**2017 Statewide Assessment Auditor General Observation Checklist**

State Monitor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of School Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LEA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LEA Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arrive at the school 30 minutes prior to the scheduled testing time. Request to meet with the School Test Coordinator.**

Introduce yourself to the School Test Coordinator and request the following information:

School Test Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Education Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technology Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secured Material Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grades Tested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note any deviations in the above information from the information in the School Test Security Plan provided by OSSE:

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**Meet with Key Staff Members**

Meet with the School Test Coordinator (STC) and request to see the School Test Security File. Are the following items present?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Not Observed |
| School Test Security Plan |  |  |  |
| General Education Parent Assessment Notification Letter |  |  |  |
| Accommodations Parent Assessment Notification Letter |  |  |  |
| Attendance from Test Security Training |  |  |  |
| Chain of Custody Forms for Secure Test Materials (if not distributed) |  |  |  |
| Incident Reports (if applicable) |  |  |  |
| During Testing Notes on Minor Deviations from School Plan (if applicable) |  |  |  |

Ask the STC the following questions and note if a response was provided:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| What is your process for monitoring and supporting test administration? |  |  |
| What is your process for distributing and collecting secure test materials during testing?  |  |  |
| Which classrooms will be used for testing today and which will include students taking the assessment with accommodations?  |  |  |
| Please show me where you keep secure testing materials.  |  |  |

Meet with the Special Education Coordinator and ask the following questions and note if a response was provided:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Describe your accommodations plan? |  |  |
| How do test administrators know what accommodations to provide to students? |  |  |
| How are you monitoring to ensure accommodations are appropriately administered by test administrators? |  |  |

Meet with the Technology Coordinator and ask the following questions and note if a response was provided:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Did you run an infrastructure trial prior to testing? |  |  |
| Describe how you prepared technology for the assessment?  |  |  |
| How are you supporting technical issues during testing?  |  |  |

**Observe Pre-Assessment Operations**

Observe the School Test Coordinator as s/he distributes secure materials to staff.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Not Observed |
| There was a system for the distribution of secure testing materials to test administrators |  |  |  |
| A chain of custody form was signed during the transfer of secure testing materials |  |  |  |
| Secure testing materials were consistently in the possession of authorized personnel |  |  |  |

Note any additional observations:

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**Observe Testing Sessions in Classrooms**

Observe a test session starting in a classroom and document your observations below.

|  |  |  |  |
| --- | --- | --- | --- |
| Room Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes | No | Not Observed |
| The test administration process started as scheduled |  |  |  |
| Testing devices and materials, including scratch paper and pencils, were prepared and available for student use when the assessment began |  |  |  |
| Student testing tickets were handed to each student individually by a member of the test administration team |  |  |  |
| The test administrator reads directions clearly, audibly, and verbatim from the test administrator manual or script |  |  |  |
| Students complied with directions given by test administrators, proctors or other authorized personnel in the classroom |  |  |  |

Note any additional observations:

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During testing, observe test sessions in **3 classrooms**. As a snapshot, document your observations of three classrooms below:

|  |  |  |  |
| --- | --- | --- | --- |
| Classroom 1 - Room Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes | No | Not Observed |
| All unauthorized electronic devices were removed prior to the start of testing |  |  |  |
| Non assessment related applications (cameras, email, instant messaging, music, etc) were closed and/or disabled on testing devices |  |  |  |
| The test administrator documented the testing start and end time on the wall for students when the assessment began |  |  |  |
| The test administrator had a test manual or test script in the room |  |  |  |
| Test administrators and proctors were actively engaged in monitoring students during the assessment |  |  |  |
| No unnecessary interruptions were observed (e.g., phone/bell ringing, announcements, background noise) |  |  |  |
| Students were seated the minimize view of other student testing devices |  |  |  |
| Bulletin boards and walls were free of academic information and testing strategies |  |  |  |
| Students complied with directions given by test administrators, proctors or other authorized personnel in the classroom |  |  |  |

Note any additional observations:

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| --- | --- | --- | --- |
| Classroom 2 - Room Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes | No | Not Observed |
| All unauthorized electronic devices were removed prior to the start of testing |  |  |  |
| Non assessment related applications (cameras, email, instant messaging, music, etc) were closed and/or disabled on testing devices |  |  |  |
| The test administrator documented the testing start and end time on the wall for students when the assessment began |  |  |  |
| The test administrator had a test manual or test script in the room |  |  |  |
| Test administrators and proctors were actively engaged in monitoring students during the assessment |  |  |  |
| No unnecessary interruptions were observed (e.g., phone/bell ringing, announcements, background noise) |  |  |  |
| Students were seated the minimize view of other student testing devices |  |  |  |
| Bulletin boards and walls were free of academic information and testing strategies |  |  |  |
| Students complied with directions given by test administrators, proctors or other authorized personnel in the classroom |  |  |  |

Note any additional observations:

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|  |  |  |  |
| --- | --- | --- | --- |
| Classroom 3 - Room Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes | No | Not Observed |
| All unauthorized electronic devices were removed prior to the start of testing |  |  |  |
| Non assessment related applications (cameras, email, instant messaging, music, etc) were closed and/or disabled on testing devices |  |  |  |
| The test administrator documented the testing start and end time on the wall for students when the assessment began |  |  |  |
| The test administrator had a test manual or test script in the room |  |  |  |
| Test administrators and proctors were actively engaged in monitoring students during the assessment |  |  |  |
| No unnecessary interruptions were observed (e.g., phone/bell ringing, announcements, background noise) |  |  |  |
| Students were seated the minimize view of other student testing devices |  |  |  |
| Bulletin boards and walls were free of academic information and testing strategies |  |  |  |
| Students complied with directions given by test administrators, proctors or other authorized personnel in the classroom |  |  |  |

Note any additional observations:

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Observe students testing in **1 room** where students are receiving accommodations.

|  |  |  |  |
| --- | --- | --- | --- |
| Room Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes | No | Not Observed |
| The accommodations listed for the student were being provided |  |  |  |
| Adequate provisions were made for students who needed accommodations to complete the test without disrupting testing for other students |  |  |  |
| Students who 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 |  |  |  |

Observe students ending their test session in **1 room**.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Not Observed |
| Students were informed when ten minutes of testing time was remaining |  |  |  |
| The test administrator reads directions clearly and audibly  |  |  |  |
| Test materials, authorization tickets, and booklets were collected promptly, systematically, completely from each student |  |  |  |
| Students complied with directions given by test administrators, proctors or other authorized personnel in the classroom |  |  |  |

Observe the return of secure test materials to the test administrator.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Not Observed |
| Secure materials were promptly returned to the test coordinator in a designated location |  |  |  |
| Test administrators/proctors signed a chain of custody form when the returned materials |  |  |  |
| Secure materials (access codes, passwords, test booklets and answer sheets, among others) were stored in a secure area after collected by the test coordinator |  |  |  |

Provide Feedback on your overall experience observing testing.

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| --- | --- | --- | --- |
|  | Yes | No | Not Observed |
| The school adhered to the testing schedule in the test security plan  |  |  |  |
| Adequate provisions were made for students who were tardy and non-tested students  |  |  |  |
| Adequate provisions were made for students in grades that were not tested |  |  |  |
| Make-up sessions and handling of disruptive students were handled in accordance with the school test plan |  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  | Very Poor | Poor | Fair | Good | Excellent |
| Security of test materials | 1 | 2 | 3 | 4 | 5 |
| Administrative procedures | 1 | 2 | 3 | 4 | 5 |
| Testing environment | 1 | 2 | 3 | 4 | 5 |
| Conduct of authorized personnel  | 1 | 2 | 3 | 4 | 5 |
| Presentation of accommodations for special populations | 1 | 2 | 3 | 4 | 5 |
| **Overall rating of test administration and test security** | 1 | **2** | **3** | **4** | 5 |

**Notes on overall test administration and test security:**

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