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## **Vermont Physical Education Assessment Implementation Team Responsibilities Checklist**

Each Supervisory Union or School District (SU/SD) is unique and has individual staff members playing roles on the Vermont Physical Education Assessment Implementation Team. This team could include the District Test Administrator, Physical Education teachers, and Special Education representatives. The purpose of this document is to outline the responsibilities of each SU/SD team as they prepare for the spring 2018 pilot administration of the PE assessment. This document will offer some probable roles for these responsibilities, yet we acknowledge that every SU/SD is unique and may choose to complete these tasks through a variety of methods.

### **District Test Administrators**

The District Test Administrator (DA) serves as the main contact point for the Agency of Education, and coordinates most of the district wide assessment roles.

### **Physical Educators**

PE teachers tend to serve as the main test administrators at the class and school level. In general, two PE teachers from most SU/SD's will have been trained to provide training for the rest of the SU/SD PE teachers who will administer the assessment.

### **Special Populations Representatives**

The Special Populations representatives may be a special educator or another person within the district who is responsible to work with students with special needs regarding assessments. Their role is to support the physical education teachers in the process of collecting health-related fitness data for students with special needs within the assessment setting. This may include but is not limited to, students with IEP's, on 504 plans, or English Language learners.

## **CHECKLIST**

DA's or their designees are frequently responsible for coordination of the following tasks:

- Activating the FitnessGram license at the district level, and providing user credentials and rights to district and school level users. This includes: District Administrators, School Administrators, Teachers, Students, and Parents.
- Communicate with district staff and independent schools to develop a plan to provide access to the PE Assessment for all students funded through the district and enrolled at independent schools.
- Uploading student lists, and class lists into FitnessGram software.
- Provide physical educators with student/class lists for assessment data entry.
- Confirming the certification of physical education teachers administrating the PE Assessment by maintaining documentation of SU/SD training records and completion of the FitnessGram 101 training modules and test. (Certification guidance will be provided in the near future)

- Communicate with FitnessGram help desk and AOE to problem-solve technical issues.
- Provide technical support to physical educators as needed for data submission and software access.
- Assuring that data is collected for all students during the required test window, including publicly funded students attending independent schools.

Physical Educators' are frequently responsible for coordination of the following tasks:

- Considering the facilities and equipment available at each school, identify which FitnessGram or Brockport protocols will be used to collect required fitness data.
- Physical educators will likely work with a district level designee to develop and implement a SU/SD training plan for all physical education teachers in the district that will be administering the PE Assessment to students.
- Physical educators will cooperate with a district level designee to develop and implement a training plan for all physical education teachers at independent schools with publicly funded students from the district enrolled at independent schools.
- One SU/SD Physical Educator will attend a Companion Assessment regional training to learn how to gather fitness data for students in need of accommodations or modifications.
- At the end of district level training, send the District Test Administrator an email verifying
  - The date of the training
  - Identify the district PE teachers who attended the training
- Provide support to SU/SD teachers during data collections as needed.
- Submit Medical Exemption form to the Vermont Agency of Education State Assessment Coordinator for students who cannot complete fitness testing for medical reasons.
- Implement PE Assessment and collect assessment data for assigned students.
- Submit data for all students being assessed with Brockport directly to AOE through online form (to be released at the Brockport training in March).
- Physical Educators, Special Educators, 504 coordinators and Physical Therapists will work collaboratively to identify students whose needs were not met by the FitnessGram, Brockport, or any combination thereof and provide an explanation to the AOE for evaluation by the Alternate PE Advisory Panel

Special Populations Representatives' are frequently responsible for coordination of the following tasks:

- The primary role of the Special Populations representative from the District is to support the physical education teachers in the process of collecting health-related fitness data for students with special needs within the assessment setting. This may include but is not limited to, students with IEP's, on 504 plans, or English Language learners. Physical

Educators, Special Educators, 504 Coordinators and Physical Therapists will work collaboratively to identify students whose needs were not met by the FitnessGram, Brockport, or any combination thereof and provide an explanation to the AOE for evaluation by the Alternate PE Advisory Panel.

- Attend a Companion Assessment(s) regional training (March 12 or 13, 2018) to learn how to gather fitness data for students needing modifications or accommodations.
- Submit Medical Exemption form to the Vermont Agency of Education State Assessment Coordinator for students who they provide services for who cannot complete fitness testing for medical reasons.

### **Who should I contact with my questions about this assessment?**

- For information about the physical education assessment content and related classroom practice, contact Susan Yesalonia, Physical Education Specialist, at [susan.yesalonia@vermont.gov](mailto:susan.yesalonia@vermont.gov).
- For information about test administration and school accountability, contact Gabriel McGann, Statewide Assessment Coordinator, at [gabriel.mcgann@vermont.gov](mailto:gabriel.mcgann@vermont.gov).
- For information about the alternate fitness assessment, contact Linda Moreno, Assessment Coordinator for Special Populations, at [linda.moreno@vermont.gov](mailto:linda.moreno@vermont.gov).