DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

2022 Statewide Assessment Auditor Observation Checklist- DC Science

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

School: _____   LEA: _____

Arrive at the school <u>one hour</u> 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: _____

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			
General Education Parent Assessment Notification Letter			
- Parent Assessment Notification Letter with Accommodations Information			
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 School Test Coordinator 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 Populations Coordinator and ask the following questions and note if a response was provided:

Note: a student receiving accommodations will need to be observed in at least one (1) classroom	Yes	No
Please 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?		
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 s/he distributes secure materials to staff. Note if the following operations were completed:

	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):			
The test administration process started as scheduled			
Testing devices and materials (e.g., scratch paper, 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			
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 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 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**.

	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, and 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

Actions prohibited by all Authorized Personnel:

a. Photocopying, or in any way reproducing, or disclosing secure test items or other materials related to Districtwide assessments;
b. 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;
c. Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment;
d. Altering student responses in any manner;
e. Altering the test procedures stated in the formal instructions accompanying the Districtwide assessments;
f. Allowing students to use notes, references, or other aids, unless the test manual specifically allows;
g. Having in one's personal possession secure test materials except during the scheduled testing date;
h. Allowing students to view or practice secure test items before or after the scheduled testing time;
i. Making or having in one's possession answer keys; except that it shall not be prohibited to have an answer key for a Districtwide assessment that has already been administered and released by OSSE;
j. Leaving secure test materials in a non-secure location or unattended by authorized personnel;
k. Using unapproved electronics during the administration of a Districtwide assessment;
l. Making a false certification on any Districtwide assessment forms established and required by OSSE;
m. Failing to actively supervise students at all times during test sessions;
n. Allowing any form of cheating;
o. Being present in the test environment or handling the test materials for one's own family member;
p. Failing to account for all secure test materials before allowing any pupil to leave the testing room; and/or
q. 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: