

NEW ENGLAND COMMON ASSESSMENT PROGRAM

Preparing Students for NECAP

Tips for Teachers to Share with Students

Grades 3 – 4 Reading and Mathematics

General Tips

- ✓ Students must use a #2 pencil throughout the Student Test Booklet.
- ✓ The teacher will give out scratch paper to all students. Students can use this to help them solve problems or write rough drafts. If students use scratch paper, they must remember to write their final answers in the answer spaces provided in their Student Test Booklets. If a question asks students to show their work, they should make sure to show it in the answer space provided in their Student Test Booklets.
- ✓ Students may circle or underline words in their Student Test Booklets.
- ✓ Students may **not** use a highlighter in their Student Test Booklets.
- ✓ Students may use Post-it notes in their Student Test Booklets. Teachers must remind students to remove all Post-it notes from their Student Test Booklets at the end of each test session.

Multiple-Choice Questions

- ✓ Students will read a statement or a question, or look at a picture or graph, and then choose from three or four possible answers.
- ✓ In the reading test, the multiple-choice questions may be about a poem, story, or passage. Students may go back to the poem, story, or passage to look for details that will help them pick the best answer.
- ✓ In the mathematics test, students can use the white space in the Student Test Booklet or scratch paper to do some work to help them pick the best answer.
- ✓ The picture below shows how to mark the answer. Students should make sure the mark is dark and covers the whole circle.



Constructed-Response Questions

- ✓ A constructed-response question is one that asks the student to write, draw, or graph the answer.
- ✓ Students should always make sure that everything they write, draw, or graph is inside the bold black lines of the boxed answer space provided in the Student Test Booklet. Answers outside the boxed spaces **will not** be scored.
- ✓ Remind students that they should always try to give their best answer to the question. Sometimes, their answers might not fill the whole answer space. This does not mean the answer is wrong. Students should use only as much space as they think they need.

If students need help...

- ✓ Make sure students understand the general test directions. Students should ask questions if they need to. They may ask for a direction to be repeated, but the teacher **cannot** help students answer any test question.
- ✓ On the mathematics test, if a student is having trouble reading a **single** word, he or she may ask the teacher to read the word. **Students may not ask the teacher to read numbers or math symbols, or to read sentences.**

Mathematics Think Bubbles

- ✓ There may be a “think bubble” next to some of the mathematics questions. The “think bubble” looks like the picture below and will contain information that may help students understand parts of the question.



Mathematics Envelopes

- ✓ When students see a picture of an envelope next to a question in their Student Test Booklets, this means that they can use some of the shapes in their white envelopes to help them answer the question.

- ✓ The picture of the envelope looks like this .