DOCUMENTATION OF INSTRUCTION AND REMEDIATION FOR
THE ALABAMA HIGH SCHOOL GRADUATION EXAM (AHSGE)

(Clarification of The Handbook of Administrative Procedures for the Alabama Graduation Examination Program, Bulletin 1999, No. 10, Pages 49 and 50)

DOCUMENTATION OF INSTRUCTION BEFORE AHSGE

School systems must ensure that the objectives on the AHSGE are taught to students as they progress through school. Documentation of the teaching and testing of the objectives on the AHSGE reflects that students have been given the opportunity to learn these objectives.

Lesson plans are a simple and direct reflection of the lessons taught and serve as documentation. The SDE has not established a specific format for lesson plans.

Grades K-6

Teachers in Grades K-6 are responsible for providing instruction on the prerequisite skills on which future course content is based. Instruction on these skills is accomplished by teaching content as defined in the Alabama courses of study. Daily lesson plans which include the content from the courses of study are adequate documentation that these prerequisite skills have been taught. This task should involve no more work than teachers are already doing since they are required to teach the courses of study and include that content in their daily lesson plans.

Grades 7-11

Teachers in Grades 7-11 must teach the content on which the AHSGE is based before students are tested in the spring of the eleventh grade. The specific courses on which the subject-area tests of the AHSGE are based are as follows:

   Reading – The content of the reading test is based on tenth- and eleventh-grade content as defined in the course of study for English language arts.

   Language – The content of the language test is based on tenth- and eleventh-grade content as defined in the course of study for English language arts.

   Mathematics – The content of the mathematics test is based on Algebra I and the seventh- and eighth-grade pre-geometry strand (geometry, spatial sense, and measurement) as defined in the course of study for mathematics.

   Science – The content of the science test is based on biology and the seventh- and eighth-grade physical science domain (matter, energy, and force and motion) as defined in the course of study for science.
Social Studies—The content of the social studies test is based on the tenth- and eleventh-grade United States history courses as defined in the course of study for social studies.

LEA personnel should include the objectives that are tested on the AHSGE in their lesson plans and scope and sequences/curriculum guides. A copy of classroom tests that assess AHSGE objective(s) serves as documentation. Lesson plans and classroom tests are adequate documentation that the objectives have been taught before students are tested on them at the end of Grade 11.

**DOCUMENTATION OF INSTRUCTION AFTER TESTING**

**Pre-Graduation Examination**

A student must receive instruction on any nonmastered objective as indicated on the individual report. This instruction may be through enrollment in courses on which the AHSGE is based or through remediation of nonmastered objectives. For example, a tenth grader not passing the pre-graduation examination in social studies should be retaught those nonmastered objectives that relate to the tenth-grade United States history course. The student should receive initial instruction on nonmastered objectives that relate to the eleventh-grade United States history course through enrollment in the eleventh-grade course. Instruction should incorporate the Item Specifications that include the standard objectives, eligible content, and sample items.

Documentation of remediation of nonmastered objectives may be on an individual form for each student or on a group form where individual students are identified. Samples of student work are not required.

**AHSGE**

A student who fails a subject-area test must be retaught any nonmastered objective. Reteaching should incorporate the Item Specifications that include standards, objectives, eligible content, and sample items.

Reteaching of nonmastered objectives must be documented and must include the following:

Name of the student.

Each objective in each of the subject areas (reading, language, mathematics, science, and social studies) not mastered by the student.

Spaces beside each objective for the date(s) of reteaching, the initials of the person doing the reteaching, and names of activities and/or materials used in reteaching.

At least one sample of student work for each nonmastered objective.

Documentation of this reteaching may be on an individual form for each student or on a group form where individual students are identified. (Examples of individual and group forms are attached.) Any documentation required in addition to the items listed above is the decision of the local school system.
RETENTION OF DOCUMENTATION

For Grades K-6

Lesson plans must be retained for a period of four years after the end of the school year in which the records were created. (Please note that the Local Boards of Education Records Disposition Authority, Alabama Department of Archives and History, No. 6.03, page 12, will be updated to reflect these requirements.)

For Students Who Fail the AHSGE in Grade 11 But Pass by the End of Grade 12

For students passing the AHSGE by the end of their twelfth grade, documentation of instruction and remediation (if necessary) must be retained for four years after their graduation. Example: John Jones passed the AHSGE during the twelfth grade, met course credit requirements, and graduated in May 1999. His documentation should be kept on file until May 2003. (Please note that the Local Boards of Education Records Disposition Authority, Alabama Department of Archives and History, No. 7.07, page 16, will be updated to reflect these requirements.)

For Students Not Passing the AHSGE by the End of Grade 12

For students not passing the AHSGE by the end of their twelfth grade, documentation of instruction and remediation must be retained until four years after they have successfully completed the AHSGE or until four years following the student's last attempt. (Please note that the Local Boards of Education Records Disposition Authority, Alabama Department of Archives and History, No. 7.07, page 16, will be updated to reflect these requirements.)

Notes: LEAs must also adhere to all other regulations regarding the instruction, documentation, and retention of records for students of special populations.

The documentation described in this section also applies to nonmastered competencies for the Second Edition (Exit Exam).
AHSGE Remediation for Juniors who failed the Pre-AHSGE

1. **Special education students** seeking a regular high school diploma will be placed in a Learning Lab course, if available. The Learning Lab teacher will use the forms found in Appendix D to complete all AHSGE remediation documentation.

2. **Vocational students** will be remediated through the Career Academics class, located on the vocational school campuses. The Career Academics teacher will use the forms found in Appendix D to complete all AHSGE remediation documentation. Refer to the October 13, 2000 memo in Appendix B for details.

3. **All other juniors who fail one of the following subject area tests of the Pre-AHSGE** will be remediated as follows:
   - **Mathematics**
     Juniors who **fail the course(s)** equivalent to Algebra I will be remediated in one of the following courses:
     - Algebra 1A/1B, or Algebra 1, or Tech Math/Algebra.
     - Algebra 1A/1B, Algebra 1, and Tech Math/Algebra teachers will use their curriculum guide to note the dates the AHSGE objectives were taught. For documentation purposes, a copy of the class roll(s) will be attached to the curriculum guide, which will be collected by the principal's designee upon the completion of the course.
     - Juniors who **pass the course(s)** equivalent to Algebra I will be placed in one of the following courses:
     - Prep Assistance – Math (8101) or Prep Assistance – All Subjects (8100).
     - Prep Assistance teachers will use the forms found in Appendix D.
   - **Science**
     - Juniors who **fail the course** equivalent to Biology will be remediated in one of the following courses:
       - Biology or College Prep Biology.
     - Biology and College Prep Biology teachers will use their curriculum guide to note the dates the AHSGE objectives were taught. A copy of the class roll(s) will be attached to the curriculum guide, which will be collected by the principal's designee upon the completion of the course.
     - Juniors who **pass the course** equivalent to Biology will be placed in one of the following courses:
       - Prep Assistance – Science (8102) or Prep Assistance – All Subjects (8100).
       - Prep assistance teachers will use the forms found in Appendix D.
   - **Language/Reading**
     Teachers will remediate juniors in the English 11 classes and use the English Curriculum Guide to note the dates the AHSGE objectives were taught.
     For documentation purposes, a copy of the class roll(s) will be attached to the curriculum guide, which will be collected by the principal's designee upon the completion of the course.
   - **Social Studies**
     Teachers will remediate juniors in the U.S. History II classes and use the **U.S. History I Curriculum Guide** to note the dates the 10th grade AHSGE objectives were reviewed.
     For documentation purposes, a copy of the class roll(s) will be attached to the curriculum guide, which will be collected by the principal's designee upon the completion of the course.
1. **Special education students**, seeking regular high school diplomas, will be placed in a Learning Lab course, if available. The Learning Lab teacher will complete all AHSGE remediation documentation. The required documentation forms can be found in Appendix D to complete all AHSGE remediation documentation.

2. **Vocational students** will be remediated through the Career Academics class, located on the vocational school campuses. The Career Academics teacher will use the forms found in Appendix D to complete all AHSGE remediation documentation. See Appendix B for reporting of course 8105 on student transcripts.

3. **All other seniors who failed the AHSGE** will be placed in a Prep Assistance class, or receive prep assistance through a non credit option in accordance with the subtests failed on the AHSGE. The Prep Assistance teacher will use the forms found in Appendix D to complete all AHSGE remediation documentation. The principal, or designee, will make the final determination in class assignments.

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<th>Implementation Year</th>
<th>Prep Assistance Subject</th>
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