

# **Appendix F:**

# **Checklist of Things to Remember**

**ADMINISTRATION MANUAL**

**New York State Alternate Assessment**  
(September 2010)

## 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	
<b>1. Table of Contents:</b>				
All pages are numbered in the datafolio				
All forms in the datafolio are the 2010–11 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 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 Age Range Chart on page 4 of the Administration Manual				
	1 <sup>st</sup> AGLI	2 <sup>nd</sup> AGLI	Done	Reviewed
	Yes	No		
<b>3. 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 a 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>4. 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 TWO OF THE THREE 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 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				

<b>5. 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 (e.g., directions) does not contradict the task assessed or guide the student to the correct answer						
<b>6. 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-/Audiotape Recording is signed and is on file with the district						
Photographic evidence does not contain prerequisite 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>7. Videotapes and Audiotapes:</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-/Audiotape Recording is signed and is on file with the district						
Each videotape and audiotape clip is 90 seconds or less in length						
Videotape and audiotape evidence does not contain prerequisite or post-activity steps—only those steps corresponding to performance of the task						
Video and Audiotape 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.						
Videotape and/or audiotape is labeled with the names of the student, teacher, and school						
Each videotape and/or audiotape clip <u>clearly</u> shows the student performing the assessment task as described						
<b>8. 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's 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)						