

Appendix E–Checklist of Things to Remember

ADMINISTRATION MANUAL

New York State Alternate Assessment
(September 2008)

VE requirements are completed in permanent ink						
Levels of accuracy and independence are calculated correctly, include notes if calculations will not be clear to scorer						
Student Work Products:						
Work products are the student's original work–NOT PHOTOCOPIED						
Calendars or charts are submitted for a single date (the last date)						
Pre-printed information does not contradict the task assessed						
Photographs:						
Informed Consent is signed and is on file with the district						
If classroom peers appear in photographs, the Informed Consent for Incidental Photographing, Video/Audio Tape Recording is signed and is on file with the district						
Photographic evidence does not contain pre-requisite steps–only those steps corresponding to performance of the task						
Minimum sequence of three photographs from the same date and assessment task						
Each photograph has a caption that explains the steps that the student took to complete the assessment task						
Each photograph <u>clearly</u> shows the student performing the assessment task described						
Video Tapes and Audio Tapes:						
Informed Consent is signed and is on file with the district						
If classroom peers appear in photographs, the Informed Consent for Incidental Photographing, Video/Audio Tape Recording is signed and is on file with the district						
Videotape is in VHS format						
Each video tape and audio tape clip is 90 seconds or less in length						
Video tape and audio tape evidence does not contain prerequisite steps–only those steps corresponding to performance of the task						
Video and Audio Tape Clip Summary Form was completed and secured to the tape						
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, date, content area, AGLI text, and assessment task. A second marker is recorded at end of the clip with the levels of accuracy and independence.						
Video tape and/or audio tape is labeled with the names of the student, teacher, and school						
Each video tape and/or audio tape clip <u>clearly</u> shows the student performing the assessment task as described.						
Data Collection Sheet (DCS):						
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						
A minimum of three dates are listed on the DCS						
Documentation on the DCS is original (typed or handwritten)–NOT PHOTOCOPIED and permanent ink was used						
Staff who are recording the data have signed and initialed the bottom of the DCS (REQUIRED)						
Supporting evidence is present for the date(s) transcribed to the DSS, and meets requirements for all VE						
<i>If supporting evidence is an OVF, the date of the assessment task matches the DCS</i>						
- Observer is not supplementary school personnel (teacher aide or assistant)						
- Date of observer's signature is the same date as the assessment task						
- Observer's signature is different from the person who collected data (name is different from staff member's initials on the DCS for that date)						
- OVF is completed in full (all required elements for VE + Observer name and title)						