

# FLACS ASL Checkpoint A/B Google Form Guide

June 22, 2026 Edition



New York State Association of World Language Administrators

[www.nysawla.org](http://www.nysawla.org)

## Section 1. Purpose of This Addendum

This document provides guidance for districts using the NYSAWLA-provided Google Form template for administration of the ASL FLACS examination.

The Google Form template is provided as a convenience to districts. When a district creates a copy of the form, the district assumes responsibility for verifying all settings, storage locations, and access permissions prior to administration.

This document is intended to promote consistent, secure, and technically sound implementation across districts.

## Section 2. Scope and Authority

The ASL FLACS examination is governed by NYSAWLA as part of the FLACS examination system. Districts retain responsibility for:

- Creating and maintaining their own copy of the Google Form;
- Configuring file upload settings;
- Verifying required answer choice randomization;
- Ensuring appropriate storage and security of student recordings;
- Resolving all local technology issues.

NYSAWLA does not host, manage, or control district-created Google Forms or associated Google Drive folders.

## Section 3. Official Template Access

The official ASL FLACS Google Form template for the current examination year is available at:

**[The official NYSAWLA ASL Google Form link will be released on June 1, 2026.](#)**

Accessing this link will automatically generate a copy of the form in the user's Google Drive. Districts must confirm that:

- The form title reflects the current examination year;
- The copied form is saved within the district's Google Drive;
- Ownership and editing permissions are correctly assigned.
- Upon opening the file for the first time, you may receive the message "Missing File Upload folders." This is expected. Select "Cancel" and proceed to Section 4.1 to recreate the folder.

Districts are responsible for ensuring that the official template for the current administration year is used.

## Section 4. File Upload Configuration Requirements

For student video submissions to function properly, districts must recreate and verify the File Upload question in their copied form.

#### 4.1 Required Configuration Steps

Districts must confirm:

- The original Part 4 – Expressive Signing File Upload placeholder question has been deleted;
- A new question has been created using the “File upload” question type;
- The new File Upload question is placed within Part 4 – Expressive Signing;
- The File Upload question prompt reads exactly as follows:
  - **Upload your two signed ASL response videos here. Please upload only the two tasks you selected. Do not upload more than two files.**
- “Allow only specific file types” is enabled;
- “**Video**” file types are selected;
- The maximum number of files is set appropriately;
- Maximum file size is set according to available Drive capacity;
- The question is marked **Required**.

#### 4.2 Storage Verification

After configuration, districts must confirm:

- A corresponding upload folder has been automatically created in Google Drive by clicking on “**View Folder**” in the question window;
- The folder is accessible to authorized district personnel;
- Access permissions align with district security protocols.

Student video recordings constitute secure assessment materials and must be handled accordingly.

#### 4.3 Local File Naming Practices

Districts may implement local file naming conventions consistent with district policy.

Any such practices are determined at the district level and are not regulated by NYSAWLA.

### Section 5. Required Answer Randomization

Answer choice randomization is a required administration condition for **Part 2** and **Part 3** of the ASL FLACS Google Form.

Randomization supports fairness, promotes consistent testing conditions, and protects assessment integrity. Districts must verify that answer choices are shuffled in their copied form prior to administration.

#### 5.1 Verification Procedure

For each question in **Part 2** and **Part 3**:

- Open the question;
- Select the three-dot menu;
- Confirm that “**Shuffle option order**” is enabled.

Districts are responsible for confirming that required randomization settings remain enabled prior to administration. *Administration may not proceed until this verification has been completed.*

## **Section 6. Pre-Administration Technical Verification**

Prior to administration, districts must conduct a full technical verification of the copied form.

Verification must occur sufficiently in advance of the testing window to allow for resolution of any technical issues.

The verification process must include:

- Submission of a sample video file through the copied form;
- Confirmation of successful file upload;
- Verification of correct Google Drive storage location;
- Confirmation that required randomization settings are active;
- Review of access permissions to ensure authorized access only;
- Confirmation of recording clarity and playback functionality.

Any issues identified during verification must be resolved before student administration begins.

## **Section 7. Administration Consistency Reminder**

Regardless of digital platform, districts must ensure that:

- Administration procedures are applied consistently within the school;
- Exam security is maintained at all times;
- Student recordings are treated as secure assessment materials;
- Access to student submissions is limited to authorized personnel only.

This addendum does not supersede district technology policies or accommodation procedures.

## **Section 8. Security**

Student video submissions collected through Google Forms constitute secure assessment materials. Districts must ensure:

- Controlled access to submission folders;
- Secure storage in compliance with district data policies;
- Appropriate deletion or archival procedures consistent with district retention guidelines.

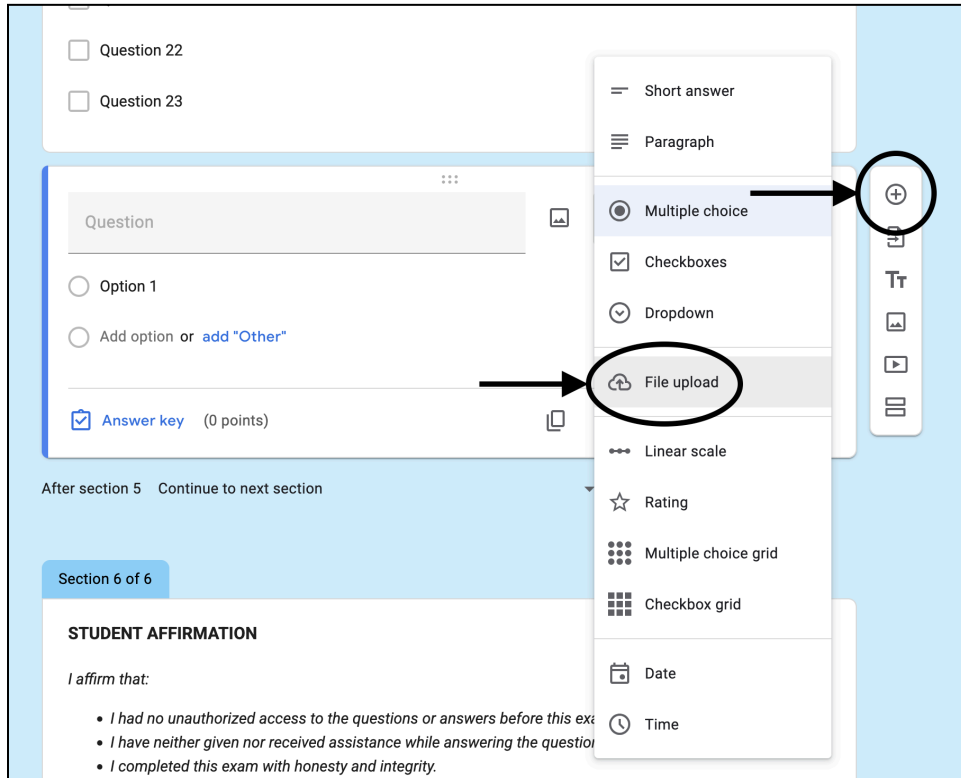
# Appendix A

## Illustrative Configuration Screens

The following images are provided for reference only. Interface appearance may vary slightly depending on the web browser used, Google account type, or future platform updates. Districts remain responsible for verifying all required settings.

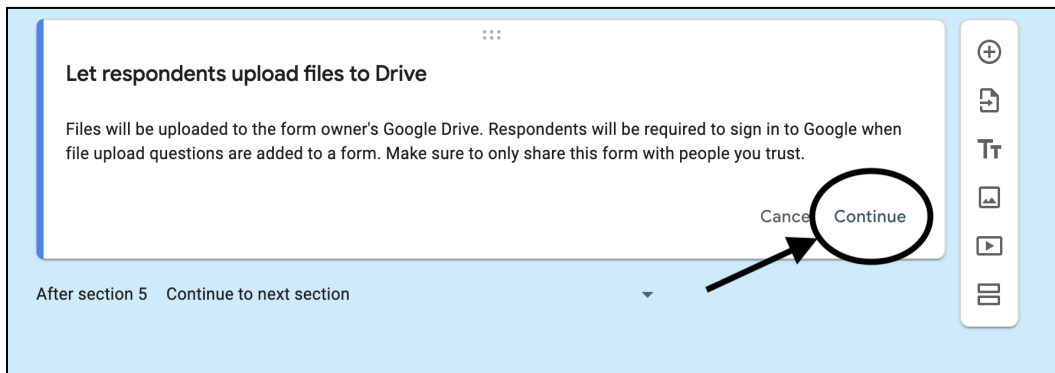
### Figure 1. Selecting “File upload” Question Type

Select “File upload” from the question type dropdown menu when recreating the upload item.



### Figure 2. Creating upload folder

Click Continue when this window pops up after selecting “File Upload” in Step 1.



### Figure 3. Configuring the Question

Confirm that you included the question wording.  
Select **Video** under “Allow only specific file types.”  
Maximum number of files must be set to **5**.  
Maximum file size must be set between **100MB and 1GB**.  
Confirm that the question is worth **ZERO** points.  
Confirm the question is **Required**.  
Verify Google Drive folder by clicking on “**View folder**.”

The screenshot shows the configuration interface for a question in Google Forms. The question text is: "Upload your two signed ASL response videos here. Please upload only the two tasks you selected. Do not upload more than two files." The "Allow only specific file types" section is expanded, and the "Video" option is selected. The "Maximum number of files" is set to 5, and the "Maximum file size" is set to 1 GB. A red warning message states: "This form is no longer accepting responses because a single response can exceed the 1 GB total size limit. [Change](#)". The "Answer key" is set to (0 points), and the "Required" checkbox is checked. A "View folder" button is visible in the bottom right. The interface includes a rich text editor toolbar, a "File upload" button, and a sidebar with various icons. The bottom of the screen shows "After section 5 Continue to next section".

## Figure 4. Enabling Answer Choice Randomization

Open the question menu and confirm that “Shuffle option order” is enabled for required randomized items.

The screenshot displays the Google Forms editor interface. The top question, "1. What were your symptoms yesterday?", is a multiple-choice question with five options. The third option, "fever, headache, and cough", is marked as the correct answer with a green checkmark. Below this question, the "Answer key" section is visible, showing "(2 points)" and a "Required" toggle switch that is turned on. A three-dot menu icon next to the "Required" toggle is circled in black, with an arrow pointing to it. A dropdown menu is open from this icon, listing several options: "Show", "Description", "Go to section based on answer", and "Shuffle option order". The "Shuffle option order" option is highlighted with a blue background and a checkmark, and is also circled in black with an arrow pointing to it. The bottom question, "2. What was the result of the shopping trip?", is partially visible and marked as required with a red asterisk.