

# WRITING COLLECTION VERIFICATION CHECKLIST

## SPRING 2017

This checklist can be used by both the TELPAS rater and the verifier to ensure that the writing collection meets all criteria in this manual. The boxes in the “Rater” column indicate checks that the rater 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>Rater</u>	<u>Verifier</u>
1. At least 5 writing samples are included . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
2. At least 1 writing sample designed to elicit past tense is included. . .	<input type="checkbox"/>	<input type="checkbox"/>
3. At least 2 academic samples from mathematics, science, or social studies are included . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
4. No samples show evidence of borrowed/copied language or heavy use of reference materials . . . . .	<input type="checkbox"/>	N/A
5. No samples have been polished through editing by parents, peers, or teachers . . . . .	<input type="checkbox"/>	N/A
6. No samples are written primarily in a language other than English . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
7. No samples show brief, rushed, or incomplete writing . . . . .	<input type="checkbox"/>	N/A
8. No writing sample date is missing or prior to February 13, 2017 . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
9. No sample is missing the student’s name. . . . .	<input type="checkbox"/>	<input type="checkbox"/>
10. No sample shows teacher corrections . . . . .	<input type="checkbox"/>	<input type="checkbox"/>

The verifier’s signature is required below once the writing collection meets all assembly criteria.

\_\_\_\_\_

Printed Name of Verifier

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

\_\_\_\_\_

Signature of Verifier