

2008-2009 New York State Alternate Assessment Administration Training

NYSAA Training Closing Segment



University of the
State of New York
State Education
Department

Steps Chart

NYSAA Administration Manual, Page 7

Section One: Steps for Administering NYSAA

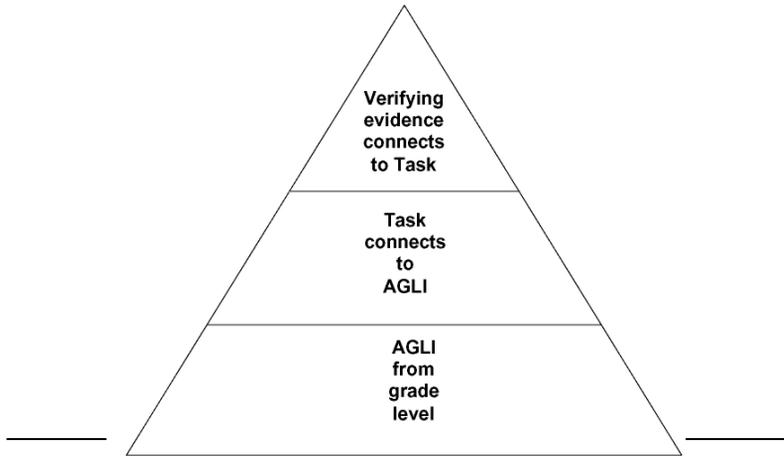
This section helps teachers select AGLIs, identify appropriate assessment tasks, and complete the requirements for documenting student performance data for NYSAA datafolios.

Steps for Completing a NYSAA Datafolio Administration Period: October 6, 2008 – February 13, 2009

| | |
|---|--|
| Step 1: | Confirm students to be assessed; Prepare to administer NYSAA |
| Step 2: | Determine Required Components using Test Blueprints |
| Step 3: | Determine Choice Components using Test Blueprints |
| Step 4: | Select two AGLIs per content area |
| Step 5: | Meet with Parent/Family/Guardian and complete survey |
| Steps 6-10: Address first selected AGLI (1 st choice component) | |
| Step 6: | Select assessment task |
| Step 7: | Prepare to collect data |
| Step 8: | Conduct assessment task |
| Step 9: | Complete Verifying Evidence (VE) documentation |
| Step 10: | Complete Data Summary Sheet |
| Step 11: Complete steps 6-10 for second selected AGLI (2 nd choice component) | |
| Step 12: | Complete steps 2-11 for each content area to be assessed |
| Step 13: | Assemble the datafolio according to the standardized procedures described in this Administration Manual |
| Step 14: | Submit the datafolio to the building administrator no later than close of business February 13, 2009 . The building administrator will forward datafolios to the regional Score Site Coordinator. No further work, edits, additions, changes, etc. can be done to a student datafolio after February 13 th . |
| Step 15: | Complete the on-line Teacher Survey http://services.measureinprogress.org/NYSAASurvey.asp |

Note: Teachers are required to participate in collegial reviews of NYSAA student datafolios during the administration period. See page 29 for more info on collegial review.

Connection to Grade Level Content



Collegial Review

- Teachers are required to participate in collegial reviews of NYSAA student datafolios during the administration period
 - At least one collegial review must be conducted on each datafolio
 - Record the month in which the last collegial review was conducted on the bottom of the Student Page
-

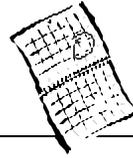
Datafolio Order

- ELA
 - 1st Required Component AGLI
 - 2nd Required Component AGLI
- Mathematics
 - 1st Required Component AGLI
 - 2nd Required Component AGLI
- Science, if applicable
 - 1st Required Component AGLI
 - 2nd Required Component AGLI
- Social Studies, if applicable
 - 1st Required Component AGLI
 - 2nd Required Component AGLI

Table of Contents

| NYSAA Datafolio Table of Contents | |
|---|---------------|
| | Page # |
| NYSAA Student Page | |
| Table of Contents | |
| Parent/Family/Guardian Survey | |
| <i>The following documents must be included for each content area assessed.</i> | |
| Data Summary Sheet for the first ELA AGLI (Required component #1) | |
| First Piece of Verifying Evidence* for the first ELA AGLI with VE label | |
| Second Piece of Verifying Evidence* for the first ELA AGLI with VE label | |
| Data Summary Sheet for the second ELA AGLI (Required component #2) | |
| First Piece of Verifying Evidence* for the second ELA AGLI with VE label | |
| Second Piece of Verifying Evidence* for the second ELA AGLI with VE label | |
| Data Summary Sheet for the first Mathematics AGLI (Required component #1) | |
| First Piece of Verifying Evidence* for the first Mathematics AGLI with VE label | |
| Second Piece of Verifying Evidence* for the first Mathematics AGLI with VE label | |
| Data Summary Sheet for the second Mathematics AGLI (Required component #2) | |
| First Piece of Verifying Evidence* for the second Mathematics AGLI with VE label | |
| Second Piece of Verifying Evidence* for the second Mathematics AGLI with VE label | |
| Data Summary Sheet for the first Science AGLI (Required component #1) | |
| First Piece of Verifying Evidence* for the first Science AGLI with VE label | |
| Second Piece of Verifying Evidence* for the first Science AGLI with VE label | |
| Data Summary Sheet for the second Science AGLI (Required component #2) | |
| First Piece of Verifying Evidence* for the second Science AGLI with VE label | |
| Second Piece of Verifying Evidence* for the second Science AGLI with VE label | |
| Data Summary Sheet for the first Social Studies AGLI (Required component #1) | |
| First Piece of Verifying Evidence* for the first Social Studies AGLI with VE label | |
| Second Piece of Verifying Evidence* for the first Social Studies AGLI with VE label | |
| Data Summary Sheet for the second Social Studies AGLI (Required component #2) | |
| First Piece of Verifying Evidence* for the second Social Studies AGLI with VE label | |
| Second Piece of Verifying Evidence* for the second Social Studies AGLI with VE label | |
| <i>Number all of the pages of the datafolio sequentially, placing documents in the order provided above.</i> | |
| <i>Place supporting evidence directly behind the corresponding DCS.</i> | |

NYSAA Administration Period



- Administration period October 6, 2008 – February 13, 2009
 - All datafolios must be completed and turned in to building administrators by close of business on February 13, 2009
 - ProFile™ will be taken off-line at 6:00 pm on February 13th and will not be accessible again
 - No further work, edits, additions, changes, etc. can be done to a student datafolio after February 13th
-

Test Accommodations

- The Department is required to report test accommodations to the US Department of Education
- Record test accommodations at the bottom of the Student Page in the space provided
- Refer to the VESID website for information about test accommodations
[\(<http://www.vesid.nysed.gov/specialed/publications/policy/testaccess/policyguide.htm>\)](http://www.vesid.nysed.gov/specialed/publications/policy/testaccess/policyguide.htm)

Support During Administration

- Alternate Assessment Training Network** – contact information will be provided during today's program
 - Regional Lead Trainers** – contact information is provided in the Administration Manual
 - Colleagues** – both general education and special education teachers
 - Administrators**
-

On-line Teacher Survey

- Provide input and feedback to the Department
 - The on-line Teacher Survey is located at:
<http://iservices.measuredprogress.org/NYSAASurvey.asp>
-

“He was successful and proud of himself each day that he completed his tasks. He has more confidence in himself.”

-Teacher who completed 2007-08 NYSAA

“...It was amazing to see them work independently and confidently in this area over time.”

-Teacher who completed 2007-08 NYSAA