

2018-2019 SCORING CENTER SUBMISSION FORM
Writing Assessment

1. Classroom teacher, please **complete the following form**.
2. Clip this form onto your classroom bundle of papers.
3. Fill out **at least** the top of the tracking sheet, the scorers will use this to record all the scores. This should be put under the submission form, on top of the work samples.
4. Give this bundle to your principal or office manager.
5. Principals will send all classroom bundles to the Scoring Center.
6. Send to or drop-off: Wendy Marks, Scoring Center at Central Elementary School.

Teacher _____ Date Sent (**NOT Completion Date**) _____

School _____ Grade Level _____ Number of Papers _____ (**IMPORTANT**)

Please include ALL of these:

Submission Form _____

Tracking Sheet _____

Prompt _____

Rubrics _____

_____ Special Requests: (e.g., specific date by which you wish it returned or any special feedback.)
Considering the courier service can now take up to 2 days please allow 6 working days from the date received. (**Most** will be returned in **less**.) **Mass submissions will not follow the normal timeline** but will be processed in as timely manner as possible.

DO NOT WRITE BELOW THIS LINE-----

Date received _____ Scorer # _____ Date scorer picked up _____ returned _____

Number of hours _____ Date returned to school _____

Concerns or comments from the scoring center to teacher:
