

# **Appendix C–Quick Reference Sheet**

## **ADMINISTRATION MANUAL**

**New York State Alternate Assessment**  
(September 2007)

## Quick Reference Sheet

### 2007-08 NEW YORK STATE ALTERNATE ASSESSMENT (NYSAA)

#### Important Dates:

October 1, 2007–February 8, 2008 - NYSAA Administration Period

March 3, 2008–April 11, 2008 - NYSAA Regional Scoring Period

#### Age Ranges/Content Areas to be Assessed:

Students eligible for NYSAA, as determined by their CSE, must be assessed on grade appropriate content that is consistent with the student's chronological age in accordance with the chart below. It is important to note that the student's assessment is based on the student's chronological age, not on the grade in which the student is located.

| 2007-08 NYSAA Administration: Age Ranges/Content Areas    |                                   |   |
|---|-----------------------------------|---|
| Assessment  | Birth Date                        | Reaches Age Given Between September 1, 2007 and August 31, 2008 |
| Grade 3 ELA, Mathematics                                  | September 1, 1998—August 31, 1999 | 9   |
| Grade 4 ELA, Mathematics, Science                         | September 1, 1997—August 31, 1998 | 10  |
| Grade 5 ELA, Mathematics, Social Studies                  | September 1, 1996—August 31, 1997 | 11  |
| Grade 6 ELA, Mathematics                                  | September 1, 1995—August 31, 1996 | 12  |
| Grade 7 ELA, Mathematics                                  | September 1, 1994—August 31, 1995 | 13  |
| Grade 8 ELA, Mathematics, Science, Social Studies         | September 1, 1993—August 31, 1994 | 14  |
| Secondary-Level ELA, Mathematics, Science, Social Studies | September 1, 1989—August 31, 1990 | 18*   |

**\*Note:** NYSAA-eligible students who will be leaving school before they reach their eighteenth birthday should take the secondary-level NYSAA before they leave school (i.e., when they are 17-years-old). NYSAA-eligible students with a birth date prior to September 1, 1989 who have not been assessed should be assessed before they leave school.

#### Definitions:

**Alternate Grade Level Indicators (AGLIs)** are descriptions of student performance expectations for students with severe cognitive disabilities that are aligned with the learning standards and grade level core curriculum established for all students by the Board of Regents.

**Datafolio** is the scorable collection of student work that demonstrates student performance on assessment tasks reflecting the AGLIs for English language arts (ELA), mathematics, science and social studies. The standardized forms of the datafolio help teachers organize student information and enable scorers to locate information more readily. Follow the procedures in the 2007-08 Administration Manual for developing a scorable datafolio. Discard forms from previous years.

#### **2:3:2 = Formula for the Amount of Data to be Collected Per Content Area**

Per content area, **TWO** AGLIs will be assessed. Each AGLI will be assessed on at least **THREE** different dates during the administration period. The two last dates of the assessment of an AGLI will require **TWO** pieces of verifying evidence.

## Steps for Completing a NYSAA Datafolio

|  |   |
|--|---|
| <b>Step 1:</b>   | Confirm students to be assessed; prepare to administer NYSAA  |
| <b>Step 2:</b>   | Determine Required Components using Test Blueprints   |
| <b>Step 3:</b>   | Determine Choice Components using Test Blueprints   |
| <b>Step 4:</b>   | Select two AGLIs per content area   |
| <b>Step 5:</b>   | Meet with Parent/Family/Guardian and complete survey  |
|  |   |
| <b>Steps 6-10:</b>   | Address first selected AGLI   |
| <b>Step 6:</b>   | Select assessment task  |
| <b>Step 7:</b>   | Prepare to collect data   |
| <b>Step 8:</b>   | Conduct assessment task   |
| <b>Step 9:</b>   | Complete Verifying Evidence (VE) documentation  |
| <b>Step 10:</b>  | Complete Data Summary Sheet   |
|  |   |
| <b>Step 11:</b>  | Complete steps 6-10 for second selected AGLI  |
| <b>Step 12:</b>  | Complete steps 2-11 for each content area to be assessed  |
|  |   |
| <b>Step 13:</b>  | Assemble the datafolio according to the standardized procedures described in this Administration Manual   |
| <b>Step 14:</b>  | Submit the datafolio to the building administrator no later than close of business <b>February 8, 2008</b> . The building administrator will forward datafolios to the regional Score Site Coordinator, who will coordinate regional scoring. Only datafolios that follow these procedures can be accepted for scoring. |
| <b>Step 15:</b>  | Complete the on-line LSET Survey  |
| Note: LSETs are required to participate in collegial reviews of NYSAA student datafolios during the administration period while completing these steps. Collegial review is designed to help LSETs create high quality, scorable datafolios. |   |

### **Common Errors that Affect Acceptability for Scoring**

It is required that teachers participate in collegial reviews of student datafolios throughout the administration period to help create scorable datafolios. Common errors include:

- The assessment task does not connect to the AGLI.
- The verifying evidence does not connect to the assessment task.
- All of the required elements are not documented on the Verifying Evidence.
- Less than two pieces of VE are submitted for an AGLI.
- Verifying evidence does not support the Data Summary Sheet.
- Photographs are not sequential, captioned or from the same date.
- Dates recorded on Data Summary Sheet are outside the administration period.
- Calculation and transcription errors make unclear the student's actual performance.
- Submission of Data Summary Sheets or Verifying Evidence containing information written in pencil, covered in white out or that is photocopied.

### **Resources:**

For copies of the *Administration Manual*, including datafolio forms, the NYSAA Frameworks and the latest information, please go to the Department's Alternate Assessment website at: <http://www.emsc.nysed.gov/osa/nysaa/home.shtml>.