

# WRITING COLLECTION VERIFICATION CHECKLIST SPRING 2021

This checklist can be used by both the teacher assembling the writing collection and the verifier to ensure that the writing collection meets all criteria in this manual. The boxes in the “Teacher” column indicate checks that the teacher is responsible for during the assembly of the collection. The boxes in the “Verifier” column indicate tasks that the verifier must complete.

*Please initial each box.*

	<u>Teacher</u>	<u>Verifier</u>
1. At least five writing samples are included .....	<input type="checkbox"/>	<input type="checkbox"/>
2. At least one writing sample designed to elicit past tense is included .....	<input type="checkbox"/>	<input type="checkbox"/>
3. At least two academic writing samples from mathematics, science, or social studies are included .....	<input type="checkbox"/>	<input type="checkbox"/>
4. No writing samples show evidence of borrowed/copied language or heavy use of reference materials .....	<input type="checkbox"/>	N/A
5. No writing samples have been polished through editing by parents, peers, or teachers. ....	<input type="checkbox"/>	N/A
6. No worksheets or question-answer assignments are included ...	<input type="checkbox"/>	<input type="checkbox"/>
7. No writing samples are written primarily in a language other than English. ....	<input type="checkbox"/>	<input type="checkbox"/>
8. No writing samples show brief, rushed, or incomplete writing ...	<input type="checkbox"/>	N/A
9. No writing sample date is missing or is prior to February 8, 2021. ....	<input type="checkbox"/>	<input type="checkbox"/>
10. No writing sample is missing the student’s name .....	<input type="checkbox"/>	<input type="checkbox"/>
11. No writing sample shows teacher corrections. ....	<input type="checkbox"/>	<input type="checkbox"/>

The teacher and verifier signatures are required below once the writing collection meets all assembly criteria.

	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; width: 100%;"> <span></span> <span>Date</span> </div>
Printed Name of Teacher	
Signature of Teacher	
	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; width: 100%;"> <span></span> <span>Date</span> </div>
Printed Name of Verifier	
Signature of Verifier	