Sample emails – first communication with instructor:

Hi, Linda,

My name is Lori Amundson, and I will be your examiner for your EL Civics assessments for Objective #11, Cultural Differences, on March 27, 28.

 I will check in with you again closer to assessment time to discuss the details of the assessments, but meanwhile, I want to let you know that the teacher guide for this objective is available in public folders. Part one of the teacher guide has all the assessment materials and scoring rubric, and part two has suggestions for instruction and answer keys for many of the activities in the student booklet.

Some notes;

 1. Please check your materials as soon as they arrive to make sure you have the correct booklets in sufficient amount.

2. It is the instructor’s responsibility to secure a room for the oral assessments.

3. Did you receive a video demonstration of the oral assessment? One is available for all oral assessments except #11 and #46, however we hope to have them available to send out by mid-semester.

My phone number is 619-589-8333 if you have any questions, or you can reach Jan Forstrom, the EL Civics coordinator, at 619-388-4522. The EL Civics staff can assist you in planning your lessons to insure students are adequately ready by your scheduled dates. They only reschedule assessment dates in cases of emergency.

I look forward to meeting you and your students on March 27th.

Lori Amundson

**Second Communication with Instructor:**

Hi, Linda,

 I am checking in with you regarding details for your EL Civics assessments scheduled for March 27, 28.

There are two tasks for Objective #11, Cultural Differences.

1. Answer questions (L1, BL) or present an oral report (BH- Adv) about a special day in a culture other than one’s own.

2. Write sentences (L1, BL) a paragraph (BH, IL), a two-paragraph composition (IH) about a special day in one’s own culture or write an essay (Adv) about an American value and compare/contrast it to a value in one’s own culture.

The assessment materials (examiner script, pictures, written assessment task) are available in public folders in Teacher Guide Part One for your review.

I have a few questions:

1. What time would you like me to arrive?

2. How many students do you expect to participate?

3. Are there any students with special needs?

4. What is your room number?

5. In which room (or area) will the oral assessments take place?

6. At what time would you like the written task to take place? It will be done as a whole class activity. Right before break is a good time as most of the students will have arrived.

7. Upon arrival, I will introduce myself to the class and will instruct students on filling in their personal information at the top of the scoring sheet.

8. What is a good contact number for you on the day of assessments? My cell phone is 619-829- 6466.

9. Are there any parking or site issues I should know about?

Notes:

1. I will need two copies of your CSID on which I will record the results of the testing.

2. I will bring with me a class set of signed and dated certificates. The instructor is responsible to fill in the names of the students who pass the assessment.

3. If I do not complete assessing all the students present on day one, I will return to finish assessing a second day. If there are 6-7 or more students absent on the first day of assessments, I will also return a second day. Otherwise, you may test absentee students on your own and send the score sheets to Jan Forstrom at Mid City.

Again, my phone number is 619-829-1111 if you have any questions. I look forward to working with you and your students.

Lori

 **Final communication with Instructor prior to assessment:**

Hi, Linda,

Thanks for your response. I look forward to working with you and your students. I will arrive at your class to start the assessments at 9:00 on March 27th. I plan to arrive to your site early to set up the assessment area, and I’ll stop by to let you know I’m on campus.

I will introduce myself to the class, review the assessment tasks and direct the students to fill out their personal information on the scoring sheet. If you’d like me to demonstrate the oral assessment, I’ll be happy to do that with assistance from you or a student. The written task will take place as a whole group at 9:45. When the assessments are completed, I discuss details of students who did not pass. As an examiner, I cannot provide feedback students. They will know if they passed when you distribute the certificates.

Reminder – I’ll need two copies of your CSID. I’ll bring the signed/dated certificates for you to complete with students’ names.

Lori

**Follow up communication with instructor after assessment:**

Hi, Linda,

It was a pleasure to work with you and your students for the EL Civics assessments. The students were prepared, and for the most part, seemed eager to participate. Congratulations on your good work!

One note for future assessments – for EL Civics assessments, pronunciation is weighed more heavily than grammar. Thus you may want to spend extra time practicing the pronunciation of numbers and the alphabet. Jose and Martin had particular challenges with pronunciation, but they both did well on the written task.

Best wishes for continued success with your students.

Lori