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## MEMORANDUM

TO: Superintendents, Special Education Administrators, District Test Administrators, Special Educators, Principals, Curriculum Coordinators  
FROM: Cindy Moran, State Director of Special Education  
Michael Hock, Director of Assessment  
SUBJECT: Alternate Assessment School Year 2017-18  
DATE: April 3, 2018

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The Vermont Alternate Assessment for the 2017-18 school year is scheduled to take place in May 2018. The Vermont Agency of Education has been working on the details of the transition away from the Dynamic Learning Maps® system that has been in place since 2013. This upcoming interim alternate assessment will provide the Agency of Education a valuable opportunity not only to assess our students with significant cognitive disabilities against alternate assessment standards, but will provide us with valuable data as we work to implement a long-term solution currently scheduled for release in the 2018-19 school year.

### What:

This year the alternate assessment will consist of several sections. Within each section, information and/or products of student work will be submitted online for the student taking the assessment. Students will not be required to interact directly with the online portal, as any documentation completed will be done off line. The majority of the test will be based on products already completed by the student so should not require significant creation of new materials. The alternate assessment will consist of:

1. A fillable form for student information and teacher assessment of student progress.
2. Electronic attachments that will include:
  - a. The student's most recent IEP,
  - b. The student's most recent Progress Report
    - i. Content area narratives will need to be submitted if the Progress Reports do not contain any descriptions or narratives
  - c. The student's most recent Report Card
    - i. Report Cards are only necessary if a student's IEP and Progress Report do not contain updates in ELA, Math or Science
  - d. Work samples for each assessed area as follows:
    - i. Grades 3-9 English/Language Arts
    - ii. Grades 3-9 Math
    - iii. Grades 5, 8 and 11 Science
3. A fillable form with questions relating to inclusive practices for this student.

**When:**

The testing window will be open on May 7th and run six weeks to be closed on June 15<sup>th</sup>. Case managers will be able to upload and input the above information during this time. Specific details and instructions will be provided in future trainings.

**Next Steps:**

We recognize that for any case manager who has multiple students taking the alternate assessment, completing this process may take some time. We suggest that you begin gathering the required documents as soon as possible. More details will follow in an online training, likely to be scheduled during the week of April 23<sup>rd</sup>. Office hours will be scheduled to answer follow up questions and will be announced with the online training. In the meantime, please begin gathering the student's most recent;

1. IEP
2. Progress Report
3. Report Card (if a progress report or IEP does not include the required information)
4. A work sample that is representative of the student's current skill level. One each for English/Language Arts, Math and Science (if appropriate) for a maximum total of three work samples if completing science.

**Questions:**

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