2024 MSAA Statewide Assessment Auditor 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:

Type of Administration (circle): Computer | Paper | Hybrid (both computer and paper)

Before Testing Procedures

Ask the School Test Coordinator (STC) to see the following items:	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 STC the following questions and 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 and note if the response aligns with OSSE expectation:	Yes	No
Please describe how you create a testing environment that allows students to perform at their best.		
How do test administrators know what accommodations to provide to students?		
How are you monitoring to ensure accommodations are appropriately administered by test administrators?		

Ask the Technology Coordinator the following questions and note if the response aligns with OSSE expectation:	Yes	No
Describe how you prepared technology for the assessment.		
How are you supporting technical issues during testing?		

Distribution of Secure Materials

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

During Testing Procedures

	Yes	No
The test administrator completed a Student Response Check (SRC) by asking the student to demonstrate their preferred mode(s) of communication before beginning the test		
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.		
Students complied with directions given by test administrators, proctors or other authorized personnel in the classroom.		

Accessibility Features Used (MSAA Specific): Circle all that apply (if observed)		
Answer Masking Line Reader	Alternate Color Theme	Audio Player
Read Aloud by TA	Alternative Text Read Aloud by TA	Increase Volume
Magnification Tool	Increase/Decrease Size of Text and Graphics	Manipulatives for Mathematics
Tactile Graphics	Tactile Symbols or Object Replacement	*No Accessibility Features Observed*

Accommodations Used (MSAA Specific): Circle all that apply (if observed)				
Assistive Technology	Paper Version	Scribe	Sign Language	*No Accommodations Observed*
Note any additional accommodations used:				

Were any of the following prohibited behaviors observed?	Yes	No
Online test content left unattended on screens before or after testing		
Test administrators leaving paper test materials unattended before or after testing		
Test administrators changing the wording of test directions, test items, answer options, or any written text		
Failing to use the Directions for Test Administration to administer test items		
Test Administrators using materials other than the Directions for Test Administration		
Providing students a preview of the test before the scheduled testing time		
Test administrators altering student responses		
Providing answers, clues, or cueing to students in advance of or during Test Administration		
Test administrator leaving the MSAA Online Assessment System unattended while logged into the system		
Test administrator applying the Early Stopping Rules (ESR) for any reason other than lack of an observable response		
Failing to return all printed test items or other printed material to the Test Coordinator		
Test administrators allowing any form of cheating		

If the Early Stopping Rule (ESR) was administered, please describe what was observed:
ESR can be applied if a student's responses are not clearly observable or understood by the Test Administrator/scribe. A SRC (During testing procedure) should be administered more than one time before applying the ESR

After Testing Procedures

	Yes	No	Not Observed
Secure materials were promptly returned to the test coordinator in a designated location			
Secure materials (DTA, scripts, paper test materials) were stored in a secure area after collected by the test coordinator			
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			

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

Test Security

Please note whether the following prohibited actions were observed by any authorized personnel:

Actions Prohibited by all Authorized Personnel	Yes	No
Photocopying, or in any way reproducing, or disclosing secure test items or other materials		
Altering student responses in any manner		
Altering the test procedures stated in the formal instructions accompanying the assessment		
Allowing students to use notes, references, or other aids, unless specifically allowed by MSAA		
Having in one's personal possession secure test materials except during the scheduled testing date		
Allowing students to view or practice secure test items before or after the scheduled testing time		
Leaving secure test materials in a non-secure location or unattended by authorized personnel		
Using unapproved electronics during the administration of the assessment		
Making a false certification on any assessment forms established and required by OSSE		
Failing to actively supervise students at all times during test sessions		
Allowing any form of cheating		
Being present in the test location or handling the test materials for one's own family member		
Failing to account for all secure test materials before allowing any pupil to leave the testing room		
Failing to observe the test material chain of custody procedures as outlined in the test security plan		

Notes

During Testing:

After Testing: