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Vermont Physical Education Assessment Implementation Team Responsibilities Checklist

Each Supervisory Union or School District, or Independent School (SU/SD/IS) is unique and has individual staff members playing roles on the Vermont Physical Education Assessment Implementation Team. This team could include the District Test Administrator, Physical Education teachers, and Special Education representatives. The purpose of this document is to outline the responsibilities of each SU/SD/IS team as they prepare for the spring 2018 pilot administration of the PE assessment. This document will offer some probable roles for these responsibilities, yet we acknowledge that every SU/SD/IS is unique and may choose to complete these tasks through a variety of methods.

District Test Administrators

The District Test Administrator (DA) serves as the main contact point for the Agency of Education, and coordinates most of the district wide assessment roles.

Physical Educators

PE teachers, or trained designees tend to serve as the main test administrators at the class and school level. In general, two PE teachers from most SU/SD's will have been trained to provide training for the rest of the SU/SD PE teachers who will administer the assessment.

Special Populations Representatives

The Special Populations representatives may be a special educator or another person within the SU/SD/IS who is responsible to work with students with special needs regarding assessments. Their role is to support the PE Assessment administrators in the process of collecting health-related fitness data for students with special needs within the assessment setting. This may include but is not limited to, students with IEP's, on 504 plans, or English Language learners.

CHECKLIST

DA's or their designees are frequently responsible for coordination of the following tasks:

- Activating the FitnessGram license at the district level, and providing user credentials and rights to district and school level users. This includes: District Administrators, School Administrators, Teachers, Students, and Parents.
- Communicate with district staff to develop a plan to provide access to the PE Assessment for all students in the district or school.
- Uploading student lists, and class lists into FitnessGram software.
- Provide physical educators with student/class lists for assessment data entry.
- Confirming the certification of physical education teachers administrating the PE Assessment by maintaining documentation of SU/SD/IS training records and completion of the FitnessGram 101 training modules and test.
- Communicate with FitnessGram help desk and AOE to problem-solve technical issues.

- Provide technical support to physical educators as needed for data submission and software access.
- Assuring that data is collected for all students during the required test window.

Physical Educators' (PE Test administrators) are frequently responsible for coordination of the following tasks:

- Considering the facilities and equipment available at each school, identify which FitnessGram or Brockport protocols will be used to collect required fitness data.
- Physical educators will likely work with a district level designee to develop and implement a SU/SD/IS training plan for all physical education teachers in the district that will be administering the PE Assessment to students.
- At the end of training, send the District Test Administrator an email verifying
 - The date of the training
 - Identify the district PE assessment administrators who attended the training
- Provide support to SU/SD/IS test administrators during data collections as needed.
- Implement PE Assessment and collect assessment data for assigned students.
- Submit data for all students being assessed with Brockport directly to AOE through online Cognito form (coming soon).
- Physical Educators, Special Educators, 504 coordinators and Physical Therapists will work collaboratively to identify students whose needs were not met by the FitnessGram, Brockport, or any combination thereof and provide an explanation to the AOE for evaluation by the Alternate PE Advisory Panel

Special Populations Representatives' are frequently responsible for coordination of the following tasks:

- The primary role of the Special Populations representative from the SU/SD/IS is to support the physical education teachers/PE Test Administrators in the process of collecting health-related fitness data for students with special needs within the assessment setting. This may include but is not limited to, students with IEP's, on 504 plans, or English Language learners. Physical Educators, Special Educators, 504 Coordinators and Physical Therapists will work collaboratively to identify students whose needs were not met by the FitnessGram, Brockport, or any combination thereof and provide an explanation to the AOE for evaluation by the Alternate PE Advisory Panel.

Who should I contact with my questions about this assessment?

- For information about the physical education assessment content and related classroom practice, contact Susan Yesalonia, Physical Education Specialist, at susan.yesalonia@vermont.gov
- For information about test administration and school accountability, contact Gabriel McGann, Statewide Assessment Coordinator, at gabriel.mcgann@vermont.gov

- For information about the alternate fitness assessment, contact Linda Moreno, Assessment Coordinator for Special Populations, at linda.moreno@vermont.gov