



## 2023 DC Science 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 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   |     |    |              |
| 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, ask the following questions and note if a response was provided: | 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 classroom.*

| Meet with the Technology Coordinator, 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 distribute 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 classrooms**. Additionally, please observe the test session starting when visiting classroom 1. As a snapshot, document your observations of all three classrooms below:

| Classroom 1 – Room Number _____   | Yes | No | Not Observed |
|---|-----|----|--------------|
| <b>Test Session Starting Observations (Classroom 1 only):</b>   |     |    |              |
| 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.   |     |    |              |
| <b>Test Session General Observations:</b>   |     |    |              |
| Non-assessment related applications (cameras, email, instant messaging, music, etc.) <b>were not observed.</b>  |     |    |              |
| 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 to 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.) <b>were not observed.</b>           |     |    |              |
| 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 to 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.) <b>were not observed.</b>           |     |    |              |
| 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 to 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 <b>one</b> room where students are receiving accommodations.<br>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 <b>one room</b> .<br>Room Number _____   | Yes | No | Not Observed |
|--|-----|----|--------------|
| Students were informed when 10 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 they 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 and 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         |
| <b>Overall rating of test administration and test security</b> | <b>1</b>  | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b>  |

**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 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:**

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