

Appendix F:

Checklists

ADMINISTRATION MANUAL

New York State Alternate Assessment
(September 2012)

Checklist for Teachers Administering the NYSAA

Checklist of Things to Remember

Student Name: _____

Use 1 checklist for each content area assessed:

ELA Mathematics Science Social Studies (HS only)

	Yes/No	Done	Reviewed
1. Student Page: <i>complete ONCE</i>			
Current form used and all fields complete: DOB, student name, ID number, based on date of birth indicate grade, district of residence, school, and service provider			
Student's DOB corresponds to the correct grade and assessed content areas per the Age Range Chart on page 4 of the Administration Manual (verify DOB using another document)			
Testing accommodations (by content area) provided during test administration and recorded on page 2 of Student Page			
2. Table of Contents: <i>complete ONCE</i>			
All pages are numbered in the datafolio and match the Table of Contents			

		1 st AGLI		2 nd AGLI		Done	Reviewed
		Yes	No	Yes	No		
3. Data Summary Sheets (DSSs):							
One DSS for each AGLI assessed							
Current form used and all fields are complete							
AGLI from Grade Level	AGLI selected from grade per student's DOB (N/A if MP ProFile™)						
	Code & text recorded exactly as in Frameworks (N/A if MP ProFile™)						
	AGLI from Required Component (2 nd DSS says "cont'd." & AGLI is from Required Component 2)						
Task connects to AGLI	Task clearly connects to AGLI						
	Task includes any plurals, AND, OR, or AND/OR statements in AGLI						
	Written simply without cues, prompts, levels of assistance, or a criterion						
Dates match the last three dates of recorded student performance data							
Dates listed are within the administration period (10-1-12 to 2-8-13) and are listed in chronological order with the most recent date in the right column							
Percentages for Levels of Accuracy and Independence are filled in and match what is documented on the VE							
Mistakes made during data collection are crossed out, corrected, and initialed—NO erasures, correction fluid, black out, etc.							
DSS is original, NOT PHOTOCOPIED							
4. Verifying Evidence (VE): <i>complete for any type of VE</i>							
Submit TWO pieces of VE for each AGLI, dated within administration period (or DCS with minimum 3 dates within administration period in chronological order, including SE)							
VE connects to task	Each piece of VE clearly connects to task						
	VE demonstrates any plurals, AND, OR, or AND/OR statements in task						
	VE demonstrates the student was assessed using vocabulary from the task and AGLI						
	Will someone who does not know the student understand what the assessment task was? Matches student action in task.						
VEs confirm data for TWO OF THE THREE DATES of data transcribed to the DSS							
VEs are labeled with student name, date of performance, content area, AGLI text, assessment task, and Levels of Accuracy and Independence							
If a VE label is used, it does not obstruct any student work (okay on back) and is original NOT PHOTOCOPIED							
Mistakes made during data collection are crossed out, corrected, and initialed—NO erasure, correction fluid, black out etc.							
ELA VEs are in English							
Levels of Accuracy and Independence are calculated correctly; include notes if calculations will not be clear to Scorer							

5. Student Work Products: <i>check EACH piece, if both VE are work products</i>						
Work products are the student's original work, NOT PHOTOCOPIED and NOT HOMEWORK						
Calendars or charts are submitted for a single date (use last date only)						
Pre-printed information and/or directions do not contradict the task assessed or prompt/guide the student to the correct answer (e.g., template)						
6. Photographs: <i>check EACH if both VEs are photographs</i>						
Informed Consent is signed for student and peer (if applicable) and is on file with the district						
Minimum sequence of three photographs from the same date and assessment task						
Each photograph <u>clearly</u> shows the student performing the assessment task described and is original, NOT PHOTOCOPIED (digital photo prints are acceptable)						
Photographic evidence does not contain prerequisite or post-activity steps—only those steps corresponding to performance of the task						
Each photograph has a caption that explains the steps that the student took to complete the assessment task						
7. Digital Video and Audio Clips: <i>check EACH if both VE are clips</i>						
Informed Consent is signed for student and peer (if applicable) and is on file with the district						
Each digital video and audio clip is 90 seconds or less in length						
Digital video and audio evidence does not contain prerequisite or post-activity steps—only those steps corresponding to performance of the task						
Digital Video and Audio Clip Summary Form was completed and secured to the DVD or CD						
Digital video clips are arranged in the order of the datafolio content areas						
A marker is recorded at the beginning of the clip with the student's name, date, content area, AGLI text, and assessment task. A second marker is recorded at end of the clip with the Levels of Accuracy and Independence.						
Digital video and/or audio is labeled with the names of the student, teacher, and school						
Each digital video and/or audio clip <u>clearly</u> shows the student performing the assessment task as described						
8. Data Collection Sheet (DCS):						
Data collection for each task is clear and simple for others to follow						
Only the step(s) relevant to the assessment task is/are listed (no prerequisite or post-activity steps)						
Includes Steps/length of Time Segment/Trial Information which clearly described what the student was asked to do, and what the action was for which performance data recorded						
Accuracy and Independence can easily be measured for each step						
A minimum of three dates are listed on the DCS						
Documentation on the DCS is original (typed or handwritten), NOT PHOTOCOPIED						
Staff recording data initialed date(s) (box under the date level performance percentages) and completed name and initials on Staff Key; initials for each date & Staff Key match						
Supporting evidence (SE) is present for each date(s); one piece of SE is required for each date transcribed from the DCS to the DSS as VE (up to two pieces of SE)						
If supporting evidence is a work product, photographs, digital video/audio clip (not an OVF [see OVF info below])-it meets all requirements for each specific type of VE						
<i>If supporting evidence is an OVF: check EACH OVF used</i>						
- Observer's signature is different from the person who collected data (observer name is different from staff member's initials on the DCS for that date)						
- OVF was available for signature on date the task was observed						
- Date of observer's signature is the same date on top of OVF and DCS date						
- OVF is completed with all required elements for VE and OVF date matches DCS date						
- OVF is completed with the observer name which matches the observer signature and includes the observer title						
- Observer is not supplementary school personnel (teacher's aide or assistant)						

Checklist for Teachers Administering the NYSAA

Checklist for Collegial Reviews

Student Name	Teacher	Reviewer	Review Date(s)			
1. Student Page -complete ONCE (compare DOB to Age Range Chart on page 4 of the Administration Manual)		Yes	No	Reviewer Comments/Recommended Follow-up		
Current form used & fields complete (DOB, name, ID number, grade assessed, district of residence, school, & service provider)						
Correct grade & content areas assessed, per student DOB (check DOB to another document to make sure it is correct on Student Page)						
Testing accommodations (by content area) provided during test administration and recorded on page 2 of Student Page						
2. Table of Contents -complete ONCE		Yes	No	Reviewer Comments/Recommended Follow-up		
All pages are numbered in the datafolio and match the Table of Contents						
INDICATE content area(s):		<input type="checkbox"/> ELA		<input type="checkbox"/> Math		
		<input type="checkbox"/> Science		<input type="checkbox"/> Social Studies		
3. Data Summary Sheets (One DSS for each AGLI)		1 st AGLI	2 nd AGLI	1 st AGLI	2 nd AGLI	Reviewer Comments/Recommended Follow-up
		Yes	No	Yes	No	
Current forms used; all fields complete						Reviewer Comments/Recommended Follow-up Clearly note applicable content area, AGLI and/or date
Original. No photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed.						
AGLI from correct grade, per DOB; text & code matches Frameworks (N/A if MP ProFile™)						
AGLI from Required Component (2nd DSS says "cont'd" & AGLI is from a different component)						
Connects - task clearly connects to AGLI						
- includes any plurals, AND, OR or AND/OR statements in AGLI						
- written simply without cues, prompts, levels of assistance, or criterion						
Dates - 3 dates, in chronological order & within the administration period						
- correspond to 2 of the dates on the VE (for DCS, may be last 3 dates)						
Percentages for Levels of Accuracy and Independence are filled in and match what is documented on the VE						
4. Verifying Evidence -complete for any type of VE		1 st AGLI	2 nd AGLI	1 st AGLI	2 nd AGLI	Reviewer Comments/Recommended Follow-up
		Yes	No	Yes	No	
TWO pieces of VE for each AGLI (or DCS with minimum 3 dates in chronological order)						Reviewer Comments/Recommended Follow-up Clearly note applicable content area, AGLI and/or date
Connects - each piece of VE connects to task; matches student action in task						
- demonstrates any plurals, "and", "or" or "and/or" statements in task						
- VE demonstrates the student was assessed using vocabulary from task & AGLI						
Check BOTH pieces of VE - if VE is a DCS, may check only once						
Contains student name, date, content area, AGLI text, task, Levels of Accuracy & Independence						
Original. No photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed.						
ELA VE is in English						
Levels - Accuracy & Independence are calculated correctly and notated, if needed						
- match what is indicated on DSS						
Label - not obstructing student work or photographs; affixed to the correct VE						
- original; no photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed						
5. Student Work Products -check EACH piece, if both VEs are work products		1 st AGLI	2 nd AGLI	1 st AGLI	2 nd AGLI	Reviewer Comments/Recommended Follow-up
		Yes	No	Yes	No	
Preprinted information and/or directions do not conflict with the task						Reviewer Comments/Recommended Follow-up Clearly note applicable content area, AGLI and/or date
Does not include prompts/format that gives the answer (e.g., template)						
Calendars or charts are submitted for a single date (the last date)						
NOT homework						

INDICATE content area(s):

<input type="checkbox"/> ELA	<input type="checkbox"/> Math
<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies

6. Data Collection Sheets	1 st AGLI		2 nd AGLI		1 st AGLI		2 nd AGLI		Reviewer Comments/Recommended Follow-up <i>Clearly note applicable content area, AGLI and/or date</i>
	Yes	No	Yes	No	Yes	No	Yes	No	
Current forms used; contains a minimum of 3 dates in chronological order									
Contains steps, length of time-segment or trial information									
Steps clearly describe what student was asked to do & action for which data was recorded									
Only includes steps relevant to task; Accuracy/Independence can be measured for each									
Staff recording data initialed all dates and name on Staff Key; initials & name match									
Supporting evidence (SE) for each date (either 1 or 2) transcribed to DSS									
If supporting evidence is not an OVF: SE meets all requirements & information matches DCS									
If SE is an Observer Verification Form - check EACH OVF used									
Observer - name and title is recorded; signature matches name									
- not supplementary school personnel (<i>teacher aide or assistant</i>)									
- not the person collecting data (<i>name different than the initials on DCS for date</i>)									
Dates - all 3 match: observer's signature & date of performance on OVF and DCS									
- only one (1) date of performance on an OVF									
Matches DCS - name, date, content area, AGLI text, task, Levels of Accuracy & Independence									
Accuracy & Independence match DCS for the applicable date									
DCS and SE original; no photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed									

7. Photographs-check EACH if both VEs are photographs	1 st AGLI		2 nd AGLI		1 st AGLI		2 nd AGLI		Reviewer Comments/Recommended Follow-up <i>Clearly note applicable content area, AGLI and/or date</i>
	Yes	No	Yes	No	Yes	No	Yes	No	
Does not contain prerequisite or post-activity steps; only steps corresponding to the task									
Minimum sequence of 3 from the same date & task									
Each photo captioned (explains student's steps to complete task)									
Each photo clearly shows student performing task (<i>last photo may be final project</i>)									
Informed Consent for student and peer, if applicable, signed and on file at district									

8. Digital Video and Audio Clips	Yes	No							Reviewer Comments/Recommended Follow-up <i>Clearly note applicable content area, AGLI and/or date</i>
Digital Video and Audio Clip Summary Form completed & secured to DVD or CD									
Tape is labeled with names of student, teacher and school									
Arranged in content area order (<i>only check once, at END of viewing</i>)									
Informed Consent for student and peer, if applicable, signed and on file at district									
Check EACH if both VEs are digital video and/or audio clips									
Marker (beginning) – contains name, date, content area, AGLI text, assessment task									
Does not contain prerequisite or post-activity steps; only steps corresponding to the task									
Clip clearly shows student performing the task									
Each clip is 90 seconds or less (excluding markers)									
Marker (end) – contains Levels of Accuracy & Independence									

Additional Recommendations/Follow-Up: _____
