

## Memorandum

### I. Background

The Student Work (SW) pilot is part of the DOE's broader effort to provide feedback to schools on rigorous, Common Core-aligned instruction. The SW pilot is also one of a number of strategies the DOE is exploring to broaden the measures of student performance in the Elementary School (ES) Progress Reports.

Culminating assignments or assessments, rubrics and corresponding graded student work submitted by participating schools each will be evaluated based on alignment to the expectations of the Common Core and then assigned a composite score. The DOE will use findings from the pilot to determine how the ES Progress Report can incorporate evidence of student performance directly from classrooms.

### II. Requirements for Eligibility

All schools serving students in elementary grades (pre-kindergarten through 5<sup>th</sup> grade) are eligible to apply to the SW pilot. Schools that are interested in receiving feedback on the rigor and alignment of curriculum and student expectations to the Common Core and informing the future direction of the ES Progress Report are strongly encouraged to apply.

### III. Application Process

Schools may register on a rolling basis from **February 4, 2013 to February 11, 2013** by emailing [studentworkpilot@schools.nyc.gov](mailto:studentworkpilot@schools.nyc.gov). Within one business day of registration, schools will receive an email from [studentworkpilot@schools.nyc.gov](mailto:studentworkpilot@schools.nyc.gov) providing information with details about how to apply.

There are two steps to the SW pilot application process. Applications may be submitted online on a rolling basis from **February 11, 2013 to March 4, 2013**.

**Application Step 1:** After schools register, they will be notified of how many classrooms should submit work. The number of classrooms required to submit work from each participating school will be determined by the school's size. For each classroom, schools will be asked to submit work from one math and one ELA unit of instruction that is representative of the school's elementary ELA and math curriculum. For both math and ELA, schools will be asked to submit:

- The culminating assignment given to students
- Any teacher rubric or scoring materials
- The scoring distribution of how students in the class performed on the assignment

**Application Step 2:** The DOE will select students from the scoring distribution, and will ask schools to submit ~3 examples of graded work for selected students in each subject (ELA and math) per classroom.

Online applications will take less than two hours to submit. Participating schools will be eligible for per-session funding for teachers to cover the time used to submit applications.

### Evaluation

The artifacts collected will each be reviewed for alignment to the standards and then assigned a composite score indicating whether the set of artifacts are likely to support students in meeting the Common Core Learning Standards.

The evaluation of the culminating assignment, rubric and graded student work will be guided by the following questions:

- What are the task and rubric asking students to do? Is the performance requested aligned to the targeted standard(s)? Is it a worthwhile use of student time (text worth teaching, question worth asking)?
- Are the performance expectations in the 'at standard' category of the rubric consistent with the expectations of the standard? Does the rubric demonstrate a progression of the content and skills within the grade band across categories?
- To what degree does the student work present evidence of meeting the targeted Common Core Standard(s)? Is the grading of the student work accurate/benchmarked in the standard(s)?

**Schools that submit an application will receive feedback in May 2013.** Feedback will be based on the Common Core-aligned rubrics and will provide valuable formative information to applicants around the strengths and weaknesses of submitted artifacts. Schools can use the feedback and application tools to inform their school's transition to the Common Core Learning Standards. The DOE will use findings from the pilot to determine how the ES Progress Report can incorporate evidence of student performance directly from classrooms.

#### IV. Additional Information

As the DOE enhances college-readiness initiatives citywide and prepares for the implementation of the NY State P-12 Common Core Learning Standards, the DOE will feature materials and courses surfaced through these applications. The goal is to highlight courses, principals, and schools for excellent college-readiness work in the classroom and provide exemplars and ideas for other educators across the City.

**By submitting an application, schools grant the DOE permission to share their work.** Instructional materials aligned with the Common Core Learning Standards, including student work, may be shared on the Common Core Library as part of the instructional materials available to support all schools with implementation of the new standards. Any student work shared will be done so anonymously. Teachers will be given the option of having their work credited to them or having it shared anonymously. To reference the current Common Core-aligned tasks and instructional supports, visit:

<http://schools.nyc.gov/Academics/CommonCoreLibrary/SeeStudentWork/default.htm>.

#### V. Timeline

Date	Milestone
February 4, 2013	Application opens
February 11, 2013	Deadline for schools to register
March 4, 2013	Application due by EOD
May 2013 [Date TBD]	Schools receive feedback on submissions

Please visit the [Progress Report Website](#) for additional resources. For questions, please email [studentworkpilot@schools.nyc.gov](mailto:studentworkpilot@schools.nyc.gov).