

## 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 and 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 VDOE Office of Assessment and Reporting at <http://www.doe.virginia.gov/VDOE/Assessment/home.shtml>

Directions:

**Print the following documents for each content area to be assessed:**

VGLA Worksheet (Required)  
Affidavit of Student Performance (Required)  
VGLA Collection of Evidence Coversheet  
SOL Instruction Tracking Form (Select appropriate grade level or content area)  
Collection of Evidence Organizer\* (Select appropriate grade level or content area)

1. Print appropriate forms.
2. Make the **VGLA Collection of Evidence (COE) Coversheet** the first document of the COE.
3. Page 2 should be the **SOL Instruction Tracking Form**. 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 individual SOL and also serve as dividers. Print the VGLA COE Organizers on cardstock or colored paper to arrange the COE in an orderly and clear fashion.
5. Be sure to include the **Affidavit of Student Performance** and **VGLA Worksheet** in the COE.

Collected evidence may be filed after the appropriate **VGLA COE Organizer** and checked off on the **SOL Instruction Tracking Form**. All collected evidence should be properly labeled. Prior to submission, use the **VGLA Collection of Evidence (COE) Coversheet** to verify that all required forms are included and the COE is complete.

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