

# Essential Skills Work Sample Guidelines

## Work Sample Scoring

### Requirements

#### Raters

- ✓ Work Samples must be scored by teachers (currently or previously certified), administrators, or other staff who have been trained to a high degree of proficiency in using the official scoring guides.
- ✓ Each work sample is required to be scored by one rater.

#### Scoring

- ✓ Work Samples must be scored using the appropriate state Official Scoring Guides.
- ✓ The guidelines for scoring work samples also apply to scoring Work Sample revisions. When submitting the revision for scoring, students must staple the revision to the top of the original Work sample, original score and/or scoring form, and the rater must use a fresh scoring form when scoring the revision.
- ✓ A student may not meet the achievement standard by combining scores for different traits from two separate work samples.
- ✓ Raters should use professional judgment to determine the predominant score or composite score for each trait.

### Guidelines

#### Scoring Guide Training

- Districts may obtain training on state Official Scoring Guides from a variety of sources. Some ESDs and professional organizations such as the Oregon Science Teacher Association or the Oregon Council of Teachers of Mathematics have teams of trainers who have participated in ODE-sponsored professional development and who are available to help with district-level training.
- Training modules are also available for download and use from the Essential Skills websites. These materials have been designed to provide various levels of training for each of the three Essential Skills content areas. To view and download these training modules, please visit the Essential Skills web page: <http://www.oregon.gov/ode/educator-resources/essentialskills/Pages/default.aspx>