

# **Appendix C:**

# **Glossary**

## **ADMINISTRATION MANUAL**

**New York State Alternate Assessment**  
(September 2012)

# **NYSAA Administration Manual Glossary**

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**Accuracy (Level of):** The student's ability to demonstrate his/her knowledge, skills, and understanding based on the Alternate Grade Level Indicators (number of correct responses/total number of responses X 100). Note: Rounding up is acceptable for a calculation of 0.5 or above.

**Administration Period:** October 1, 2012 to February 8, 2013.

**Alternate Assessment Training Network Specialist (AATN Specialist):** An AATN Specialist provides training and support to teachers on how to administer the New York State Alternate Assessment (NYSAA), assists the Score Site Coordinator (SSC) in the Scoring Institute, and conducts training for Scorers.

**Alternate Grade Level Indicators (AGLIs):** Descriptions of student performance expectations for students with severe cognitive disabilities that are aligned with grade level core curricula established for all students by the Board of Regents.

**AGLI Code:** The five-digit numerical code that appears at the end of each AGLI in the Frameworks (Appendix G). The AGLI code must be recorded on the Data Summary Sheet for reporting purposes.

**AGLI Text:** The written version of the AGLI found in the NYSAA Frameworks (Appendix G). The teacher will write out the complete AGLI when asked for AGLI text on forms and verifying evidence.

**Assessment Task:** A statement that identifies what the student will know, do, or understand when given an assessment activity to perform.

**BOCES:** Board of Cooperative Educational Services

**Choice Component:** This is the component of the NYSAA that the teacher is allowed to choose. Each required component has two choice components.

**Collegial Review:** A Collegial Review occurs when another teacher, administrator, or specialist reviews the datafolio for accuracy and coherence to the NYSAA procedures and requirements. This must occur at least once during the administration period.

**Core Curriculum:** The curriculum defined by the State Education Department (the Department) for each grade in English language arts and mathematics, for elementary, intermediate, and secondary levels in science, and for the secondary level in social studies.

**CSE:** Committee on Special Education

**Data Collection Sheet (DCS):** The form used to record student performance information.

**Data Summary Sheet (DSS):** The form used to summarize information from the last three dates of student performance data.

**Essence:** The essences are the "big ideas" of the grade level core curriculum upon which instruction and assessment are based.

**Evidence:** Evidence is the documentation of student performance of the assessed knowledge, skills, and understanding. It includes a Data Summary Sheet and verifying evidence (and supporting evidence, as required) for each assessed AGLI.

**Floor Manager:** An AATN Specialist who assists Score Site Coordinators in the management of the Scoring Institute.

**Grade Level Expectations:** Each content area has expectations for student performance. These are considered the grade level performance indicators or content understandings. These are intended to assist teachers in determining what the outcomes of instruction should be.

**IDEA:** Individuals with Disabilities Education Act

**IEP:** Individualized Education Program

**Independence (Level of):** The degree to which a student performs a specified assessment task without support (e.g., cues or prompts). Independence is observed and measured by the teacher through the collection of data based on the frequency of cues or prompts provided to the student during an assessment activity (number of steps not needing support/total number of steps X 100). Note: Rounding up is acceptable for a calculation of 0.5 or above.

**Instructional Team:** A team including special education teachers, general education teachers, related service personnel, and others who provide or supervise the student's educational program.

**Lead Special Education Teacher (Teacher):** The teacher who is responsible for the coordination and administration of the NYSAA.

**Measured Progress (MP):** State contractor for the NYSAA that is responsible for the development, logistics, and processes related to the administration of the NYSAA.

**Measured Progress Profile™:** Measured Progress ProFile™ is a Web-based program available to teachers statewide to assist in documenting student performance data.

**NCLB:** No Child Left Behind Act of 2001

**NS:** No Score

**NYSAA:** New York State Alternate Assessment

**NYSAA Frameworks:** The Frameworks include information regarding the grade level performance expectations, essences, AGLIs, and Sample Assessment Tasks for each content area at each grade level.

**NYSAA Student Page:** A form that provides information about the student, such as name, date of birth, and district of residence.

**NYSAA Test Blueprints:** The Test Blueprints outline the requirements for the assessment in each content area.

**New York State Education Department (the Department):** Also known as the State Education Department or the Department. The Department is responsible for the development and administration of statewide testing programs and related policy.

**Observer Verification Form (OVF):** A form completed by an independent person, other than the person collecting student data, who affirms that the assessment task took place. The OVF is not sufficient evidence for scoring; it must be attached to the Data Collection Sheet and is called supporting evidence.

**OAPDA:** Office of Assessment Policy, Development and Administration at the New York State Education Department

**OSE:** Office of Special Education at the New York State Education Department

**Performance Data:** Data collected by the teacher that demonstrates the student's performance on the assessed knowledge, skills, and understanding.

**Regional Information Centers (RICs):** Provide demographic information and Scannable Score Documents to the Department (the Big Five City Information Centers are called SCAN Centers).

**Regional Lead Trainers (RLTs):** Subcontracted directly through Measured Progress and assigned to regions statewide to assist with training and to provide technical assistance in addition to the AATNs.

**Reliability:** Refers to the consistency of the score assigned to a student's datafolio.

**Reliability Monitoring Review (RMR):** The process whereby 20% of the datafolios scored at each Scoring Institute are re-scored by Measured Progress, and the scores are compared to the original scores of record to ensure scoring consistency and reliability across Scoring Institutes.

**Repository:** A single source of standardized individual student records for analysis at the local, regional, and state levels to improve student performance and to meet state and federal accountability requirements.

**Required Component:** These are the components of the NYSAA on which a student must be assessed.

**Required Elements:** Seven required elements need to be documented on all verifying evidence and supporting evidence. The seven required elements are date of student performance, student name, content area, AGLI text, assessment task, Level of Accuracy, and Level of Independence.

**Sample Assessment Task (SAT):** Assessment task taken directly from the NYSAA Frameworks. Sample Assessment Tasks are aligned to specific AGLIs.

**Scannable Score Document:** Scores from the Scorer Worksheet are transcribed to the Scannable Score Document, which is scanned to develop a data file.

**Score Site Coordinator (SSC):** Plans, staffs, facilitates, and oversees the Scoring Institute.

**Scorer:** A teacher or other certified special education professional who is qualified and trained to score student datafolios.

**Scorer Worksheet (SW):** Used by Scorers to document student performance and connection to grade level content and to provide feedback to teachers.

**Scoring Assistant:** This person provides clerical assistance to Scorers and Table Leaders during Scoring Institutes.

**Scoring Rubric:** A scoring tool used to evaluate a student's performance based on NYSAA criteria.

**State Education Department (the Department):** See *New York State Education Department*.

**Supporting Evidence:** An additional piece of verifying evidence or an Observer Verification Form submitted with a Data Collection Sheet (DCS) that supports performance data for the date(s) documented on the Data Summary Sheet.

**Table Leader:** This person is an experienced Scorer who assists in materials management and has a leadership role during the Scoring Institute.

**Table of Contents:** Organizes the datafolio and helps ensure that all required components are included in the datafolio.

**Testing Accommodation:** A change in the standard administration of a test, including test procedures or formats, that enables a student with a disability to participate in assessment programs on an equal basis with his/her nondisabled peers.

**Valid:** Refers to verifying evidence and supporting evidence meeting the requirements for each type as outlined in Step 6 of the Administration Manual.

**Validity:** Refers to the ability of the test to measure what it claims to measure.

**Verifying Evidence (VE):** Documentation provided to confirm student performance of the assessed content that is provided for each assessed AGLI. The verifying evidence confirms the date of student performance, student name, content area, AGLI text, assessment task, Level of Accuracy, and Level of Independence.

**VE Label:** A label that can be used to identify the required elements for a given piece of verifying evidence.