

## Grade 3 Reading Portfolio

The following information is an addendum to the *Grade 3 Student Reading Portfolio Implementation Guide*.

The NCDPI recently met with a group of educators to discuss the Grade 3 Reading Portfolio. The outcome of the meeting resulted in two clarifications to the implementation of the portfolio.

First, though the portfolio is a secure document, it is acceptable, and even advisable, for teachers to have access to the portfolio prior to administering passages to students so that they can become familiar with the format and the standards assessed. The administration of passages should match instruction on the standard and match the “readiness” of a student to take a passage. The security requirements are intended to prevent individuals who do not have an educational need from having access, and are also intended to ensure students are assessed on a “cold read” of a selection (a cold read is when the student sees the passage for the first time and reads the passage and answers the questions independently). Students should not be instructed on the selection prior to being assessed.

Second, the district may elect to identify three (3) of the ten (10) passages provided for each standard to be used formatively in the classroom before assessing the students on the standard. The NCDPI will not identify which three passages may be used instructionally, but rather the district may make this decision. However, the NCDPI requires districts follow these guidelines when using instructional passages:

- Instructional passages must not be completed as homework assignments or outside of the classroom.
- Parents may view the instructional passages only within the school setting. The teacher may share with parents the standards and the student’s scores on the standards through usual parent communication (e.g., parent/teacher conference).
- All completed copies of the instructional passages/questions must be kept in the student’s portfolio, but scores are not to be included on the Student Score Summary Sheet. These copies should be clearly identified as INSTRUCTIONAL USE ONLY.
- Instructional passages must not be used as evidence of proficiency on the thirty-six (36) completed passages. Instructional passages must not be used as an example of mastery for any of the twelve (12) standards.

With three (3) passages for each standard identified for instructional use, there would be seven (7) passages available for the “cold read” administrations. Districts and schools must ensure the remaining “cold read” passages used for assessing students are not exposed. The order or sequence in which the “cold read” passages are administered may be determined at the school. The sequence of passages may vary between schools and/or classrooms within a school. The NCDPI requires districts follow these guidelines for using “cold read” passages:

- No more than three (3) passages should be administered each week. Best practice is not to administer more than one (1) passage a day.
- School personnel are prohibited from discussing specific passages/items from the portfolio with students or colleagues or ask students which questions were difficult.

- The passages/excerpt from the passages must not be used at any time during classroom instruction or in resource materials, such as study guides.
- Staff members directly working with the portfolio are the only ones who should have access to the answer keys.
- All copies of passages, questions, Student Score Summary Sheets, and other secure portfolio materials that are not in use, must be kept in a secure facility that is not accessible to students.
- During the time of the year that portfolios are not in use, the passages should be kept in a secure, locked facility.
- Teachers must stop administering the passages on day 174 of the school year.

In addition to these clarifications, some pictures included in the Standard 7 passages have been modified to more accurately assess the standard and to improve accessibility for the students. Each of the pictures are now numbered and labeled so the student may know which picture is referenced in each question. Information on replacement shipments for Standard 7 has been posted December 13, 2013 on the Testing News Network (TNN). Please note for districts that have already duplicated locally, the NCDPI will replace the printed copies. Information on how to request this is included in the TNN message.