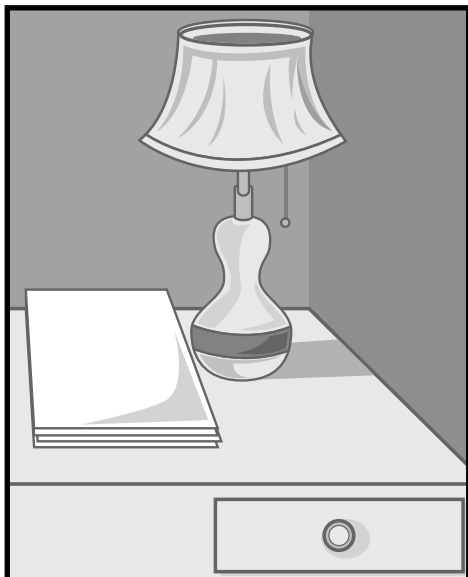


# SUCCESS IN SCHOOL

## YOUR PLAYING FIELD

(study spot)

- **Quiet**
- **Private while you are working**
- **Enough space to keep your supplies**
- **Enough space to spread out your stuff**





# STUDENT PREP-ASSESSMENT

## Your equipment:

- **Flat surface of a desk or table:** Large enough to spread out your stuff.  
(Computer tables usually are not big enough to do anything other than computer work.)
- **Lamp or light.**
- **Comfortable chair:** Appropriate size for you and to reach the table.
- **Clock:** To monitor study and homework time and your breaks.
- **Calculator:** Plain or scientific, depending upon your teacher's request.
- **Pencil sharpener:** Keep the pencils sharp.



### **HINT:**

If you get stuck with a math problem,  
log on to [www.webmath.com](http://www.webmath.com)

- **Writing and drawing tools:** Pencils, pens, colored markers, highlighters, glue, rulers, notebooks, lined paper, scissors, ruler, protractor, folders. Smaller storage box for these items: Pick one to fit neatly into larger storage box for all supplies.



### **HINT:**

Download your own graph paper at  
[www.mathematicshelpcentral.com](http://www.mathematicshelpcentral.com)

- **Storage box large enough to hold all supplies:** A box on wheels is handy to roll your stuff away after use. Any kind of large shipping box will do!
- **Bonus:** Computer. For word processing of homework and reports, an older and slower computer works well.



### **HINT:**

Use the family computer or one at your  
local library for Internet access to do  
research.

# WHAT'S YOUR SCORE?

Athletes and scholars both need to know their learning strengths and weaknesses. What are yours?



Easy	Difficult	
		Speaking up in class, participating in discussions
		Volunteering answers
		Reading out loud
		Finding the main ideas
		Outlining
		Keeping an organized notebook
		Taking notes or copying notes accurately
		Mathematical computation
		Graphing
		Studying for tests
		Remembering facts
		Taking tests
		Searching on the Internet



Easy	Difficult	
		Working independently
		Staying on task, completing work
		Working with a partner or in a small group
		Writing complete sentences or paragraphs
		Staying focused
		Remembering material presented orally
		Recalling information you have read
		Making an oral presentation
		Learning from demonstrations
		Doing independent research
		Using appropriate language
		Reading and recalling subject area vocabulary
		Using computer software programs to enhance work

**Total Easy =** \_\_\_\_\_

**Total Difficult =** \_\_\_\_\_

*Two important things I realize from completing this survey:*

1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## THE BIG 12: RULE BOOK FOR ACADEMIC SUCCESS

1. Show interest. Listen carefully in class.
2. Take neat and accurate notes or arrange to get copies from someone who does!
3. Prepare daily. Reread your notes each evening; reread notes before class.
4. Simplify study time. Keep neat, organized notebooks.
5. Copy homework assignments into an assignment pad or e-tablet.
6. Study daily at the same time in the same quiet location.
7. Bring required supplies to class daily.
8. Hand in assignments on time.
9. Participate. Ask questions to clarify.
10. Volunteer. Ask questions and ask when you need help.
11. Show motivation.  
Attend extra help sessions.
12. Use online homework assistance as needed.





# YOUR PERSONAL COMMUNICATION SURVEY

1= Disagree 2 = Not sure 3 = Agree

1	2	3	
			I respect people who talk to me by looking at and listening to them.
			When someone talks to me, I stop what I'm doing to focus on what he/she is saying.
			People listen to me and show me respect.
			I can read and understand non-verbal/body language.
			If someone is rude to me, I control my temper.
			I do not make unkind remarks to or about people.
			I do not get into fights.
			I can express disagreement or anger without losing control.
			I do not pick on people, hit them or provoke them.
			If necessary, I ask an adult for help in handling a situation that is getting out of control.
			I can find safe locations within my school and/or community.
			I respect other peoples' property.
			I know a responsible person I can ask to help me stay out of trouble.
			I am able to steer clear of involvement in violence and weapon use.
			I stay on task and participate purposefully in group activities.
			I show value for other peoples' feelings and opinions.

I need to improve in the following communications areas:

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Other strengths or difficulties that I have:

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How Do You Rate?	
43-48 Excellent Skills	26-35 Fair
36-42 Good	16-25 Danger Zone



# MAKING THE GRADES: STUDY SKILLS TIPS STRATEGIES FOR WINNING

## Study TIPS for Before or During Class

### Rules of the Game

1. Organize your notebook into sections. Always date your notes and put them in order either in the front or back of the section.
2. Listen carefully during class. Ask questions any time you don't understand something.
3. Take complete notes. Keep study guides or dittos handed out by your teachers. If you are absent, get and copy the notes from a good student or from the teacher.
4. Spend the first moments of each class reviewing previous notes. Develop a daily habit of rereading your notes from class.
5. Jot down new vocabulary words and terms. Keep a special section with subject area terms. Include meanings. Make flashcards for vocabulary words and/or main concepts. Study them whenever you have a few free minutes on the school bus, in waiting rooms, etc.

