



## 2022 MSAA Statewide Assessment Auditor Observation Checklist

State Monitor's Name: \_\_\_\_\_

Date of School Visit: \_\_\_\_\_

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

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

**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: \_\_\_\_\_

Special Populations Coordinator: \_\_\_\_\_

Secured Material Location: \_\_\_\_\_

Grades Tested: \_\_\_\_\_

Type of Administration (**circle**): computer, paper, or hybrid (both computer and paper)

### Before Testing Procedures

| Ask the School Test Coordinator to see the following items:               | Yes | No |
|---|-----|----|
| School Test Security Plan   |     |    |
| Parent Assessment Notification Letter                                     |     |    |
| Attendance from Test Security Training                                    |     |    |
| 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? |     |    |
| Please show me where you keep secure testing materials.                                    |     |    |

| Ask the Special Education Coordinator the following questions and note provided responses:             | 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? |     |    |

| Ask the Technology Coordinator the following questions and note provided responses: | Yes | No |
|---|-----|----|
| Describe how you prepared technology for the assessment?                            |     |    |
| How are you supporting technical issues during testing?                             |     |    |

| Observe the School Test Coordinator as s/he distributes secure materials to staff   | Yes | No | Not Observed |
|---|-----|----|--------------|
| Secure materials (test tickets, scripts, test booklets, 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  |     |    |              |

## During Testing Procedures

|   | 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:**

### 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       |                               |

### Accommodations Used (MSAA Specific): Circle all that apply (if observed)

|                      |               |        |               |
|----------------------|---------------|--------|---------------|
| Assistive Technology | Paper Version | Scribe | Sign Language |
|----------------------|---------------|--------|---------------|

**Note any additional accommodations used:**

## 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         |
| <b>Overall rating of test administration and test security</b> | 1         | 2    | 3    | 4    | 5         |

## Notes

**Before Testing:**

**During Testing:**

**After Testing:**