

**2012 MCAS-Alt  
Checking Portfolios for Completeness  
Suggested Guidelines**

**General Information:**

This checklist will provide teachers with guidelines for completing their MCAS-Alt student portfolios. By themselves, these guidelines do **not** guarantee that a portfolio will be *complete*. Additional important information is provided in the resources listed below which should also be reviewed. Attending statewide trainings will also improve your probability of submitting a complete portfolio.

**Additional Resources:**

- *2012 Educator's Manual for MCAS-Alt*
- *Resource Guide to the Massachusetts Curriculum Frameworks for Students with Disabilities* (Fall 2006)
- Other information posted to [www.doe.mass.edu/mcas/alt](http://www.doe.mass.edu/mcas/alt).

**PORTFOLIO CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Content Area(s) and Strands required for a student enrolled in this grade (See Educator's Manual, pp. 12-18):  
\_\_\_\_\_

To increase the likelihood of submitting a complete portfolio, please ensure the following for each strand and/or skill being assessed:	ELA			Math			Science & Tech/Eng		
	GS 4	GS 8	Comp (Grades 4, 7, 10)	NSO	2	3 (Grade 10)	1	2	3
<b>Strand Cover Sheet</b> is included with all completed sections (See Educator's Manual, p. 62)									
<b>Measurable Outcome</b> lists only <b>one skill</b> (Strand Cover Sheet - line #5) (See Educator's Manual, pp. 37-38)									
<b>Measurable Outcome</b> on Strand Cover Sheet matches learning standard being assessed (See 2006 Resource Guide)									
<b>Measurable Outcome</b> matches skill shown on data chart and in all work samples (See Educator's Manual, pp. 37-38)									
<b>Data Chart</b> includes <b>8 different dates</b> , (mm/dd/yy) (See Educator's Manual, pp. 32,35-40)									
<b>Data Chart:</b> Begins <b>below 80% accuracy and/or independence</b> (See Educator's Manual, p.32)									
<b>Data Chart:</b> Precise percentages of <b>accuracy</b> and <b>independence</b> are provided for each data point. (See Educator's Manual, p.37)									
<b>Data Chart:</b> Each data point includes a <b>brief description</b> that explains what the student was asked to do and how. (See Educator's Manual pp.39-40)									
<b>Evidence:</b> <b>2 additional pieces of primary evidence</b> are included that address the <b>measurable outcome</b> shown on the data chart and strand cover sheet. (See Educator's Manual, pp. 33-34)									

**2012 MCAS-Alt**  
**Checking Portfolios for Completeness (Continued)**  
**Suggested Guidelines**

To increase the likelihood of submitting a complete portfolio, please ensure the following for each strand and/or skill being assessed:	ELA			Math			Science & Tech/Eng		
	GS 4	GS 8	Comp (Grades 4, 7, 10)	NSO	2	3 (Grade 10)	1	2	3
<b>Evidence</b> is <u>clearly labeled</u> with student's full name, date, % accuracy, and % independence; or a Work Sample Description is completed (See Educator's Manual, pp.33 and 76)									
<b>Audio/Video Evidence</b> (if submitted): <ul style="list-style-type: none"> <li>• <u>clearly labeled</u></li> <li>• <u>3 minutes</u> per clip</li> <li>• can be clearly understood (or a transcript is provided)</li> <li>• includes a <u>brief description</u> of the activity (See Educator's Manual, pp.33,34 and 77)</li> </ul>									
<b>Photo as Primary Evidence</b> (single photo or series of photos, if submitted): <ul style="list-style-type: none"> <li>• clearly shows a product that is temporary or too large or fragile to include in the portfolio; <b>OR</b></li> <li>• clearly shows the student performing the targeted skill <b>and</b> includes a <u>brief description</u> of what the student was asked to do (See Educator's Manual, p. 33)</li> </ul>									
<b>Work Sample <u>Scribed</u> by Teacher:</b> <ul style="list-style-type: none"> <li>• "Scribed by teacher" is indicated</li> <li>• includes a <u>brief description</u> of what student was asked to do, materials used, and student's responses during <b>each</b> task/activity (Educator's Manual p.33)</li> </ul>									
<b>Self-Evaluation:</b> <ul style="list-style-type: none"> <li>• clearly indicates any choices made by student</li> <li>• reflection on his/her performance (See Educator's Manual, p.34 )</li> </ul>									

**NOTE:**

**For Portfolios in grades 3-8 attempting to earn a score of *Needs Improvement* or higher** (i.e., for students working at or close to grade level expectations), see *2012 Educator's Manual*, pp.19-21.

**For Portfolios in high school attempting to meet the competency determination requirement**, see *2012 Educator's Manual*, pp.22-29.