

**Checklist for Teachers Administering the NYSAA**

**Checklist for Collegial Reviews**

Student Name	Teacher	Reviewer	Review Date(s)							
<b>1. Student Page</b> -complete ONCE (compare DOB to Age Range Chart on page 4 of the Administration Manual)		Yes	No	<b>Reviewer Comments/Recommended Follow-up</b>						
Current form used & fields complete (DOB, name, ID number, grade assessed, district of residence, school, & service provider)										
Correct grade & content areas assessed, per student DOB (check DOB to another document to make sure it is correct on Student Page)										
Testing accommodations (by content area) provided during test administration and recorded on page 2 of Student Page										
<b>2. Table of Contents</b> -complete ONCE		Yes	No	<b>Reviewer Comments/Recommended Follow-up</b>						
All pages are numbered in the datafolio and match the Table of Contents										
<b>INDICATE content area(s):</b>		<input type="checkbox"/> ELA		<input type="checkbox"/> Math						
		<input type="checkbox"/> Science		<input type="checkbox"/> Social Studies						
<b>3. Data Summary Sheets (One DSS for each AGLI)</b>		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		<b>Reviewer Comments/Recommended Follow-up</b> Clearly note applicable content area, AGLI and/or date
		Yes	No	Yes	No	Yes	No	Yes	No	
Current forms used; all fields complete										
Original. No photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed.										
AGLI from correct grade, per DOB; text & code matches Frameworks (N/A if MP ProFile™)										
AGLI from Required Component (2nd DSS says "cont'd" & AGLI is from a different component)										
Connects - task clearly connects to AGLI										
- includes any plurals, AND, OR or AND/OR statements in AGLI										
- written simply without cues, prompts, levels of assistance, or criterion										
Dates - 3 dates, in chronological order & within the administration period										
- correspond to 2 of the dates on the VE (for DCS, may be last 3 dates)										
Percentages for Levels of Accuracy and Independence are filled in and match what is documented on the VE										
<b>4. Verifying Evidence</b> -complete for any type of VE		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		<b>Reviewer Comments/Recommended Follow-up</b> Clearly note applicable content area, AGLI and/or date
		Yes	No	Yes	No	Yes	No	Yes	No	
<b>TWO</b> pieces of VE for each AGLI (or DCS with minimum 3 dates in chronological order)										
Connects - <b>each</b> piece of VE connects to task; matches student action in task										
- demonstrates any plurals, "and", "or" or "and/or" statements in task										
- VE demonstrates the student was assessed using vocabulary from task & AGLI										
<b>Check BOTH pieces of VE</b> - if VE is a DCS, may check only once										
Contains student name, date, content area, AGLI text, task, Levels of Accuracy & Independence										
Original. No photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed.										
ELA VE is in English										
Levels - Accuracy & Independence are calculated correctly and notated, if needed										
- match what is indicated on DSS										
Label - not obstructing student work or photographs; affixed to the correct VE										
- original; no photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed										
<b>5. Student Work Products</b> -check <b>EACH</b> piece, if both VEs are work products		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		<b>Reviewer Comments/Recommended Follow-up</b> Clearly note applicable content area, AGLI and/or date
		Yes	No	Yes	No	Yes	No	Yes	No	
Preprinted information and/or directions do not conflict with the task										
Does not include prompts/format that gives the answer (e.g., template)										
Calendars or charts are submitted for a single date (the last date)										
NOT homework										

**INDICATE content area(s):**

<input type="checkbox"/> ELA	<input type="checkbox"/> Math
<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies

6. Data Collection Sheets	1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		Reviewer Comments/Recommended Follow-up <i>Clearly note applicable content area, AGLI and/or date</i>
	Yes	No	Yes	No	Yes	No	Yes	No	
Current forms used; contains a minimum of 3 dates in chronological order									
Contains steps, length of time-segment or trial information									
Steps clearly describe what student was asked to do & action for which data was recorded									
Only includes steps relevant to task; Accuracy/Independence can be measured for each									
Staff recording data initialed all dates and name on Staff Key; initials & name match									
Supporting evidence (SE) for <b>each</b> date (either 1 or 2) transcribed to DSS									
If supporting evidence is <b>not</b> an OVF: SE meets all requirements & information matches DCS									
<b>If SE is an Observer Verification Form - check EACH OVF used</b>									
Observer - name and title is recorded; signature matches name									
- not supplementary school personnel ( <i>teacher aide or assistant</i> )									
- not the person collecting data ( <i>name different than the initials on DCS for date</i> )									
Dates - all 3 match: observer's signature & date of performance on OVF <b>and</b> DCS									
- only one (1) date of performance on an OVF									
Matches DCS - name, date, content area, AGLI text, task, Levels of Accuracy & Independence									
Accuracy & Independence match DCS for the applicable date									
DCS and SE original; no photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed									

7. Photographs- <i>check EACH if both VEs are photographs</i>	1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		Reviewer Comments/Recommended Follow-up <i>Clearly note applicable content area, AGLI and/or date</i>
	Yes	No	Yes	No	Yes	No	Yes	No	
Does not contain prerequisite or post-activity steps; only steps corresponding to the task									
Minimum sequence of 3 from the same date & task									
Each photo captioned (explains student's steps to complete task)									
Each photo clearly shows student performing task ( <i>last photo may be final project</i> )									
Informed Consent for student and peer, if applicable, signed and on file at district									

8. Digital Video and Audio Clips	Yes		No		1 <sup>st</sup> AGLI		2 <sup>nd</sup> AGLI		Reviewer Comments/Recommended Follow-up <i>Clearly note applicable content area, AGLI and/or date</i>
	Yes	No	Yes	No	Yes	No	Yes	No	
Digital Video and Audio Clip Summary Form completed & secured to DVD or CD									
Tape is labeled with names of student, teacher and school									
Arranged in content area order ( <i>only check once, at END of viewing</i> )									
Informed Consent for student and peer, if applicable, signed and on file at district									
<b>Check EACH if both VEs are digital video and/or audio clips</b>									
Marker (beginning) – contains name, date, content area, AGLI text, assessment task									
Does not contain prerequisite or post-activity steps; only steps corresponding to the task									
Clip clearly shows student performing the task									
Each clip is 90 seconds or less (excluding markers)									
Marker (end) – contains Levels of Accuracy & Independence									

Additional Recommendations/Follow-Up: \_\_\_\_\_

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