

## Top Ten Alternate Assessment Errors

### Teacher Errors:

1. Misalignment of application number and benchmark letter (probably still the biggest error)
2. Misalignment of task to application, benchmark and standard (significant increase this year)
  - Using informational texts for Literary Standard
  - Inconsistent use of language matching the tasks (sorting/counting, etc.)
3. Using personal hygiene tasks as evidence
4. Cheating (copying 1 student's work for multiple students)
5. Error in tasks/evidence:
  - A. Using identical task for multiple pieces of evidence in an entry
  - B. Using one kind of evidence for multiple tasks
  - C. Using only one piece of evidence
  - D. Submitting evidence that doesn't reflect selected task

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6. Not starting early enough
7. CoED errors:
  - A. Not downloading onto flash drive or desktop (opening CoED from the CD)
  - B. Not reading the instruction manual before beginning
  - C. Not backing up records, and failing to maintain a backup copy of the CoED folder/files
  - D. Ignoring the built-in warnings (i.e. duplicate evidence, unmatched benchmarks/applications)

## **Administrative Errors:**

8. Collection of Evidence Student Answer Document (COESAD) Errors:
  - A. Completing COESAD in ink
  - B. Leaving out information on COESAD
  - C. Submitting a photocopied COESAD
  - D. Using last year's COESAD
  - E. Transferring information from CoED forms and/or Entry Sheets incorrectly
  - F. Mixing District and School IRNs
  
9. Label errors: *Using wrong Pre-ID labels or misuse of Pre-ID labels*
  - A. No labels used
  - B. Only one label used
  - C. Mismatched labels (two different students)
  - D. Labels mismatched with Information gridded on COESAD (especially different districts)
  - E. OGT labels on OAA binders/COESAD (and vice-versa)
  - F. OGT label on COESAD and OAA label on binder (and vice-versa)
  - G. General Ed. OGT label on Alternate Assessment binder/COESAD
  - H. Previous year's labels applied
  
10. Returning Collection of Evidence (COE) to wrong vendor  
Should be:
  - OAA to Pearson - (Help Desk – 888-944-5001)
  - OGT to Data Recognition Corporation (DRC) - (Help Desk – 877-231-7809)