

VGLA Optional Forms Directions for Use

The purpose of these optional forms is to assist with organizing the student material in a Collection of Evidence (COE) that may be submitted as a Virginia Grade Level Alternative (VGLA) assessment. The optional forms are intended to be used in conjunction with the SOL blueprints not take their place. It is vital to develop the COE using the current SOL blueprint. Blueprints may be downloaded from the homepage of the Division of Student Assessment and School Improvement at <http://www.doe.virginia.gov/VDOE/Assessment/home.shtml> .

Directions:

1. Print the following documents for each content area to be assessed:
 - VGLA COE Checklists (*Pgs. 28-30 of the Implementation Manual*)
 - SOL Instruction Tracking Form (*select appropriate grade level or content area*)
 - COE Organizer* (*select appropriate grade level or content area*)
 - Affidavit of Student Performance (*Pg. 27 of the Implementation Manual*)
 - Any locally required forms (*i.e. coversheet*)
2. Place the **VGLA Teacher Checklist for Collection of Evidence** and the **VGLA Administer Checklist for Collection of Evidence** at the front of the COE.
3. Place the **SOL Instruction Tracking Form** after the checklists. The SOL Instruction Tracking Form can be used to track all the evidence collected for submission.
4. Place the **VGLA COE Organizers** after the SOL Instruction Tracking Form. The VGLA COE Organizers may be used to track the collected evidence for each individual SOL and also serve as dividers. Print the VGLA COE Organizers on cardstock or colored paper to arrange the COE in an orderly fashion.
5. Be sure to include the **Affidavit of Student Performance** in the COE. The Affidavit of student performance is a required component of the COE.
6. Be sure to include any **locally required forms** in the COE.

Collected evidence may be filed after the appropriate VGLA COE Organizer and checked off on the SOL Instruction Tracking Form. All evidence submitted for scoring must comply with the VGLA scoring rules.

* *Printing these forms on cardstock or colored paper may be helpful when organizing the COE.*