

# **Appendix F**

## **Checklist of Things to Remember**

### **ADMINISTRATION MANUAL**

**New York State Alternate Assessment**  
(September 2009)

# CHECKLIST FOR TEACHERS ADMINISTERING NYSAA

## Checklist of Things to Remember

Use 1 checklist for each content area assessed

ELA   
  Mathematics   
  Science   
  Social Studies

	Yes/No	Done	Reviewed			
<b>1. Table of Contents:</b>						
All pages are numbered in the datafolio						
All forms in the datafolio are the 2009-10 versions (old forms cannot be used)						
Table of Contents page numbers match the corresponding pages in the datafolio						
<b>2. Student Page:</b>						
Complete all fields: DOB, student name and ID number, based on date of birth indicate grade, district of residence, school name, and service provider						
List only the test accommodations used in the datafolio from the current IEP						
Student's date of birth corresponds to the correct grade and assessed content areas per the birth date chart on page 5 of the Administration Manual						
<b>3. Parent/Family/Guardian Survey:</b>						
Parent/Family/Guardian survey is included in the datafolio						
If unable to make contact or if parent is unwilling to complete the survey, all dates attempted are documented on the last page and include all three pages in the datafolio						
	1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		Done	Reviewed
	Yes	No	Yes	No		
<b>4. Data Summary Sheet (DSS):</b>						
One Data Summary Sheet for each AGLI assessed						
All fields are complete including the AGLI code and AGLI text						
AGLI selected from grade per student's date of birth						
Task connects to AGLI						
Tasks are written simply without cues, prompts, levels of assistance, or criterion						
Dates match the last three dates of recorded student performance data						
Dates listed on the DSS are within the administration period and are listed in chronological order with the most recent date in the right column						
Percentages for 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						
<b>5. Verifying Evidence (VE):</b>						
Submit <b>TWO</b> pieces of VE for each AGLI assessed						
VE connects to task						
Will someone who does not know the student understand what the assessment task was?						
VE confirms data for <b>TWO OF THE THREE DATES</b> of data transcribed to the DSS						
VE is 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)						
Tasks are written without cues, prompts, or a criterion						
Date(s) on VE are within the specified administration period						
Mistakes made during data collection are crossed out, corrected, and initialed - NO erasure, correction fluid, black out etc.						
VE and VE label are original, NOT PHOTOCOPIED						
Levels of accuracy and independence are calculated correctly, include notes if calculations will not be clear to scorer						

# CHECKLIST FOR TEACHERS ADMINISTERING NYSAA

<b>Student Work Products:</b>						
Work products are the student's original work--NOT PHOTOCOPIED						
Calendars or charts are submitted for a single date (the last date)						
Pre-printed information (i.e. directions) does not contradict the task assessed or guide the student to the correct answer						
<b>Photographs:</b>						
Informed Consent is signed and is on file with the district						
If classroom peers appear in photographs, the Informed Consent for Incidental Photographing, Video/Audio Tape Recording is signed and is on file with the district						
Photographic evidence does not contain pre-requisite or post-activity steps--only those steps corresponding to performance of the task						
Minimum sequence of three photographs from the same date and assessment task						
Each photograph has a caption that explains the steps that the student took to complete the assessment task						
Each photograph <u>clearly</u> shows the student performing the assessment task described						
<b>Video Tapes and Audio Tapes:</b>						
Informed Consent is signed and is on file with the district						
If classroom peers appear in photographs, the Informed Consent for Incidental Photographing, Video/Audio Tape Recording is signed and is on file with the district						
Videotape is in VHS format						
Each video tape and audio tape clip is 90 seconds or less in length						
Video tape and audio tape evidence does not contain prerequisite or post-activity steps--only those steps corresponding to performance of the task						
Video and Audio Tape Clip Summary Form was completed and secured to the tape						
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.						
Video tape and/or audio tape is labeled with the names of the student, teacher, and school						
Each video tape and/or audio tape clip <u>clearly</u> shows the student performing the assessment task as described.						
<b>Data Collection Sheet (DCS):</b>						
Data collection for each task is clear and simple for others to follow						
Only the step(s) relevant to the assessment task are listed						
Steps clearly described what the student was asked to do and what the action was for which performance data was 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 who are recording the data have signed and initialed the bottom of the DCS (REQUIRED)						
Supporting evidence is present for the date(s) transcribed to the DSS, and meets requirements for all VE						
<i>If supporting evidence is an OVF, the date of the assessment task matches the DCS</i>						
– Observer is not supplementary school personnel (teacher aide or assistant)						
– Date of observer's signature is the same date as the assessment task						
– Observer's signature is different from the person who collected data (name is different from staff member's initials on the DCS for that date)						
– OVF is completed in full (all required elements for VE + Observer name and title)						

# CHECKLIST FOR COLLEGIAL REVIEWS

## Checklist of Things to Remember

Use 1 checklist for each content area assessed

ELA  
  Mathematics  
  Science  
  Social Studies

	Reviewed	Reviewer Comments/Recommended Follow Up	
<b>1. Table of Contents:</b>			
All pages are numbered in the datafolio			
All forms in the datafolio are the 2009-10 versions (old forms cannot be used)			
Table of Contents page numbers match the corresponding pages in the datafolio			
<b>2. Student Page:</b>			
All fields complete: DOB, student name and ID number, based on date of birth indicate grade, district of residence, school name, and service provider			
Test accommodations used in the datafolio from the current IEP			
Student's date of birth corresponds to the correct grade and assessed content areas per the birth date chart on page 5 of the 2009-10 Administration Manual			
<b>3. Parent/Family/Guardian Survey:</b>			
Parent/Family/Guardian survey is included in the datafolio			
If survey is incomplete, all dates attempted are documented on the last page and include all three pages in the datafolio			
	<b>1<sup>st</sup> AGLI Reviewed</b>	<b>2<sup>nd</sup> AGLI Reviewed</b>	<b>Reviewer Comments/Recommended Follow Up</b>
<b>4. Data Summary Sheet (DSS):</b>			
One Data Summary Sheet is included for each AGLI assessed			
All fields are complete including the AGLI code and AGLI text			
AGLI selected from grade per student's date of birth			
Task connects to AGLI			
Tasks are written simply without cues, prompts, levels of assistance, or criterion			
Dates match the last three dates of recorded student performance data			
Dates listed on the DSS are within the administration period and are listed in chronological order with the most recent date in the right column			
Percentages for 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			
<b>5. Verifying Evidence (VE):</b>			
<b>TWO</b> pieces of VE are present for each AGLI assessed			<b>Reviewer Comments/Recommended Follow Up</b>
Each piece of VE connects to task			
Will someone who does not know the student understand what the assessment task was?			
VE confirms data for <b>TWO OF THE THREE DATES</b> of data transcribed to the DSS			

## CHECKLIST FOR COLLEGIAL REVIEWS

<b>5. Verifying Evidence (VE) (continued)</b>	<b>Reviewer Comments/Recommended Follow Up</b>		
VE is 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)			
Tasks are written without cues, prompts, or a criterion			
Date(s) on VE are within the specified administration period			
Mistakes made during data collection are crossed out, corrected, and initialed - NO erasure, correction fluid, black out etc.			
VE and VE label are original, not photocopied			
Levels of accuracy and independence are calculated correctly, notes are included if calculations will not be clear to scorer			
<b>Student Work Products:</b>	<b>Reviewer Comments/Recommended Follow Up</b>		
Work products are the student's original work, not photocopied			
Calendars or charts are submitted for a single date (the last date)			
Pre-printed information (i.e. directions) does not contradict the task assessed or guide the student to the correct answer			
<b>Photographs:</b>	<b>Reviewer Comments/Recommended Follow Up</b>		
Informed Consent is signed and is on file with the district			
If classroom peers appear in photographs, the Informed Consent for Incidental Photographing, Video/Audio Tape Recording is signed and is on file with the district			
Photographic evidence does not contain pre-requisite or post-activity steps—only those steps corresponding to performance of the task			
Minimum sequence of three photographs from the same date and assessment task			
Each photograph has a caption that explains the steps that the student took to complete the assessment task			
Each photograph <u>clearly</u> shows the student performing the assessment task described			
<b>Video Tapes and Audio Tapes:</b>	<b>Reviewer Comments/Recommended Follow Up</b>		
Informed Consent is signed and is on file with the district			
If classroom peers appear in photographs, the Informed Consent for Incidental Photographing, Video/Audio Tape Recording is signed and is on file with the district			
Videotape is in VHS format			
Each video tape and audio tape clip is 90 seconds or less in length			
Video tape and audio tape evidence does not contain prerequisite or post-activity steps—only those steps corresponding to performance of the task			
Video and Audio Tape Clip Summary Form was completed and secured to the tape			
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.			
Video tape and/or audio tape is labeled with the names of the student, teacher, and school			

## CHECKLIST FOR COLLEGIAL REVIEWS

Each video tape and/or audio tape clip <u>clearly</u> shows the student performing the assessment task as described.			
<b>Data Collection Sheet (DCS):</b>	<b>Reviewer Comments/Recommended Follow Up</b>		
Data collection for each task is clear and simple for others to follow			
Only the step(s) relevant to the assessment task are listed			
Steps clearly described what the student was asked to do and what the action was for which performance data was 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 who recorded the data have signed and initialed the bottom of the DCS (REQUIRED)			
Supporting evidence is present for the date(s) transcribed to the DCS, and meets requirements for all VE			
<i>If supporting evidence is an OVF, the date of the assessment task matches the DCS</i>			
- Observer is not supplementary school personnel (teacher aide or assistant)			
- Date of observer's signature is the same date as the assessment task			
- Observer's signature is different from the person who collected data (name is different from staff member's initials on the DCS for that date)			
- OVF is completed in full (all required elements for VE + Observer name and title)			

### Collegial Review:

Review Date(s) \_\_\_\_\_

Recommendations/Follow- Up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_