

# **Appendix D–Checklist of Things to Remember**

## **ADMINISTRATION MANUAL**

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

# 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 datafolio are 2007-08 versions, old forms cannot be used							
Table of Contents page numbers match the corresponding pages in 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, service provider							
List only test accommodations shown in the datafolio and in the current IEP							
List only adaptive materials, equipment, techniques seen in the VE							
Student's date of birth corresponds to correct grade and assessed content areas per birth date chart on page 6 of the Administration Manual							
<b>3. Parent/Family/Guardian Survey:</b>							
Parent/Family/Guardian survey is included in datafolio							
If unable to make contact, or if parent is unwilling to complete survey, all dates attempted are documented on last page and include all 3 pages in the datafolio							
	<b>1<sup>st</sup> AGLI</b>		<b>2<sup>nd</sup> AGLI</b>		<b>Done</b>	<b>Reviewed</b>	
	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>			
<b>4. Data Summary Sheet (DSS):</b>							
One Data Summary Sheet for each AGLI assessed							
All fields complete including AGLI code and AGLI text							
Task reflects knowledge, skill, and understanding of the AGLI							
Tasks are written simply without cues, prompts, levels of assistance, or criterion							
Tasks and materials are age appropriate							
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 last date in 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 completed in permanent ink, NOT PENCIL							
DSS is original, NOT PHOTOCOPIED							
<b>5. Verifying Evidence (VE):</b>							
Submit <b>TWO</b> pieces of VE for each AGLI assessed							
VE confirms data for LAST two dates 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 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 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							
VE requirements are completed in permanent ink, NOT PENCIL							

