

Appendix D – Checklist of Things to Remember

ADMINISTRATION MANUAL

New York State Alternate Assessment
(November 2006)

| Checklist of Things to Remember: | Yes /No | Done | Reviewed |
|---|----------------|-------------|-----------------|
| 1. Table of Contents: | | | |
| All pages are numbered in the datafolio | | | |
| Table of Contents page #'s match the corresponding pages in datafolio | | | |
| 2. Student Page: | | | |
| Complete all fields: DOB, student name and ID#, based on date of birth indicate grade, district of residence, school name, service provider | | | |
| List only test accommodations shown in the datafolio and in the current IEP | | | |
| List only adaptive materials, equipment, techniques seen in the VE | | | |
| Student's date of birth corresponds to correct grade and assessed content areas per age chart on page 5 of the Administration Manual | | | |
| 3. Parent/Family/Guardian Survey: | | | |
| Parent/Family/Guardian survey is included in datafolio | | | |
| If unable to make contact, or if parent is unwilling to complete the survey, all dates attempted are documented on the last page and include all 3 pages in the datafolio | | | |
| 4. Data Summary Sheet (DSS): | | | |
| One Data Summary Sheet for each AGLI assessed | | | |
| All fields complete including AGLI code and ALGI text | | | |
| Task reflects knowledge, skill, and understanding of the AGLI | | | |
| Tasks are written simply without cues, prompts, levels of assistance, or criterion | | | |
| Tasks and materials are age appropriate | | | |
| Dates match the last three dates of recorded student performance data | | | |
| Dates listed on DSS in chronological order with last date in right column | | | |
| Percentages for accuracy and independence are filled in and match what is documented on VE | | | |
| Mistakes made during data collection are crossed out, corrected, and initialed - NO erasures, correction fluid, black out, etc. | | | |
| DSS is completed in permanent ink, NOT PENCIL | | | |
| 5. Verifying Evidence (VE): | | | |
| Submit TWO pieces VE for each AGLI assessed | | | |
| VE confirms data for LAST two dates of data transcribed to DSS | | | |
| VE is labeled with student name, date of performance, content area, AGLI text, assessment task, and levels of accuracy and independence | | | |
| If VE label used, it does not obstruct any student work (okay on back) | | | |
| Tasks are written without cues/prompts or criterion | | | |
| Date(s) on VE are within specified administration period | | | |
| Last three dates of student performance data are transcribed to DSS | | | |
| Mistakes made during data collection are crossed out, corrected, and initialed - NO erasure, correction fluid, black out etc. | | | |
| VE requirements are completed in permanent ink, NOT PENCIL | | | |

| Checklist of Things to Remember: | Yes /No | Done | Reviewed |
|---|----------------|-------------|-----------------|
| Levels of accuracy and independence calculated correctly, include notes if calculations will not be clear to scorer | | | |
| <u>Student Work Samples:</u> | | | |
| Work Samples are the student's original work – not photocopied | | | |
| <u>Photographs, Video and Audio Tapes:</u> | | | |
| Informed Consent signed and included in datafolio | | | |
| If classroom peers appear in photo/video/audio – Informed Consent for Incidental Photo/Video/Audio was signed and is on file with district | | | |
| Videotape is in VHS format | | | |
| Each video and audio tape clip is 90 seconds or less in length | | | |
| Photographic, video and/or audio tape evidence does not contain pre-requisite steps – only those steps corresponding to performance of task | | | |
| Video/Audio Tape Clip Summary form was completed and affixed to tape | | | |
| Video clips are arranged in order of the datafolio content areas | | | |
| Recorded marker at beginning of clip with student name, date, content area, AGLI text, and assessment task; another marker at end of clip with levels accuracy and independence | | | |
| Video/audio tape labeled with name of student, teacher and school | | | |
| Minimum sequence of three photographs from same date and assessment task | | | |
| Each photograph has a caption that explains the steps the student took to complete assessment task | | | |
| Each photograph, video and/or audio clip <u>clearly</u> shows the student performing the assessment task described. Will someone who does not know student understand what the assessment task was? | | | |
| <u>Data Collection Sheet (DCS):</u> | | | |
| Data collection for each task is clear and simple for others to follow | | | |
| Only the step(s) relevant to the assessment task are listed | | | |
| Accuracy and independence can easily be measured for each step | | | |
| Teacher input on the DCS is original – not photocopied, and permanent ink was used (NOT PENCIL) | | | |
| Staff who are recording the data have signed and initialed bottom of DCS (REQUIRED) | | | |
| Supporting evidence is present, corresponds to one or two of last two dates of student performance data, and meets requirements for all VE | | | |
| If supporting evidence is an OVF, date of assessment task matches DCS | | | |
| – Observer is not supplementary school personnel | | | |
| – Date on observer signature is same date as assessment task | | | |
| – Observer signature is different from person who collected data (name different from staff member initials on DCS for that date) | | | |