**DC CAS 2014 General Observation Report**

School Information Opening/Closing of Test Administration

LEA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Test Chairperson Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secured Materials Location:\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade(s) Tested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Observer Checklist**

* Introduce yourself to the principal and test chairperson, then request to see letters sent to parents of students who require testing accommodations
* Monitor school test security procedures at the beginning of day and record observations below
* Observe and record what you see in 2-3 sample test locations in the school. You will observe all tested location but details for the sample locations provide a snapshot of test administration throughout the school
* Ask the test chairperson where students with disabilities are testing and observe. Using the Accommodations Forms, collect information for a sample of 3-5 students and document what accommodations are being administered
* Move about the school numerous testing locations, observing until the testing period for school has ended.
* Observe test return procedures at the end of the administration
* Provide overall feedback on the school’s test administration

|  |  |  |  |
| --- | --- | --- | --- |
| **Beginning of Test Administration** | Yes | No | Not Observed\* |
| Copies of letters to parents of students who are in special populations are on file |  |  |  |
| Tests were stored in a secure area |  |  |  |
| There was an observable plan for the distribution of test materials to test administrators and proctors that required them to sign materials out |  |  |  |
| Adequate provisions were made for students who arrived late to school |  |  |  |
| Adequate provisions were made for students in grades that were not tested |  |  |  |
| All electronic devises were removed prior to the start of testing (if applicable) |  |  |  |

\* If not observed, please provide a comment in the notes section below

|  |  |  |  |
| --- | --- | --- | --- |
| **End of Test Administration** | Yes | No | Not Observed\* |
| Adequate provisions were made for students who needed accommodations to complete the test without disrupting testing for other students |  |  |  |
| Students who allowed additional time to complete the session during the period scheduled for the day. |  |  |  |
| School adhered to required testing schedule (please note all deviations) |  |  |  |
| Make-up sessions and handling of disruptive students was consistent with other test administration |  |  |  |
| Tests were returned promptly upon the completion of the testing session each day |  |  |  |
| There was an observable plan for the receipt of test materials from test administrators and proctors that required them to sign materials in |  |  |  |
| Tests were stored in a secure area |  |  |  |

\* If not observed, please provide a comment in the notes section below

LEA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observations/Notes

**Summary of Findings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Very Poor | Poor | Fair | Good | Excellent |
| Test security at beginning | 1 | 2 | 3 | 4 | 5 |
| Administrative procedures | 1 | 2 | 3 | 4 | 5 |
| Test environment | 1 | 2 | 3 | 4 | 5 |
| Delivery of test directions | 1 | 2 | 3 | 4 | 5 |
| Accommodations for special populations | 1 | 2 | 3 | 4 | 5 |
| Test security at end | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |  |
| **Overall rating of program** | **1** | **2** | **3** | **4** | **5** |

Overall Comments

Monitor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**DC CAS 2014 General Observation Report**

Test Location / Room Detailed Report

LEA & School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_

Test Location / Room #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_\_\_\_ Time Out: \_\_\_\_\_\_\_

# Students: \_\_\_\_\_\_\_\_ Test administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Test Proctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative Procedures**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Not Observed\* |
| Test administration process started on time as scheduled |  |  |  |
| Classroom attendance was taken, absent students documented |  |  |  |
| No students admitted after the start of testing |  |  |  |
| Examiner's Manual available and used by test administrator |  |  |  |
| Sufficient supply of tests were available for administration |  |  |  |
| Extra pencils, erasers, scratch paper supplied and available to students |  |  |  |
| Test materials handed to each examinee individually by a member of the test administration team |  |  |  |
| Test materials checked to ensure that answer booklets (grades 2–10) correspond to the correct test book forms and grades |  |  |  |
| Adherence to test directions as stated in the manual; Instructions read clearly and verbatim from manual |  |  |  |
| Calculator policy was administered correctly |  |  |  |
| Provisions for microphone for large groups |  |  |  |
| Students were monitored to ensure correct use of answer booklet |  |  |  |
| Adequate spacing was provided between seats and rows for self-reliance by students |  |  |  |
| Provisions for left-handed examinees |  |  |  |
| All examinees facing forward and in the same direction (unless tables were used) |  |  |  |
| Students periodically informed as to the amount of time remaining for testing |  |  |  |
| Administration free of disturbances or irregularities |  |  |  |
| Students cooperating with test administration directives |  |  |  |
| Desks/tabletops clear |  |  |  |
| Unnecessary interruptions limited (e.g., phone/bell ringing, announcements, facility work) |  |  |  |
| Good atmosphere for quiet work |  |  |  |
| Bulletin boards and walls free of improper information for test security |  |  |  |
| Materials collected promptly, systematically, completely from each student |  |  |  |
| Test material checked and counted before dismissal of examinees |  |  |  |

\* If not observed, please provide a comment in the notes section below

Comments/Notes

Monitor name & signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_