

1. GRA/Content Editor will create a blueprint that will be used for the two tests. The blueprint must be approved by content prior to writing items.
 - a. Use the Math/ELA Item Template located on the S drive
 - i. S:\Projects\LMFA Resources\Pre Post Tests\Math\Blueprint_Item Template
 - ii. S:\Projects\LMFA Resources\Pre Post Tests\ELA\ELABlueprint_Item Template
 - iii. *Consult the unit author or content person should there be a need to alter the unit map view to enhance item writing.*
 - b. Alert the Content Editor that there is a blueprint ready for review.
 - i. Save the blueprint in the correct folder in SharePoint. Mark the document as “Submitted for Content Review”
 - c. Content editor approve the blueprint and alerts the GRA that item writing can begin.
 - i. Change the status of the document to “In Progress”
2. GRA writes specified items for the unit and submits the items to the Content Editor for review
 - a. Change the status of the document as “Submitted for Content Review”
3. Content editor reviews and edits the items using track changes.
 - a. *SharePoint does have a version history option which could eliminate the need to use track changes. Personal choice to use track changes...*
 - b. Edit items for: Question stems, Answer Choices, Alignment to nodes and unit emphasis, grade-appropriateness
4. Content Editor will save a clean version of the document and mark the status as “Submitted for Editing”
 - a. A clean copy is one where:
 - i. *all track changes are accepted or rejected*
 - ii. *formatting is correct*
 - iii. *only comments pertinent to editing are included*
 - b. Alert the GRA when the tests are ready for editing so that they can assign them in Asana.
5. Editing will submit an edited version of the document (with track changes) with the status “Edited”
 - a. Editing will notify GRA through Asana
 - b. GRA will notify the Content Editor that the documents have been returned from editing.
6. Content Editor will save a new version of the document.
 - a. File/Save as and then add “_ready for entry” at the end of the file name
 - i. Mark this version as “Editing Complete”
 - b. Review the changes and comments from editing:
 - i. Accept or reject any changes
 - ii. Reconcile any comments or concerns from editing and delete the comments
 - iii. Review and confirm node connections
 - iv. Review and confirm distribution of Correct Answer Choices
 - v. Review and confirm frequency of target node distribution
 1. Three instances...
 - vi. Order Items based in the word document
 1. Math = easiest to hardest
 2. ELA=Specific to broad (Section, text, M.I.)
7. Alert GRA that the tests are ready for entry.