2024 Alternate ACCESS for ELLs Statewide Assessment Monitor Observation Checklist

State Monitor's Name: _____   Date of School Visit: _____

School: _____   LEA: _____

Arrive at the school <u>30 minutes</u> prior to the scheduled materials distribution. Request to meet with the School Test Coordinator.
Introduce yourself to the School Test Coordinator and request the following information:

School Test Coordinator: _____

Special Populations 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:

Domain being Administered (circle all that apply): Listening | Speaking | Writing | Reading

Before Testing Procedures

Ask the School Test Coordinator to see the following items in the School Test Security File:	Yes	No
School Test Security Plan *(electronically or printed)*		
Parent Assessment Notification Letter *(must be printed)*		
Attendance from Test Security Training *(must be printed)*		
Incident Reports (If applicable) *(must be printed)*		
During Testing Notes on Minor Deviations from School Plan (if applicable) *(electronically or printed)*		

Ask the School Test Coordinator the following questions, note if the response aligns with OSSE expectation:	Yes	No
What is your process for monitoring and supporting test administration to ensure all students are tested?		
What is your process for distributing and collecting secure test materials during testing?		
Please show me where you keep secure testing materials.		

Ask the Special Populations Coordinator the following questions, note if the response aligns with OSSE expectation:	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?		

Distribution of Secure Materials

Observe the School Test Coordinator as they distribute secure testing materials (test tickets, scripts, test booklets, etc.) to staff	Yes	No	Not Observed
Secure materials were stored in a secure area before distribution			
There was a system for the distribution of secure testing materials to test administrators			
Secure testing materials were consistently in the possession of authorized personnel			
Before Testing Notes:			

During Testing Procedures

	Yes	No
Non-assessment related applications (cameras, email, instant messaging, music, etc.) **were not observed.**		
No unnecessary interruptions were observed (e.g., phone/bell ringing, announcements, background noise).		
Bulletin boards and walls were free of academic information and testing strategies.		
Only one student was tested at a time.		
Student complied with directions given by test administrators, proctors or other authorized personnel in the classroom.		

Were any of the following prohibited behaviors observed?	Yes	No
Test administrators copying passages, test items, performance tasks or reading student responses		
Translating reading passages into the student's home language		
Test administrators translating test items orally or in writing into the student's home language		
Providing dictionaries or translation devices for students to use during the test administration		
Test administrators changing the wording of test directions, test items, answer options, or any written text		
Test administrators leaving paper test materials unattended before or after testing		
Test administrators using verbal or nonverbal cues before, during, or after administering the assessment to assist students in any way with answers to test questions		
Test administrators altering student responses in any manner		
Test administrators allowing students to use notes, references, or other aids		
Allowing students to view or practice secure test items before or after the scheduled testing time		
Test administrators possessing an answer key		
Test administrators or students using unapproved electronics during testing		
Test administrators failing to actively supervise students at all times during test sessions		
Test administrators allowing any form of cheating		
Failing to collect all secure test materials before allowing students to leave the testing room		
During Testing Notes:		

After Testing Procedures

Observe the School Test Coordinator as they collect secure testing materials (test tickets, scripts, test booklets, etc.) from staff	Yes	No	Not Observed
Secure materials were promptly returned to the test coordinator to a designated location			
Secure materials were stored in a secure area after collection			
The school adhered to the testing schedule in the test security plan			
Adequate provisions were made for tardy and non-tested students			

Provide feedback on your overall experience observing testing	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**

After Testing Notes:

Notes on overall test administration, test security, and observations on prohibited actions: