2024 Statewide Assessment Auditor General Observation Checklist - DC CAPE

Please select the assessment you are monitoring as part of the DC CAPE assessment suite		
☐ DC Math	☐ DC ELA	☐ DC Science

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:

Meet with Key Staff Members

Observe secure materials distribution, 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 *(electronically or printed)*			
Parent Assessment Notification Letter with Accommodations Information *(must be printed)*			
Attendance from Test Security Training *(must be printed)*			
Chain of Custody Forms for Secure Test Materials (if not distributed) *(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 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?		
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 Populations Coordinator and ask the following questions and note if the response aligns with OSSE expectation:	Yes	No
Please describe how you plan to include students receiving accommodations for testing.		
How do test administrators know what accommodations to provide to students?		
How are you monitoring to ensure accommodations are appropriately administered by test administrators?		
Note: a student receiving accommodations will need to be observed in at least one (1) classroom		

Meet with the Technology Coordinator and ask the following questions and note if the response aligns with OSSE expectation:	Yes	No
Please 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 they distribute 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:

Observe Testing Sessions in Classrooms

During testing, observe test sessions in **three (3) classrooms**. Additionally, please observe the test session starting when visiting classroom 1. As a snapshot, document your observations of all three (3) classrooms below:

Classroom 1 – Room Number _____	Yes	No	Not Observed
Test Session Starting Observations (Classroom 1 only):			
Test administration 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 read 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.			
All unauthorized electronic devices were removed prior to the start of testing.			
Test Session General Observations:			
Non-assessment related applications (cameras, email, instant messaging, music, etc.) **were not observed.**			
The test administrator documented the testing start and end time on the wall for students when the assessment began. (Note: An end time is not applicable for an extended time small group.)			
The test administrator had a test manual or test script in the room.			
Test administrators and proctors were actively 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:

Classroom 2 – Room Number _____	Yes	No	Not Observed
Non-assessment related applications (cameras, email, instant messaging, music, etc.) **were** not observed.			
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:

Classroom 3 - Room Number _____	Yes	No	Not Observed
Non-assessment related applications (cameras, email, instant messaging, music, etc.) **were not observed.**			
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:

Observe students testing in one (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 one (1) room. Room Number _____	Yes	No	Not Observed
Students were informed when ten minutes of testing time was remaining.			
The test administrator read the 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, testing tickets, 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.	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 & handling of disruptions were handled according to the school test plan.			

Rate the overall test administration process.	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 select if 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 related to Districtwide assessments		
Reviewing, reading, or looking at test items or student responses before, during, or after administering the Districtwide assessment, unless specifically permitted in the test administrator's manual		
Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment		
Altering student responses in any manner		
Altering the test procedures stated in the formal instructions accompanying the Districtwide assessments		
Allowing students to use notes, references, or other aids, unless the test manual specifically allows		
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		
Making or having in one's possession answer keys		
Leaving secure test materials in a non-secure location or unattended by authorized personnel		
Using unapproved electronics during the administration of a Districtwide assessment		
Making a false certification on any Districtwide 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 environment 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 school test security plan		

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