

Work Sample Procedures

The abbreviated version

Steps classroom teachers must take in administering work sample tasks

1. Administer work sample as outlined in district guidelines
2. Score work samples using the official state scoring guide. Score in ALL required categories.
3. Feedback to students
 - a. Allow students to revise work sample in an effort to meet standard. Note: Student may not receive specific feedback/coaching from the teacher. Only the ODE approved scoring response form may be used. Follow district guidelines when allowing for revision of student work samples.

OR

- b. Share scores with students. Students need to know how they did on the work sample even if you are not going to allow revision.
4. Input scores into district database
 - a. Teacher inputs scores into data base and turns work samples in grouped by class period to Vice Principal in charge of Curriculum to be stored

OR

- b. Teacher turns in work samples grouped by class period to Vice Principal in charge of Curriculum who will ensure scores are inputted and work samples are stored
5. Work samples are stored in CUM file vault until student graduates from high school.