

## Scoring & Feedback Instructions

### *Scoring and submitting student work samples:*

1. Put all completed student papers in order, from the “best” writing sample to the “worst.” *Do not order the papers according to your outside assessment of the students’ writing skills.* Order the papers based on the work represented in the prompts themselves.
2. Separate the work into three piles—the high papers, the middle papers, and the low papers.
3. Select the two highest papers from each group—the top two high papers, the top two middle papers, and the top two low papers.
4. Photocopy these six papers and take those copies to the collaborative scoring session.
5. In collaboration with other teachers from your grade level who have also administered the PWA, use the **PWA Scoring Rubric** to score the papers.
6. Complete the “Teacher Name,” “School Name,” and “Date Administered” sections on the **Cover Sheet**. Make 3 copies and cut along the dotted line.
7. Attach one completed cover sheet, with the score noted, to each student paper.
8. Complete the “Scoring Student Essays: A Reflective Tool” and discuss findings with your grade level team. This will help you plan your next instructional steps and strategies.
9. The rest of the student papers may be scored by yourself, or with your scoring team.

*If you have further questions about scoring, please read the Introduction to the PWA Rubrics!*