

# **Appendix E:**

# **Checklists**

## **ADMINISTRATION MANUAL**

**New York State Alternate Assessment**  
(September 2014)

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 by 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 2014-15					
Dates for Baseline and Final administration are from within NYSAA administration period (Sept. 29, 2014- Feb. 27, 2015)					
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 <u>three</u> 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)					

# Checklist for Collegial Review

**2014-15 NYSAA**

Student's Name \_\_\_\_\_ Teacher: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Review Date(s): \_\_\_\_\_

<b>1. Student Page</b> – complete ONCE (compare DOB to Age Range Chart on page 6 of the Administration Manual)	Yes	No	Reviewer Comments/Recommended Follow-up
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 correct on Student Pg.)			
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	Reviewer Comments/Recommended Follow-up
All pages are numbered in the datafolio and match the Table of Contents			

	Std 1	Std 2	Std 3	Std 4	Std 5	Reviewer Comments/Recommended Follow-up Clearly note applicable content area, Extension/AGLI and/or date
<b>3. Data Summary Sheets (One DSS for each Extension/AGLI)</b>						
Current forms used; all fields complete						
Original. No photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed.						
Extension/AGLI from correct grade, per DOB; text & code match Frameworks (N/A if MP ProFile™)						
Connects - task clearly connects to Extension/AGLI, use AT code to verify (N/A if MP ProFile™)						
Dates - Baseline and final administration dates are within the administration period						
- correspond to dates on baseline and final VEs						
VE submitted for both baseline and final administrations						
Same Assessment Task assessed on both baseline and final administrations						
Percentage for Level of Accuracy is filled in and matches what is documented on the VE						
Baseline Level of Accuracy equals 74% or below						
<b>4. Verifying Evidence</b> - complete for any type of VE	S 1	S 2	S 3	S 4	S 5	Reviewer Comments/Recommended Follow-up Clearly note applicable content area, Ext/AGLI and/or date
<b>TWO</b> pieces of VE for each Extension or 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						
- <b>each</b> piece of VE demonstrates any plurals or “and” statements in task						
- VE demonstrates that the student was assessed, no info on VE conflicts with Assessment Task						
<b>Check BOTH pieces of VE</b> – if VE is a DCS, may check only once						
Contains student name, date, Level of Accuracy						
Original. No photocopies, erasures, white out, etc. Errors crossed out, corrected, and initialed.						
ELA – VE and student responses are in English						
Level of Accuracy - calculated correctly and notated, if needed						
- matches what is indicated on DSS						
<b>5. Student Work Products</b> – check <b>EACH</b> piece, if both VEs are work products	S 1	S 2	S 3	S 4	S 5	Reviewer Comments/Recommended Follow-up Clearly note applicable content area, Ext/AGLI and/or date
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)						
Should NOT be homework, but must be work completed at school or during school sponsored activity						

6. Data Collection Sheets	S 1	S 2	S 3	S 4	S 5	Reviewer Comments/Recommended Follow-up Clearly note applicable content area, Ext/AGLI and/or date
Current forms used; contain a minimum of 3 dates in chronological order						
Contain steps, trial information, or length of time-segment						
Steps clearly describe what student was asked to do and action for which data were recorded						
Only includes steps relevant to task; Accuracy can be measured for each						
Staff recording data initialed all dates and wrote name on Staff Key; initials and name match						
Supporting evidence (SE) for <b>each</b> date (baseline and/or final) transcribed to DSS						
If supporting evidence is <b>not</b> an OVF: SE meets all requirements and 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 is different than the initials on DCS for that 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, Level of Accuracy						
Accuracy matches DCS for the applicable date						
DCS and SE original; no photocopies, erasures, white out, etc. Errors crossed out, corrected, & initialed						
<b>7. Photographs – check EACH if both VEs are photographs</b>	S 1	S 2	S 3	S 4	S 5	Reviewer Comments/Recommended Follow-up Clearly note applicable content area, AGLI and/or date
Does not contain prerequisite or post-activity steps; only steps corresponding to the task						
Minimum sequence of 3 from the same date and task						
Photos have at least one caption (explains student's steps to complete the task)						
Each photo clearly shows the student performing the task ( <i>last photo may be final project</i> )						
Informed Consent for student and peer, if applicable, signed and on file at district						
<b>8. Digital Video and Audio Clips</b>	S 1	S 2	S 3	S 4	S 5	
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 order by content area ( <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>	S 1	S 2	S 3	S 4	S 5	Reviewer Comments/Recommended Follow-up Clearly note applicable content area, AGLI and/or date
Marker (beginning) – contains name, date; content area, Extension/AGLI, Assessment Task are optional)						
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 Level of Accuracy						

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

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