The following checklist should be used by teachers and portfolio reviewers to ensure that all procedures have been followed and all requirements of the GAA have been satisfied.

☐ Entry Sheet is filled out completely and accurately with all required information.
☐ Grade-level required/eligible standard is being assessed.
☐ Standard selected is the best choice given the evidence submitted.
☐ All four pieces of evidence clearly align to the standard being assessed.
☐ For grades 3–8 and High School, a Characteristic of Science has been written on the Entry Sheet for Science and is identifiable and documented in the evidence.
☐ Tasks written on Entry Sheet are the same as those submitted for evidence.
☐ Each entry contains four pieces of evidence that all align to the standard.
   ☑ Collection Period 1—Primary and Secondary
   ☑ Collection Period 2—Primary and Secondary
☐ Type of evidence submitted is appropriate to the task.
☐ All evidence is dated.
   ☑ Dates on the evidence are the same as dates on the Entry Sheet.
   ☑ Dates between Primary Evidence for each collection period are a minimum of fourteen (14) calendar days apart and represent two distinct collection periods.
☐ All evidence is the original work, or a photograph of the original work, of the student who is being assessed. No photocopies are submitted.
☐ The permanent product was created by the student being assessed.

The following information has been documented somewhere within the entry for each piece of evidence:

☐ The student’s name (**Who**) and date (**When**)
☐ Description of task—documented on Entry Sheet (**What**)
☐ **Specific evaluation of student response** (**How Well**)
☐ The setting (**Where**)
☐ Description of interactions that occurred during the task (**With Whom**)
☐ Type and frequency of prompting (**Prompts**)
☐ Only age/grade-appropriate materials have been used.
☐ All forms and evidence have been organized in the binder as specified.
This checklist was used to review the following entries:

<table>
<thead>
<tr>
<th>Content Area/Entry</th>
<th>Date: 1st Review</th>
<th>Date: Final Review</th>
<th>Reviewed by</th>
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<tbody>
<tr>
<td>ELA: Entry 1</td>
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<tr>
<td>ELA: Entry 2</td>
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<tr>
<td>Mathematics: Entry 1</td>
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<td>Mathematics: Entry 2</td>
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<tr>
<td>Science: Entry 1 (N/A for Kindergarten)</td>
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<tr>
<td>Science: Entry 2 (High School)</td>
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<tr>
<td>Social Studies: Entry 1 (N/A for Kindergarten)</td>
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<tr>
<td>Social Studies: Entry 2 (High School)</td>
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