

## Notable Notes Pages from the 2007-08 NYSAA Administration Manual

The following is a list of pages and key information from the 2007-08 Administration Manual (September 2007) that should be emphasized during training. Trainers should have teachers highlight or tab these pages for quick reference.

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### Administration Guidelines:

Page 5, 6<sup>th</sup> paragraph - The Administration Period for 2007-08 assessment cycle of NYSAA is **October 1, 2007 – February 8, 2008**.

Page 6 - Birth Date Chart for 2007-08

Page 7 - The table at the top of the page outlines a number of important dates. Be sure to highlight the February 8, 2008 date which is when the datafolios must be completed and submitted to building administrators by the close of business. No changes or additional work can be done on the datafolio after February 8<sup>th</sup>.

Page 8 - The table that includes the list of the Regional Lead Trainers and indicates the regions covered and contact information for each Trainer.

Page 14 - Steps for Completing a NYSAA Datafolio - The steps have been expanded to better outline the process for 2007-08.

Page 17 - Review and select an AGLI - The table towards the bottom of the page includes information regarding AGLIs with 'and', 'or', and 'and/or' statements.

Page 19 - Selecting or Writing an Assessment Task

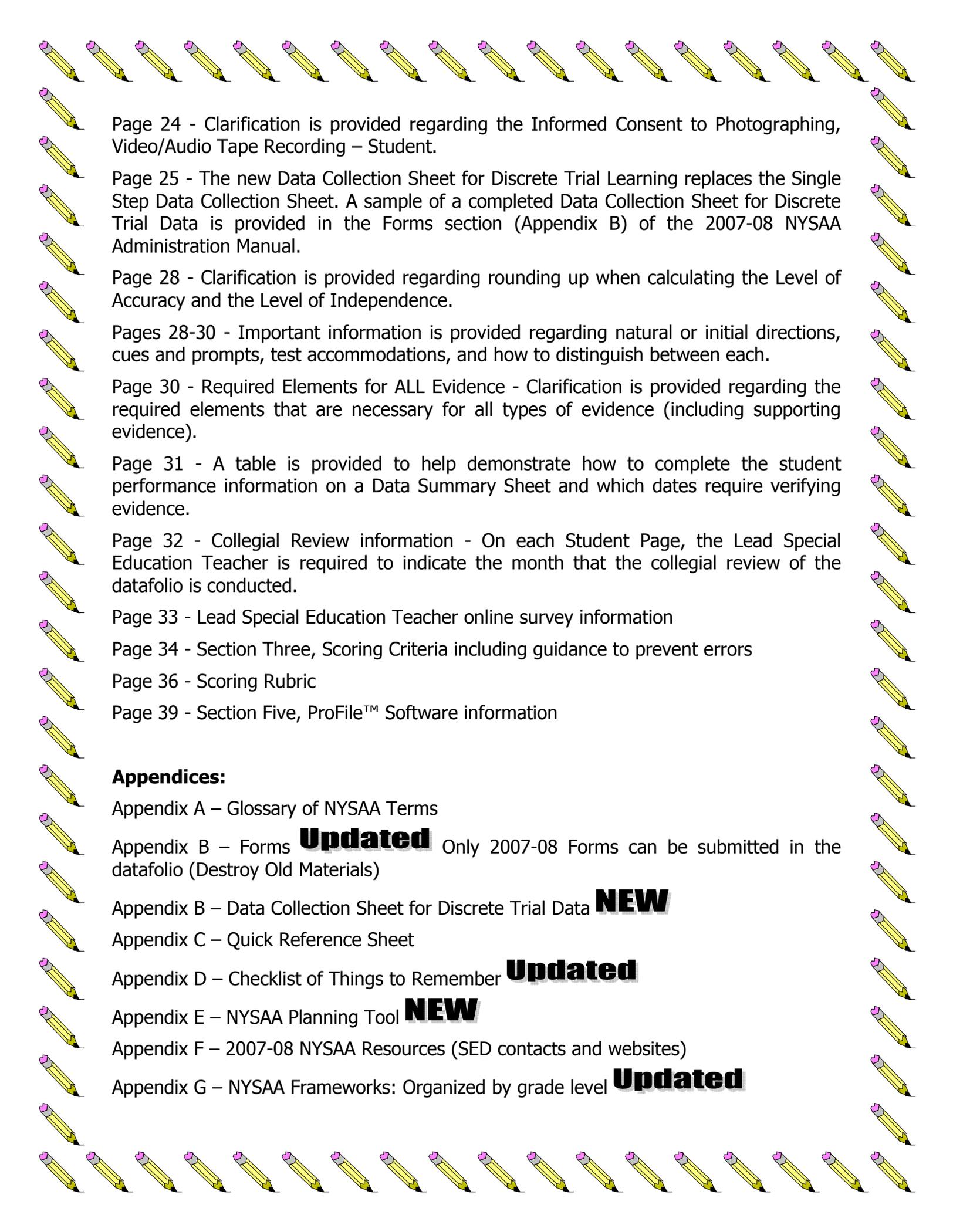
Page 19 - Information provided as guidance when writing an original assessment task

Page 21 - Step 7: Prepare to Collect Data - Two pieces of verifying evidence are required for each AGLI assessed. They must be from the last two dates of student performance recorded on the Data Summary Sheet.

Page 21 - Verifying Evidence 2<sup>nd</sup> paragraph - Verifying evidence must align to the assessment task and the assessment task must align to the AGLI. The key consideration to keep in mind: "Does the verifying evidence show what the assessment task outlines as the student action?"

Page 22, 3<sup>rd</sup> paragraph - Lead Special Education Teachers are encouraged to include a short annotation on the verifying evidence whenever it may be unclear to a scorer what took place during the task or how the accuracy and independence were rated.

Page 22 - Original Student Work Product - Work products such as weekly or monthly calendars or charts can only be submitted as one piece of evidence for a single date.



Page 24 - Clarification is provided regarding the Informed Consent to Photographing, Video/Audio Tape Recording – Student.

Page 25 - The new Data Collection Sheet for Discrete Trial Learning replaces the Single Step Data Collection Sheet. A sample of a completed Data Collection Sheet for Discrete Trial Data is provided in the Forms section (Appendix B) of the 2007-08 NYSAA Administration Manual.

Page 28 - Clarification is provided regarding rounding up when calculating the Level of Accuracy and the Level of Independence.

Pages 28-30 - Important information is provided regarding natural or initial directions, cues and prompts, test accommodations, and how to distinguish between each.

Page 30 - Required Elements for ALL Evidence - Clarification is provided regarding the required elements that are necessary for all types of evidence (including supporting evidence).

Page 31 - A table is provided to help demonstrate how to complete the student performance information on a Data Summary Sheet and which dates require verifying evidence.

Page 32 - Collegial Review information - On each Student Page, the Lead Special Education Teacher is required to indicate the month that the collegial review of the datafolio is conducted.

Page 33 - Lead Special Education Teacher online survey information

Page 34 - Section Three, Scoring Criteria including guidance to prevent errors

Page 36 - Scoring Rubric

Page 39 - Section Five, ProFile™ Software information

### **Appendices:**

Appendix A – Glossary of NYSAA Terms

Appendix B – Forms **Updated** Only 2007-08 Forms can be submitted in the datafolio (Destroy Old Materials)

Appendix B – Data Collection Sheet for Discrete Trial Data **NEW**

Appendix C – Quick Reference Sheet

Appendix D – Checklist of Things to Remember **Updated**

Appendix E – NYSAA Planning Tool **NEW**

Appendix F – 2007-08 NYSAA Resources (SED contacts and websites)

Appendix G – NYSAA Frameworks: Organized by grade level **Updated**