

# 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. Student Page:</b> <i>complete ONCE</i>						
Current form used and all fields complete: DOB, student name, ID number, based on date of birth indicate grade, district of residence, school, and service provider						
Student's DOB corresponds to the correct grade and assessed content areas per the Age Range Chart on page 4 of the Administration Manual (verify DOB using another document)						
Testing accommodations (by content area) provided during test administration and recorded on page 2 of Student Page						
<b>2. Table of Contents:</b> <i>complete ONCE</i>						
All pages are numbered in the datafolio and match the Table of Contents						
		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI	Done	Reviewed
		Yes	No	Yes		
<b>3. Data Summary Sheets (DSSs):</b>						
One DSS for each AGLI assessed						
Current form used and all fields are complete						
AGLI from Grade Level	AGLI selected from grade per student's DOB (N/A if MP ProFile™)					
	Code & text recorded exactly as in Frameworks (N/A if MP ProFile™)					
	AGLI from Required Component (2 <sup>nd</sup> DSS says "cont'd." & AGLI is from Required Component 2)					
Task connects to AGLI	Task clearly connects to AGLI					
	Task includes any plurals, AND, OR, or AND/OR statements in AGLI					
	Written simply without cues, prompts, levels of assistance, or a criterion					
Dates match the last three dates of recorded student performance data						
Dates listed are within the administration period (10-3-11 to 2-10-12) and are listed in chronological order with the most recent date in the right column						
Percentages for Levels of 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> <i>complete for any type of VE</i>						
Submit <b>TWO</b> pieces of VE for each AGLI, dated within administration period (or DCS with minimum 3 dates within administration period in chronological order, including SE)						
VE connects to task	<b>Each</b> piece of VE clearly connects to task					
	VE demonstrates any plurals, AND, OR, or AND/OR statements in task					
	VE demonstrates the student was assessed using vocabulary from the task and AGLI					
	Will someone who does not know the student understand what the assessment task was? Matches student action in task.					
VEs confirm data for TWO OF THE THREE DATES of data transcribed to the DSS						
VEs are 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) and is original NOT PHOTOCOPIED						
Mistakes made during data collection are crossed out, corrected, and initialed—NO erasure, correction fluid, black out etc.						
ELA VEs are in English						
Levels of Accuracy and Independence are calculated correctly; include notes if calculations will not be clear to Scorer						

<b>5. Student Work Products:</b> <i>check EACH piece, if both VE are work products</i>						
Work products are the student's original work, NOT PHOTOCOPIED and NOT HOMEWORK						
Calendars or charts are submitted for a single date (use last date only)						
Pre-printed information and/or directions do not contradict the task assessed or prompt/guide the student to the correct answer (e.g., template)						
<b>6. Photographs:</b> <i>check EACH if both VEs are photographs</i>						
Informed Consent is signed for student and peer (if applicable) and is on file with the district						
Minimum sequence of three photographs from the same date and assessment task						
Each photograph <u>clearly</u> shows the student performing the assessment task described and is original, NOT PHOTOCOPIED (digital photo prints are acceptable)						
Photographic evidence does not contain prerequisite or post-activity steps—only those steps corresponding to performance of the task						
Each photograph has a caption that explains the steps that the student took to complete the assessment task						
<b>7. Digital Video and Audio Clips:</b> <i>check EACH if both VE are clips</i>						
Informed Consent is signed for student and peer (if applicable) and is on file with the district						
Each digital video and audio clip is 90 seconds or less in length						
Digital video and audio evidence does not contain prerequisite or post-activity steps—only those steps corresponding to performance of the task						
Digital Video and Audio Clip Summary Form was completed and secured to the DVD or CD						
Digital 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.						
Digital video and/or audio is labeled with the names of the student, teacher, and school						
Each digital video and/or audio 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 is/are listed (no prerequisite or post-activity steps)						
Includes Steps/length of Time Segment/Trial Information which clearly described what the student was asked to do, and what the action was for which performance data 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 recording data initialed date(s) (box under the date level performance percentages) and completed name and initials on Staff Key; initials for each date & Staff Key match						
Supporting evidence (SE) is present for each date(s); one piece of SE is required for each date transcribed from the DCS to the DSS as VE (up to two pieces of SE)						
If supporting evidence is a work product, photographs, digital video/audio clip (not an OVF [see OVF info below])-it meets all requirements for each specific type of VE						
<i>If supporting evidence is an OVF: check EACH OVF used</i>						
- Observer's signature is different from the person who collected data (observer name is different from staff member's initials on the DCS for that date)						
- OVF was available for signature on date the task was observed						
- Date of observer's signature is the same date on top of OVF <b>and</b> DCS date						
- OVF is completed with all required elements for VE and OVF date matches DCS date						
- OVF is completed with the observer name which matches the observer signature and includes the observer title						
- Observer is not supplementary school personnel (teacher's aide or assistant)						