

2017-2018 Georgia Alternate Assessment (GAA)

Requirements and Instructions for Completing the Electronic Fillable Entry Sheet

Requirements

Adobe® Reader 8.1 or higher OR Adobe® Acrobat 8.1 (full version) or higher are required. We recommend you download the latest free Adobe Reader software here: <http://get.adobe.com/reader/>

Using an older version of Reader or Acrobat may affect how the Entry Sheet populates.

Instructions for Completing the Electronic Fillable Entry Sheet

Note: For the best results, download the document to your desktop or local drive. Then complete the form. **Important: It is not recommended to complete the form within a Web browser because the display may vary due to the browser's PDF reader settings.**

Prior to completing the Entry Sheet, it is recommended to download and save the document to your desktop or local drive. Completing the form within a web browser is not recommended. Display of the Entry sheet may vary due to the browser's reader settings.

Page 1

The screenshot shows the '2017-2018 Georgia Alternate Assessment Entry Sheet' form for Kindergarten, Grades 3-8, and High School. The form includes a 'Reset Form' button in the top right corner. The main title is centered at the top. Below the title, there are three dropdown menus: 'Grade' (labeled 1), 'Content Area' (labeled 2), and 'Entry' (labeled 3). Below these are input fields for 'Student Name' and 'Age'. A blue double-headed arrow labeled 4 spans across the 'Student Name' and 'Age' fields. Below these is an 'Entry Sheet Completed by:' field. Below that is a 'Strand/Domain:' dropdown menu (labeled 5). At the bottom, there is a 'Standard:' dropdown menu (labeled 6) and a large 'Description:' text area.

1. Use the Cursor or Hand Tool and click on the “Grade” drop-down box to select the grade at which student is being submitted for FTE (Full-Time Equivalent). Scroll down in the “Grade” if selecting “Grade K.”
2. Tab to or click on the “Content Area” drop-down box to select the desired content area.
3. Tab to or click on the “Entry” drop-down box to select Entry 1 or Entry 2 (there may only be one option available to select depending on the grade and/or content).

Note: To ensure the proper Entry is selected from the drop-down, please refer to the Portfolio Components chart on page 10 of the *GAA Examiner’s Manual, 2017-2018*.

4. Tab to or click on the “Student Name”, “Age”, and “Entry Sheet Completed by” lines to enter the appropriate information.
5. Tab to or click on the “Strand/Domain” drop-down box to select the strand or domain being assessed.
6. Tab to or click on the “Standard” drop-down box to select the desired standard.

Element/Indicator:	<div style="border: 1px solid black; padding: 2px;"> 7 </div>
Description:	<div style="border: 1px solid #ccc; width: 100%;"></div>
<p>What is the overall skill that connects the tasks to the standard and element/indicator? Although tasks and materials may differ, the skill being assessed should be consistent across collection periods so that student progress can be assessed.</p>	
<div style="border: 1px solid #ccc; width: 100%;"></div> 8	
9 PAGE 2 OF THIS ENTRY SHEET MUST ALSO BE COMPLETED	
Page 1 of 2	

7. If applicable, tab to or click on the “Element/Indicator” drop-down box to select the element or indicator letter for the standard you have chosen.
8. Tab to or click on the remaining box (bottom of Page 1) to complete the information, if applicable.

9. Remember to complete all required information on **Page 2**.

For steps 9 and 10, above, if the description for the standard or element/indicator does not automatically populate (which may occur if using an older version of Acrobat), then you **MUST** use the Cursor or Hand Tool and click anywhere on the form to display the correct description for the standard or element/indicator. Failure to complete this step may result in the wrong description being recorded on the Entry Sheet.

2017-2018 Georgia Alternate Assessment Entry Sheet
Kindergarten, Grades 3-8, and High School

Grade Content Area Entry 1

Collection Period 1: Primary Evidence

Date: Type of Evidence:

Description of Task: Describe "Other":

Collection Period 1: Secondary Evidence

Date: Type of Evidence:

Description of Task: Describe "Other":

10. On Page 2, tab to or click on “Date”, “Type of Evidence” drop-down, and “Description of Task” box to enter the appropriate information.

Note: Please make sure to enter the “Date” as MM/DD/YYYY.

11. When completing the “Type of Evidence” drop-down box, and if you select “Other,” tab to or click on the next line (“Describe Other”) to describe the evidence.
12. Repeat steps 10-11 to complete all boxes on the form for Primary and Secondary Evidence for both Collection Periods.
13. After completing the steps above, click File → Print, select the printer, and then print the form.
14. To save the form in Adobe Acrobat 8.1 (full version) or higher, or Adobe Reader 8.1 or

higher, click File → Save As..., choose a location to save the form, type in a unique File name for the form, and click Save.

15. Once you have printed and/or saved the form, click on the “Reset Form” box in the upper right-hand side of the Entry Sheet to clear the information and begin again.
16. Repeat all steps as needed for each Entry Sheet. (Remember to complete both pages.)
17. Include all printed forms in the student portfolio binders being sent to Questar Assessment, Inc. per the instructions provided in the *GAA Examiner’s Manual, 2017–2018*.

***See Entry Sheet filled-in sample on the next two pages.**



2017–2018 Georgia Alternate Assessment Entry Sheet
Kindergarten, Grades 3–8, and High School

Reset Form

Grade 8 Mathematics Entry 1

Student Name: Sample Student Age: 13

Entry Sheet Completed by: Sample Teacher

Strand/Domain: The Number System (NS)

Standard: MGSE8.NS.2

Description: Use rational approximation of irrational numbers to compare the size of irrational numbers, locate them approximately on a number line, and estimate the value of expressions (e.g., estimate π^2 to the nearest tenth). For example, by truncating the decimal expansion of $\sqrt{2}$ (square root of 2), show that $\sqrt{2}$ is between 1 and 2, then between 1.4 and 1.5, and explain how to continue on to get better approximations.

Element/Indicator:

Description:

Know that there are numbers that are not rational, and approximate them by rational numbers.

What is the overall skill that connects the tasks to the standard and element/indicator?
 Although tasks and materials may differ, the skill being assessed should be consistent across collection periods so that student progress can be assessed.

PAGE 2 OF THIS ENTRY SHEET MUST ALSO BE COMPLETED





**2017–2018 Georgia Alternate Assessment Entry Sheet
Kindergarten, Grades 3–8, and High School**

Grade 8

Mathematics

Entry 1

Collection Period 1: Primary Evidence

Date: 10/17/2017

Type of Evidence: Work Sample/Permanent Product

Description of Task:

Describe "Other":

Enter sample text.

Collection Period 1: Secondary Evidence

Date: 12/05/2017

Type of Evidence: Observation

Description of Task:

Describe "Other":

Enter sample text.

Collection Period 2: Primary Evidence

Date: 01/20/2018

Type of Evidence: Series of Captioned Photos

Description of Task:

Describe "Other":

Enter sample text.

Collection Period 2: Secondary Evidence

Date: 02/13/2018

Type of Evidence: Interview

Description of Task:

Describe "Other":

Enter sample text.