



Georgia Alternate Assessment (GAA) Update Bulletin

January 5, 2011

2011 Calendar

(New!)

Jan. 20

Webinar:

Avoiding Non-Scorable Entries

Jan. 31 – Feb. 01

Pre-ID labels,
Demographic
Forms, and
Return Kits
arrive in systems

February 01- 03

Mid-Administration
Webinars

This bulletin addresses the administration of the GAA from mid-year through the close of the assessment window.

Shipment 2 will arrive in systems February 1 – 3, 2011 and will contain Student Demographic Information Forms (*SDIF*), pre-ID labels, and return shipment kits. This shipment is packaged by school and delivered to the system. System Test Coordinators are responsible for distributing the materials to each school and to the Georgia Network for Therapeutic Support (GNETS) where applicable.

The return window for GAA portfolios is March 16 – 31, 2011. The early return of portfolios is encouraged! The last shipments of portfolios from systems must be postmarked no later than March 31, 2011. ***It is critical that all materials leave Georgia systems no later March 31.***

PORTFOLIO BINDERS

The materials received corresponds with the number of students the system indicated would be participating in the GAA based on information entered by school and grade via Servicepoint November 1 - December 3, 2010. Each student being assessed on the GAA should have one binder. Additional materials requests must be consolidated. It is recommended that counts from each of your schools are obtained before placing an additional order. Questar's Customer Service toll-free number is: 1-866-997-0698. You may also email your additional materials order to GA@QuestarAI.com.

PRE-ID LABELS

Each school will need to carefully review the pre-ID labels for accuracy before attaching them to a *SDIF*. Correct placement of the pre-ID label is important. Place the label within the dotted lines on page 1 of the form. All sections of the *SDIF* must be completed if a pre-ID label is not provided for a student.

STUDENT DEMOGRAPHIC INFORMATION FORMS (SDIF)

A *SDIF* must be completed and submitted for each student participating in the GAA. Instructions for completing the *SDIF* are attached to the form. Once completed, the *SDIF* should be inserted into the clear, vinyl overlay on the front of the student's binder. ***As a reminder, the SDIF must not be three-hole punched, photo-copied, nor placed inside the binder.***

Several sections of the *SDIF* must be completed even if a pre-ID label is used. The following sections should be completed for all students, including those with pre-ID labels: Box A, Box K (State Required Codes), Box L (Strands Assessed), Box M (Teacher's first name initial and last name), Box N (two-digit GNETS code for students served in these programs) and Box O (State Directed Coding), if applicable. Teachers

March 16-31
Systems return
portfolios to
Questar

June 01 – 07
Reports arrive in
systems

Post Assessment
Webinars
June 15 - 17

should consult the GAA Blueprint, 2010-2011, that is linked on the GaDOE webpage when completing Box L (Strands Assessed). The link to the website is : http://www.gadoe.org/ci_testing.aspx?PageReq=CI_TESTING_GAA.

The blueprint is located in the GAA Resources portlet.

As reminder, if a student is accommodated under Section 504 or is Migrant Certified, SRC 14 or 18 respectively must be marked on the SDIF.

ASSEMBLING PORTFOLIOS AT THE SCHOOL LEVEL

School teams should be encouraged to review all directions in the *GAA Examiner's Manual, 2010-2011* regarding compiling and documenting student evidence and assembling evidence in the portfolio binder. Samples of annotated evidence, as well as several helpful checklists, are included in the *Examiner's Manual*.

To help schools avoid nonscorable entries, common errors resulting in scoring problems are outlined in the *GAA Examiner's Manual, 2010-2011* (see pages 67 – 68). **Each portfolio should be carefully reviewed to ensure its completeness.** GaDOE will also present a webinar focused on avoiding nonscorable entries on January 20, 2011. This webinar is not listed on the assessment calendar or in the email sent previously that announced this year's webinar schedule. The webinar has been added in response to requests from local systems to assist with peer reviews. The intended audience for this webinar includes system test coordinators, special education coordinators, building administrators, core access teachers, and others who are responsible for redelivering training to teachers who administer the GAA.

Each portfolio should contain the following fully completed forms:

- The *Student Demographic Information Form* (see directions above);
- An Entry Sheet and four pieces of student evidence for each content area entry; and
- The *Validation Form* signed by the teacher and the building administrator (note that this form was sent in the fall shipment and is posted on the GAA webpage).

In-state transfer students should have two signed *Validation Forms* in their binder—one form signed by the teacher and the building administrator of the sending school/system and the other form signed by the teacher and the building administrator of the receiving school/system.

The *Release to Use Student Portfolio for Training Form* must be signed by the parent/guardian for the portfolio to be used to train scorers or Georgia educators. The use of photographs and/ or videotapes showing the student being assessed and others with whom the student interacts does not require a release. The identity of the student will be protected.

Systems should return portfolios for grades K, 3– 8 and 11 only. The state will not score portfolios completed in grades 1, 2, 9, 10, or 12. Complete the Transmittal Form, included in the Return Kit, following the directions provided. **Use the boxes the binders were shipped in to return the portfolios to Questar.** Binders should be organized by grade and school; more than one school can be placed in the same box. Unused binders and *SDIF* should be included in the last box for the system. The Transmittal Form serves as the header sheet for the system. There are no school header sheets for this assessment.

For more information on the Georgia Alternate Assessment (GAA) visit the Assessment Web site at http://www.gadoe.org/ci_testing.aspx?PageReq=CI_TESTING_GAA

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TEST SECURITY

Maintaining security of student materials is crucial to obtaining valid and reliable assessment results. The GAA is designed as a working assessment that occurs in the classroom. Teachers who are assessing students on the GAA need access to the forms and collected evidence to complete the assessment. While evidence is being collected and compiled, it is permissible for the materials to remain in the classroom, provided they are secured (i.e., secured in locked storage within the classroom) when not in use.

At both the collection and submission phases, it is appropriate to involve colleagues (i.e., other certified educators) in the review of the portfolio to ensure that all components have been included and the documentation and annotations are concise and accurate based on the instructions and guidelines outlined in the *GAA Examiner's Manual, 2010-2011*. A Checklist for Teachers and Portfolio Reviewers, found on page 58 of the manual, is provided to ensure all procedures have been followed and requirements met at the system level prior to submission of the portfolio for scoring. Once satisfied that the portfolio is complete, teachers should then submit the binder(s) to the School Test Coordinator by the date established by the system.

When the forms are completed and pieces of evidence are compiled for submission, ***there should be no copying and no retention of these materials***. Teachers may have collected, over time, different versions of documentation, blank forms, or partially completed forms. Teachers may have multiple completed forms representing various tasks for one student. ***In all these cases, the System Test Coordinator should collect extraneous pieces of material and destroy***. Please note that it is not necessary to destroy student work that has been collected but is not used in the portfolio; however, any GAA-related documentation (forms, annotations, etc.) that has been collected should be destroyed. Remember that the GAA is a showcase portfolio. Teachers should select the evidence that best depicts the student's progress and achievement in the content area. Contact Deborah Houston, GaDOE, Assessment Administration Division, with any questions regarding test security.

STUDENTS WHO CHANGE SCHOOLS OR SYSTEMS WITHIN THE STATE OF GEORGIA

Students who transfer schools and/or systems within the state of Georgia during the assessment window should have their portfolio, including all evidence and related documentation, sent to the receiving system. Each system is responsible for developing an appropriate protocol that ensures the portfolio is sent to the receiving system in a timely and secure manner. It is recommended that a method of shipping that provides a tracking number be employed. ***Students who have transferred from within the state are not eligible to have Box J, Portfolio Not Complete, marked on the SDIF***. A receiving system should contact the GaDOE Assessment Administration Division if the system experiences difficulty in receiving a student's portfolio after multiple attempts.

STUDENTS WHO TRANSFER FROM OUT OF STATE

Students who transfer from outside the state of Georgia should have the portfolio completed. Out-of-state students who enroll after January 1, 2011 may have Box J, Portfolio Not Complete, marked on the *SDIF*, for each content area submitted, if there is not sufficient time to complete all required entries. ***It is critical; however, that a student enrolling after January 1 has Collection Period 1 completed and submitted***. Inclusion of evidence for one collection period will allow the student to be counted as a participant for Adequate Yearly Progress (AYP) determinations. Students who have no evidence submitted cannot be counted as participants.