

2018-19 MS SCORING CENTER SUBMISSION FORM

Writing Submission

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. Send your bundle through the courier to the Scoring Center now located at **Central Elementary** or drop it off. Please identify it by labeling for **Wendy Marks** or **Scoring Center**.

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

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

_____ 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.

Type of Paper to be scored: (Please check one.)

- | | | | |
|------------------------------------|---|---|---|
| <input type="checkbox"/> Narrative | <input type="checkbox"/> Informative | <input type="checkbox"/> Research | <input type="checkbox"/> Argumentative |
| | <input type="checkbox"/> Biblio/Works
Cited page
required | <input type="checkbox"/> Biblio/Works
Cited page
required | <input type="checkbox"/> Biblio/Works
Cited page
required |

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 scoring center to teacher:
