



2013–2014  
Georgia Alternate Assessment  
Validation Form

Student Name:	
School:	System:

**Test Administrator signature is required.**

- ☐ For the entries I developed for this portfolio, my signature certifies that:
- The contents of this portfolio are the work of this student.
  - I have followed all administration and security procedures, protocols, and requirements of the GAA.
  - I did not fabricate, alter, or modify evidence including, but not limited to, student work samples, permanent products, photographs, data, or documentation.
  - I did not misrepresent the student's involvement in the tasks or his/her subsequent achievement.
  - I did not photocopy and/or retain the contents of the portfolio, including student work samples, photographs, data, or documentation.

Signature of Person Responsible for Submitting Portfolio:	Date:
Please Print Name:	

**The Building Administrator must check the appropriate box; signature is required.**

- ☐ I have reviewed this portfolio and verify that the contents are the work of this student and the requirements of the GAA were followed.
- ☐ I have reviewed the portfolio and am unable to validate the contents and/or procedures at this time. **I have contacted the System Test Coordinator regarding these concerns.**
- ☐ For transfer students: This student transferred from another school/system. I have reviewed the portfolio and for the entries completed at my school, I verify that the contents are the work of this student and the requirements of the GAA were followed.
- ☐ For transfer students: This student transferred from another school/system. I have reviewed the portfolio and for the entries completed at this school, I am unable to validate contents and/or procedures at this time. **I have contacted the System Test Coordinator regarding these concerns.**

Signature of Building Administrator:	Date:
Please Print Name:	

**For Transfer Students:**

This student transferred from school/system:	Date:
and enrolled in school/system:	Date:

The Building Administrator and Test Administrator from both the sending school/system and the receiving school/system **must** sign Validation Forms when the student transfers; two forms will be submitted (this form may be photocopied).

**This Validation Form is a required document that must be completed and signed by both the Building Administrator and the person responsible for submitting the portfolio.**

- Your signature on this document validates the student work included in the portfolio.
- **Violation of any of the requirements for compiling student work for the GAA may result in the portfolio being invalidated and could result in additional actions or consequences.**
- Two Validation Forms, one from the sending school/system and one from the receiving school/system, must be submitted for students transferring between Georgia schools.

**Validation Form return instructions for the School Test Coordinator:**

- Be certain that the Validation Form has been signed by both the Building Administrator and the person submitting the portfolio for each student assessed on the GAA for the 2013–2014 administration. Contact the Test Administrator and/or Building Administrator to arrange for the form to be signed before shipping the portfolio binder.
- If the student has transferred between Georgia schools, be certain that two Validation Forms have been submitted; contact the sending school/system if a Validation Form was not forwarded.
- The Validation Form should be placed in the portfolio binder behind Divider 1, Student Information.