Appendix F

A PROCESS FOR PORTFOLIO SELECTION FOR RANGE FINDING

Select Portfolios that:

- Are easy to read-papers are in order, no extra papers
- Clearly meet scoring criteria for MASTERED
 - o Artifacts reflect 80% mastery
 - o Artifacts align with selected objectives
 - o Artifacts reflect observable, measurable student response
- Clearly meet scoring criteria for **NOT MASTERED**
 - o Artifacts reflect less than 80% mastery
- Clearly meet scoring criteria for **NOT SCORABLE**
 - o Artifacts not dated
 - o Artifacts missing
 - o Artifact not primary evidence-instead a photograph or narrative
 - o Objectives don't align with alt-msa test area or content standard
 - o Artifacts not aligned with objectives
 - o Artifact does not measure the objective
- **Demand close review** to decide how to score artifacts.
 - Artifact may not have a score recorded-either on the artifact or on the artifact entry form.
 - o Artifacts are not labeled or is mislabeled with the objective that is being assessed.
 - o Test documents are not included
 - Objectives may be a combination of content standard and access skills; numbering of test documents may not align with test documents or may conflict with each other (e.g., two #3's, etc.)
 - Multiple setting artifacts are included for all 4 objectives in reading and mathematics.
 - Test documents are incomplete. If missing the content standards or access skills, it will not be possible to examine for alignment
 - o Unclear if the artifact reflects evidence of 80% mastery; unclear if the artifact is evidence of a measurable and observable student response.
 - o Access skill artifacts may lack context of reading and/or mathematics

	SMALL LEA		MID-SIZE LEA		LARGE LEA	
ELEMENTARY	Clear	Close	Clear	Close	Clear	Close
SCHOOL		Review		Review		Review
High functioning student						
(less supports)						
Low functioning students						
(intensive supports and/or						
use of access skills						
MIDDLE SCHOOL						
High functioning student						
(less supports)						
Low functioning students						
(intensive supports and/or						
use of access skills						
HIGH SCHOOL						
High functioning student						
(less supports)						
Low functioning students						
(intensive supports and/or						
use of access skills						
SPECIAL CENTER						
High functioning student						
(less supports)						
Low functioning students						
(intensive supports and/or						
use of access skills						