

September 2008

Dear Colleague:

On behalf of the Commissioner of Higher Education, MATELA, and the Student Assistance Foundation of Montana (SAF), thank you for your interest in Webwriters. We have attached a contract, which we hope you will sign and FAX to (406) 444-1469 or mail to Jan Clinard at The Montana University System, 2500 Broadway, Helena, MT 59620-3201.

This student tutorial website, funded by the Student Assistance Foundation of Montana, was designed to support the development of writing skills by helping students prepare for and/or improve their scores on the Writing Assessment. The website, hosted at the Montana State University Great Falls College of Technology, can be found at <http://webwriters.msugf.edu>.

Please encourage students to visit this site, study the rubric, prompt, sample papers, annotations, and suggestions for writing a persuasive essay. In order to submit an essay to the website, students must attend one of the schools with a contracted Webscorer and/or a school that will participate in the 2009 Montana University System Writing Assessment.

After we have received your signed contract, you will receive instructions for scoring on Webwriters.

Naturally, we would like every student who wants to submit a practice essay to be able to do so. However, we don't want to overwhelm our scorers, either. Please limit submissions to juniors or seniors who will be taking the University System Writing Assessment. If you know other staff members who have participated in Training and Scoring sessions, please encourage them to become a scorer and send us their email addresses and contracts.

Sincerely,

Jan Clinard  
Director, Academic Initiatives

## *Contract for Webscorer*

Webwriters, a student tutorial website, funded by the Student Assistance Foundation of Montana ([www.safmt.org](http://www.safmt.org)), supports the development of writing skills by helping students prepare for and/or improve their scores on the Montana University System Writing Assessment. The website, hosted at the Montana State University Great Falls College of Technology, can be found at <http://webwriters.msugf.edu>. Teachers who are trained scorers may serve as Webscorers, whose duties and compensation are described herein.

### **Purposes:**

- To provide feedback to students as they prepare for the Montana University System Writing Assessment.
- To encourage students to write practice essays.
- To field test online testing and scoring practices.

### **Steps:**

- Upon return of this contract, each Webscorer will be sent updated instructions about the scoring process. New Webscorers are expected to have practice-scored a set of essays, either by requesting the practice set from [jclinard@montana.edu](mailto:jclinard@montana.edu), or having participated in training and scoring for the MUSWA.
- Webscorers should encourage students to submit essays.
- The webmaster will code each essay and send it electronically to two volunteer scorers. You must complete a form on the website, providing the essay number and the score, and mark the essay's greatest strength and weakness (organization, development, sentence fluency, word choice, or mechanics).
- If the two scores are identical or congruent, these scores and comments will be returned to the student. If the two scores are separated by more than one score point, you will be asked to reconsider your score and if unresolved, the essay will be sent to a third scorer. You will have access to a chat room to discuss the scoring process.

### **Payment:**

- MSU-GF will record the number of essays scored by each scorer and submit your "time sheet" to the Student Assistance Foundation. Reimbursement rate is \$5.00 per essay for the first five essays scored, and \$3.00 per essay thereafter.
- The site is tentatively scheduled for interactive scoring from approximately October 15 through April 30.

Please sign below to the terms of this agreement.

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing address: