

## **New York State Alternate Assessment Best Practices for Collegial Review**

Collegial review is a required procedure for the New York State Alternate Assessment (NYSAA). All datafolios must be reviewed at least one time during the NYSAA administration period. This document contains information regarding best practices to guide teachers and administrators through the collegial review process.

### **Overall Best Practices**

The following list contains effective practices that Alternate Assessment Training Network Specialists (AATNs) have found to be useful when conducting collegial reviews.

- Schedule a periodic collegial review of each NYSAA datafolio throughout the administration period. A minimum of one collegial review per student datafolio is required and follow-up should occur after the review, if errors are identified during the review. More reviews of the student's datafolio may take place. All reviews and changes must occur during the administration period. If any errors or omissions are found, changes must be made to address the issues. However, no changes can be made to a datafolio after the end of the administration period.
- Invite teachers of students from your district who attend private and non-public schools to participate in the collegial review process.
- Review the requirements for NYSAA (e.g., no photocopies, no whiteout, the seven required elements for verifying evidence, etc.) at the beginning of the collegial review session.
- Develop teams where experienced teachers are paired with new teachers who are administering NYSAA for the first time.
- Set benchmarks for completion of sections of the datafolio based on a given timeline.
- Hold final collegial review sessions with teachers to review all completed datafolios at least one to two weeks prior to the end of the administration period to allow time for review and revision.

### **Collegial Reviews**

The following list contains activities that should take place during the collegial review sessions.

#### **Before the Review**

- The special education teacher administers NYSAA in one content area, so that it can be reviewed in its entirety.
- Print copies of the *Checklist for Collegial Reviews*.

- Schedule at least one collegial review for each datafolio.

### **During the Review**

- Use the *Checklist for Collegial Reviews* to review the datafolio.
- Address any questions or concerns of the teacher and reviewer.
- Schedule a meeting date for a follow-up review to ensure that all needed changes were made to the datafolio that was reviewed.
- Record the date of the collegial review in the datafolio on the Student Page.

### **After the Review**

- The special education teacher revises the sections of the datafolio based upon review.
- Schedule the next collegial review session to review the datafolios of other students.
- Schedule a final review day toward the close of the administration period to review the datafolios and to ensure that the appropriate changes have been made.