



DLM Statewide Assessment Auditor Observation Checklist Teacher-Administered Testlets

State Monitor's Name: _____

Date of School Visit: _____

School: _____

LEA: _____

Arrive at the school 30 minutes 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:

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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 (<i>electronically or printed</i>)			
Test Security Training Attendance for Authorized Personnel (<i>must be printed</i>)			
Family Notification Letter (<i>must be printed</i>)			
Test Materials Chain-of-Custody Forms (<i>must be printed</i>)			
Incident Reports (If applicable) (<i>electronically or printed</i>)			
During Testing Notes on Minor Deviations from School Plan (if applicable) (<i>electronically or printed</i>)			

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 – Teacher Administered Testlets

All DLM assessments are administered 1:1

Teacher/Test Administrator: _____

Preparation/Set Up

Location

<input type="checkbox"/> Student's typical classroom	<input type="checkbox"/> Small room for individual testing
<input type="checkbox"/> Computer lab	<input type="checkbox"/> Other (describe): _____

Testing device:

<input type="checkbox"/> Computer with keyboard & mouse	<input type="checkbox"/> Tablet
<input type="checkbox"/> Computer with Touchscreen	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Computer with adaptive display (e.g. Electronic white board, projection)	

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

<input type="checkbox"/> Teacher referred to TIP before administration
<input type="checkbox"/> Teacher referred to TIP during administration
<input type="checkbox"/> 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.*

Materials Use/Set-up (Mark YES or NO for each):

Yes	No	The test administrator...
		had materials prepared before starting to assess with the student
		arranged student/materials for optimal test administration
		substituted materials List materials used:

Administration

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

Yes	No	The test administrator...
		encouraged engagement and interaction
		discussed vocabulary or defined words in the testlet for the student
		connected words or pictures to student experience/prior knowledge
		read one or more screens aloud to the student
		clarified directions or expectations for the student
		repeated question(s) before student responded
		repeated question(s) after student responded (gave a second trial at the same item)
		allowed student to take a break during the testlet
		asked the student to clarify or confirm one or more responses
		used verbal prompts to direct the student's attention or engagement (e.g. "look at this.")
		used physical prompting to direct student attention or engagement (e.g. pointing)
		physically guides the student's hand to an answer choice
		reduced the number of answer choices available to the student

Student behaviors (Mark YES or NO for each):

Yes	No	The student...
		was distracted by something outside the testlet activity
		indicated confusion with what testlet activity required
		changed a response after his or her initial selection
		asked the TA a question Record question:
		used materials outside of Kite® Student Portal to indicate responses to testlet items

Did the student complete the testlet?

YES
 NO

If no, why was testlet not completed? _____

Student response mode (Select all that apply)

Used computer/device to respond independently
 Used switch system 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

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 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 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