DLM Statewide Assessment Auditor Observation Checklist
Computer-Administered Testlets

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*)			
Test Security Training Attendance for Authorized Personnel *(must be printed)*			
Family Notification Letter *(must be printed)*			
Test Materials Chain-of-Custody Forms *(must be printed)*			
Incident Reports (If applicable) *(electronically or 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 completion?		
What is your process for distributing and collecting secure test materials during testing?		
Which classroom(s) will be used for testing today?		
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
How do test administrators know what accommodations to provide to the student?		
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 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 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:

DLM Test Administration Observation Protocol –Computer-Administered Testlets

All DLM assessments are administered 1:1

Teacher/Test Administrator:_____

Preparation/Set Up

Location

- ☐ Student's typical classroom
- ☐ Computer lab
- ☐ Small room for individual testing
- ☐ Other (describe): _____

Testing device:

- ☐ Computer with keyboard & mouse
- ☐ Computer with Touchscreen
- ☐ Computer with adaptive display (e.g. Electronic white board, projection)
- ☐ Tablet
- ☐ Other: _____

Testlet Information Page (TIP) – Select all that apply.

- ☐ Teacher referred to TIP before administration
- ☐ Teacher referred to TIP during administration
- ☐ Teacher did not have TIP

Testlet Information Pages (TIPs) provide test administrators with information specific to each testlet. Test administrators receive a TIP after each testlet is assigned to a student.

Administration

Test administrator (TA) behaviors (Mark YES or NO for each):

Yes	No	The test administrator…
		read one or more screens aloud to the student
		clarified directions or expectations for the student
		navigated one or more screens for the student
		repeated question(s) before student responded
		asked the student to clarify or confirm one or more responses
		repeated question(s) after student responded (gave a second trial at the same item)
		allowed student to take a break during the testlet
		used verbal prompts to direct the student's attention or engagement (e.g. "look at this.")
		used pointing or gestures to direct student attention or engagement
		physically guided the student to a response
		reduced the number of answer choices available to the student
		used materials or manipulatives during the administration process
		entered one or more responses for the student → If YES, complete questions below. → If NO, skip to the next section on page 4.

Did the response recorded by the TA match the student's answer?

- ☐ Yes
- ☐ No
- ☐ Could not tell

What condition(s) led to the teacher's response entry on the student's behalf?

- ☐ Student fatigue or engagement
- ☐ Student difficulty with mobility
- ☐ TA's routine (TA navigated entire testlet)
- ☐ Other (describe): _____

Student behaviors (Mark YES or NO for each):

Yes	No	The student…
		navigated screens independently
		navigated screens after verbal prompts
		navigated screens after test administrator pointed or gestured
		selected answers independently
		selected answers after verbal prompts
		skipped one or more items
		independently revisited a question after answering it
		revisited one or more questions after verbal prompt(s)
		asked the TA a question Record question:
		used materials outside of Kite® Student Portal to indicate responses to testlet items

Student response mode (Select all that apply)
- ❒   Used computer/device to respond independently
- ❒   Verbally indicated response to TA who selected answers
- ❒   Gestured to indicate response TA who selected answers
- ❒   Eye-gaze system indication to TA who selected answers

Did the student complete the testlet?
- ❒   YES
- ❒   NO

If no, why was testlet not completed? _____

Accessibility
Accessibility features used for *part or all* of the testlet. (Mark YES or NO for each):
You many need to ask the Test Administrator or Test Coordinator for these responses

Yes	No	Feature
		Magnification (2x, 3x, 4x, 5x)
		Invert Color Choice (black background, white font)
		Color Contrast (white or black background and color font)
		Color Overlay (background different color)
		Human Read Aloud
		Synthetic Read Aloud (text to speech)

Did the student have difficulty with accessibility?
- ❒   YES (describe below)
- ❒   NO

Describe the problem and what the test administrator did:_____

Observer Evaluation

Rate the student's overall engagement during the session (circle one):   **Low**   **Medium**   **High**

Other observer comments:

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 DLM		
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 ofcheating		
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 on overall test administration, test security, and observations on prohibited actions:

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**