DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

OSSE

2016 Statewide Assessment Auditor General Observation Checklist

State Auditor/Observer's Name: _____   School: _____   School Code: _____

Principal Name: _____   School Test Monitor/Coordinator Name: _____

Special Education Coordinator: _____   Technology Coordinator: _____

Secured Materials Location: _____   Grade(s) Tested:_____   Date: _____   LEA Code: _____

Observer Checklist

- ❑ Introduce yourself to the test monitor/principal and test chairperson, then request to see the school's test plan
- ❑ Ask to see the security file. Ask specifically if the test monitor is the person listed on the plan
- ❑ Ask to see the letters sent to parents of students, particularly those who require testing accommodations
- ❑ Ask the test monitor/technology coordinator if the cached test content has been downloaded to test administrator computers
- ❑ Ask the special education coordinator if the accommodation/accessibility features have been selected/loaded
- ❑ 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 monitor 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 and/or computer session log out procedures at the end of the administration
- ❑ Provide overall feedback on the school's test administration

Beginning of Test Administration

Beginning of Test Administration	Yes	No	Not Observed*
Copies of letters to parents of students, particularly those who are in special populations, are on file			
Secure items, tests and student access codes, among others, were stored in a secure area			
There was an observable plan for the distribution of test materials (access codes, laptops, computers, test booklets, answer sheets) to test administrators and proctors requiring 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 unauthorized electronic devices were removed prior to the start of testing			
There was a process in place for determining student time on test			
Computers, laptops, answer sheets and test booklets were set up/distributed and ready for student use at the assessment start time			
Computer batteries and laptops were fully charged and/or connected to an external energy source			

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

Comments/Notes

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 and/or console fully functioning			
Sufficient supply of test materials, laptops, and/or computers were available for administration			
Extra pencils, erasers, scratch paper supplied and available to students			
Test materials to include authorization tickets, test booklets and answer sheets were handed to each examinee individually by a member of the test administration team			
Test materials checked to ensure that answer booklets correspond to the correct test book forms and grades and/or Authorization Tickets correspond to the correct student examinee			
Adherence to test directions as stated in the manual; Instructions read clearly and verbatim from manual			
Calculator policy was administered correctly			
Students were monitored to ensure correct use of answer booklet, computer and/or lap top			
Students were periodically informed as to the amount of time remaining for testing			
Test Administrators and Proctors were actively engaged in the administration of the assessment			
Students complied with directions given by test administrator, proctor or technology coordinator			
Test materials, authorization tickets, and booklets collected promptly, systematically, completely from each student			
Test materials checked and counted and/or students logged off the computer before dismissal of examinees			

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

Comments/Notes

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Please answer *only* Item 1 *or* Item 2 depending upon the mode of assessment

1. Delivery of Test Directions (Paper based)

	Yes	No	Not Observed*
Instructions read clearly and verbatim from manual			
Clear, loud voice heard all over room			

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

2. Accessibility of Computer (Computer based)

	Yes	No	Not Observed*
Authorization tickets and passwords were issued in accordance with vendor directions			
Students were logged into/out of test in a timely manner			
Non assessment related applications (cameras, email, instant messaging, iTunes, etc) have been closed and/or disabled on laptops/computers used by students to take the assessment			
Accessibility and accommodations features (when applicable) were accessible			

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

Comments/Notes

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The Testing Environment

	Yes	No	Not Observed*
Adequate spacing was provided between seats, rows and computers for student self-reliance			
Bulletin boards and walls free of improper information for test security			
Computer screens were free from glare or appropriately lit to accommodate low light			
Desks/tabletops clear of extraneous materials			
All examinees facing forward and in the same direction (unless tables were used)			
Good atmosphere for quiet work			
Unnecessary interruptions limited (e.g., phone/bell ringing, announcements, background noise)			

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

Comments/Notes

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 needed extended time were given additional time (only the amount specified by the test vendor) to complete the session during the period scheduled for the same 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			
Secure materials were returned promptly upon the completion of the testing session each day			
Student sessions were appropriately closed at the conclusion of the test			
There was an observable plan for the receipt of test materials (answer sheets, booklets, lap tops, computers, access codes) from test administrators and proctors requiring them to sign materials in			
Secure materials (access codes, passwords, test booklets and answer sheets, among others) were stored in a secure area in process for shipment to the test vendor, destruction or secure recycling (as applicable)			

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

Comments/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
1. Delivery of test directions **or** 2. Computer accessibility	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