

# **Appendix E:**

# **Checklists**

## **ADMINISTRATION MANUAL**

**New York State Alternate Assessment**  
(September 2013)

Student's Name: \_\_\_\_\_

	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 6 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			

	Standard 1	Standard 2	Standard 3	Standard 4	Standard 5
<b>3. Data Summary Sheets (DSSs):</b>					
One DSS for each Standard assessed					
Current form used and all fields are complete					
Extension/AGLI selected from GRADE per student's DOB (N/A if MP ProFile™ used)					
Assessment Task aligned to Extension/AGLI (per coding); recorded exactly as in Frameworks (N/A if MP ProFile™ used); tasks cannot be modified or original tasks used for 2013-14					
Dates for Baseline and Final administration are from within NYSAA administration period (Sept. 30, 2013- Feb. 7, 2014)					
Percentages recorded for Level of Accuracy filled in and match what is documented on VE					
Prompts or support provided (per pages 22-23 of Administration Manual) documented as Yes/No for Baseline and Final administration					
Score for baseline does not exceed threshold (74%) for Level of Accuracy					
Same Assessment Task assessed on both baseline and final administrations					
Mistakes made during data collection are crossed out, corrected, and initialed—NO erasures, correction fluid, black out, etc.					
DSS form 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 Standard (1 for Baseline and 1 for Final), 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 assessed task				
	VE on its own demonstrates any plurals or AND statements in task				
	VE demonstrates the student was assessed using vocabulary from the assessed task				
	Will someone who does not know the student understand what the Assessment Task was? Matches student action in task.				
VEs confirm data for TWO DATES of data transcribed to the DSS					
VEs are labeled with student name, date of performance, and Level of Accuracy					
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					
Level of Accuracy is 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>	S1	S2	S3	S4	S5
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					
Photographs have at least one 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 and date. A second marker is recorded at end of the clip with the Level of Accuracy.					
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) and Supporting Evidence (SE):</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/Trial Information/length of Time Segment which clearly described what the student was asked to do, and what the action was for which performance data recorded					
Accuracy 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					
Data collection for each task is clear and simple for others to follow					
<i>If supporting evidence is an OVF: check EACH OVF used</i>					
- Observer's signature is different from the person who collected data (observer's 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 <u>same</u> 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's name which matches the observer's signature and includes the observer's title					
- Observer is not supplementary school personnel (teacher's aide or assistant)					