

# Reference Sheet for Administrators

## NEW YORK STATE ALTERNATE ASSESSMENT (NYSAA)

### Important Dates

October 5, 2009–February 12, 2010 - NYSAA Administration Period

March 15, 2010–May 6, 2010 - NYSAA Regional Scoring Period

### Age Ranges/Content Areas to be Assessed

Students eligible for NYSAA, as determined by their CSE, must be assessed on grade appropriate content that is consistent with the student’s chronological age in accordance with the chart below. It is important to note that the student’s assessment is based on the student’s chronological age, not on the grade in which the student is located.

<b>Age Ranges for Testing on NYSAA in 2009-10</b>		
<b>Assessment</b>	<b>Birth Date</b>	<b>Reaches This Age Between September 1, 2009 and August 31, 2010</b>
Grade 3 ELA, Mathematics	September 1, 2000—August 31, 2001	9
Grade 4 ELA, Mathematics, Science	September 1, 1999—August 31, 2000	10
Grade 5 ELA, Mathematics, Social Studies	September 1, 1998—August 31, 1999	11
Grade 6 ELA, Mathematics	September 1, 1997—August 31, 1998	12
Grade 7 ELA, Mathematics	September 1, 1996—August 31, 1997	13
Grade 8 ELA, Mathematics, Science, Social Studies	September 1, 1995—August 31, 1996	14
Secondary-Level ELA, Mathematics, Science, Social Studies	September 1, 1991—August 31, 1992	18*

**\*Note:** NYSAA-eligible students who will be leaving school before they reach their eighteenth birthday must take the secondary-level NYSAA before they leave school (i.e., when they are 17 years old). NYSAA-eligible students with a birth date prior to September 1, 1991 who have not been assessed must be assessed in 2009-10 before they leave school.

### NYSAA Administration Manual

The NYSAA Administration Manual outlines the information that teachers need to know to prepare, to administer NYSAA and to assemble the datafolio. The Manual includes the following information:

- Introduction with Age Criteria
- Steps for Administering NYSAA including Information on the Amount of Data to be Collected
- Scoring Criteria
- Effective Practices
- Measured Progress' Profile™ Web-based Tool
- Glossary of Terms
- Forms Required to Administer NYSAA
- Resources for Teachers

The current Administration Manual is available on the Department's NYSAA website at: <http://www.emsc.nysed.gov/osa/nysaa/home.shtml>.

### **Collegial Review**

**A collegial review is required for each datafolio.**

Collegial review is a facilitated process in which a teacher who has compiled a NYSAA datafolio has a colleague, peer, or administrator who is familiar with the requirements for the NYSAA review the student datafolio contents for errors, omissions, or needed revisions. A collegial review provides feedback to the teacher about whether all NYSAA requirements have been met as indicated in the NYSAA Administration Manual. Collegial review helps ensure, but does not guarantee, that a datafolio meets the procedural requirements in order to receive a reportable score. After the collegial review is completed, administrators should ensure that the teacher who compiled the datafolio has made the appropriate changes. These reviews and revisions are a vital part of the administration process for NYSAA.

The Department recommends the use of the *Checklist for Collegial Reviews* to guide the collegial reviews. The *Checklist* can be found in the Appendix of the Administration Manual.

### **Common Errors that Affect Acceptability for Scoring**

Common errors include:

- The wrong grade level was assessed.
- The assessment task does not connect to the Alternate Grade Level Indicator (AGLI).
- The verifying evidence does not connect to the assessment task.
- All of the required elements are not documented on the verifying evidence.
- Less than two pieces of verifying evidence are submitted for an AGLI.
- Verifying evidence does not support the data documented on the Data Summary Sheet.
- Photographic evidence that is not sequential, captioned, or from the same date.

- Data Collection Sheet evidence is not complete or incorrectly documented.
- Dates recorded on the Data Summary Sheet are outside the administration period.
- Calculation and transcription errors make the student's actual performance unclear.
- Data Summary Sheets or verifying evidence are submitted that contain information that is covered in white out, blacked out, erased, or photocopied.

### **Resources**

For the latest information about this assessment, please visit the Department's NYSAA website at: <http://www.emsc.nysed.gov/osa/nysaa/home.shtml>.