

## Important Terms Related to the Alternate Assessment and Accountability Folder (AAAF)

1. **AAAF (Alternate Assessment and Accountability Folder)** - The AAAF will store secure materials relevant to the Alternate Assessment. This folder should not be considered a working folder, as only the materials that are identified in the components of the AAAF should be located here. The components of the AAAF document can be found on the AAAF site on the Alternate K-PREP web page.
2. **AAAF Accountability** - The accountability for these folders will be determined by a monitoring process completed at the school, district and state level. Schools (teachers) will be responsible for monitoring the materials that they keep in the folder, districts will receive a checklist that will assist in their monitoring process; the state will conduct monitoring through a random selection occurring at the end of the school year.
3. **AAAF Storage** - The AAAF folders should always be treated as secure materials and should be locked within the classroom; in a locked closet, locked cabinet or locked desk drawer.
4. **Anecdotal Notes**- Anecdotal notes are any additional information that the test administrator feels should be provided regarding issues that might have been problematic during the administration. Anecdotal Notes are not required, just an option for additional detail. These apply for both the Attainment Tasks and the Transition Attainment Record.
5. **Attainment Tasks**- Multiple choice items scripted for the teacher and student use in a one to one setting. The Attainment Tasks are administered during the state specific testing windows.
6. **Attainment Tasks Scores**- Scores recorded during the test administration for the Attainment Tasks. Scores will be recorded on a student score sheet that will be housed in the AAAF folder (sections 3 and 4) and then provided in the Student Registration Database. Student score sheets will be received with materials.
7. **Attainment Tasks Support Worksheet**- This sheet will be provided on the AAAF page found on the Alternate K-PREP web page; the sheet is only used if the test administrator uses additional supports to assist the student in accessing the tasks.

8. **Student Information Page** - The Student Information Page provides specific student information as well as the dimension of the student and all available accommodations the student will receive. The teacher name and signature is provided for verification that all information on that page is correct. This page can be found in the AAAF section of the Alternate K-PREP web page.
9. **Teacher Code of Ethics** - The Code of Ethics should be found in every student AAAF. It identifies specific ethics policies, discusses student ownership, accommodations, and student performance. A teacher who has several students as part of his/her caseload may sign a Code of Ethics, have an administrator sign the Code of Ethics, and replicate that copy to submit in individual AAAF folders.
10. **Teacher Qualification Quiz(s)** - The teacher qualification quiz(s) show that the teacher has completed the training requirements before test administration begins. The certificate also provides the date and time the quiz was completed. The results for the quiz apply in the same fashion as the Code of Ethics. If a teacher has multiple students on his/her caseload, replicate the certificate to include in each AAAF folder.
11. **Transition Attainment Record (TAR)** – The Transition Attainment Record is a checklist which evaluates the student’s readiness in reading, mathematics and science. The TAR is provided for Alternate Assessment students in place of the ACT at grade 11. The grade 11 TAR may also be administered to grade 12 and grade 14 students to assist in meeting the College Readiness measure for accountability.
12. **Work Sample** - This is a sample of student work provided as part of the instructional evidence that the standard was measured, that it was aligned to content, that accommodations provided align to the what has been provided on the Student Information Page, and that the student has been introduced to the content before the assessment window occurs. The work sample is located in the AAAF folder in sections 1 and 2.