Supervision Guidelines for the Content in the Modules

Module 1 Content:	The supervisor must:
• Understanding of the complexity levels • Selecting the appropriate assessment task • Changing the materials from instruction to observation	• check all the tasks that the test administrator selects • check the description of the change in materials on the last page of the documentation form

Module 2 Content:	The supervisor must:
• Selecting supports, materials and response modes for each complexity level • Adapting grade-appropriate texts • Maintaining the complexity level	• check page one of the documentation forms • compare the materials/approach used during instruction on page 3 of the documentation form to the preplanned materials • check that grade-appropriate text and materials are used • make sure the complexity level of the task is maintained

Module 3 Content:	The supervisor must:
• Understanding the differences between instruction and the observation • Conducting the observation • Determining if the observation was fair • Documenting Demonstration of Skill and Level of Support • Understanding the generalization process • Applying cueing and prompting	• observe student/teacher interaction to discuss concerns • create a signal to alert the teacher to stop the observation, but cannot speak or intervene during the observation • review observation plans with test administrator prior to the observation

Module 4 Content:	The supervisor must:
• Understanding scoring and reporting information • Evaluating student performance • Navigating the Assessment Management System • Storing of the documentation forms	• watch as the teacher does the online evaluation to make sure that the data on the documentation form is correctly evaluated

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