

## Notable Notes Pages from the 2009-10 NYSAA Administration Manual

The following is a summary of updated information included in the 2009-10 Administration Manual (September 2009). Trainers should emphasize each point during training and ask teachers to highlight or tab these pages for quick reference.

### Administration Guidelines:

The manual was streamlined to include a short introduction and the steps for conducting the assessment and putting a datafolio together. The NYSAA Overview, Background, and Eligibility and Participation Requirement sections are available on the Department's web site.

Page 5 – NYSAA Birth Date Chart for 2009-10

Page 5 – The Administration Period for 2009-10 NYSAA is **October 5, 2009 – February 12, 2010**.

Page 6 – Contact information for the Regional Lead Trainers

Page 8 – Steps for Completing a NYSAA Datafolio – provides a quick reference table of each step that needs to be completed.

Page 12 - 14 – Selecting or Writing an Assessment Task – information provided on when an assessment task is the “same” or “comparable”. Specific examples are provided.

Page 15 - 21 – Step 7: Prepare to Collect Data – this section provides updated and clarified information about verifying evidence.

Page 15 – Information provided about verifying evidence submitted in a language other than English.

Page 16 - 17 – Original Student Work Product - Work products completed over multiple days (e.g., weekly or monthly calendars or charts) can only be submitted as one piece of evidence for the **last** date documented on the chart or calendar.

Page 18 - 20 – Original Data Collection Sheet – information provided on each of the three different Data Collection Sheets. It indicates when and how they should be used and how to complete them.

Page 22 – Updated information on calculating percentages for level of accuracy and level of independence. Clarification is provided regarding rounding up.

Page 23 - 24 – Important information provided on test accommodations. Updated information provided on distinguishing between cues, prompts, and test accommodations.

### Appendices:

Appendix A – ProFile™ Software Information, the User's Guide is available on the ProFile™ website

Appendix B – Sample Datafolio – This is a complete 8<sup>th</sup> grade datafolio sample.

Appendix C – Glossary of NYSAA Terms

Appendix D – Forms **Updated** Only 2009-10 Forms can be submitted in the datafolio.

Appendix E – NYSAA Planning Tool – Organized from grade 3 to high school

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

Appendix G – NYSAA Resources (Department contacts and websites)

Appendix H – NYSAA Frameworks. Only the 2009-10 Frameworks can be used.