



Georgia Alternate Assessment Checklist for Teachers and Portfolio Reviewers

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.
- 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 of 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.
- Student name written on evidence matches the student name included on the Entry Sheet.



This checklist was used to review the following entries:

Content Area/Entry	Date: 1st Review	Date: Final Review	Reviewed by
ELA: Entry 1			
ELA: Entry 2			
Mathematics: Entry 1			
Mathematics: Entry 2			
*Science: Entry 1 (Grades 5, 8, and High School)			
Science: Entry 2 (High School)			
*Social Studies: Entry 1 (Grades 5, 8, and High School)			
Social Studies: Entry 2 (High School)			

*This content area is no longer assessed for Grades 3, 4, 6, and 7.