



2023 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:

General Instructions

Set-up

1. Remind the teacher that you are not there to evaluate their teaching or monitor student performance. You are there simply to observe what they normally do during DLM assessments. The purpose of what you are recording is to support documentation of the alternate assessment.
2. Ask the teacher to arrange the session as they typically would for that student.
3. Based on that arrangement, place yourself where you can unobtrusively observe – preferably outside the student's line of vision and where you can still see the screen (for computer-delivered assessments) or behind the teacher/student pair, facing the computer (for teacher-administered assessments).

During the session

1. When recording the identifying information at the beginning of each form, do NOT include information that could be used to identify the student by name. Use an identifier that helps you distinguish between multiple students observed (e.g., "green shirt," "student with glasses").
2. Document your observations in each section as thoroughly as possible.
3. Avoid interrupting the testing process.

After the session

1. Confirm that you have completed all parts of the protocol.
2. Make sure narrative comments are clearly written.

DLM Test Administration Observation Protocol – Teacher Administered Testlets

Teacher/Test Administrator: _____ Student Count: _____

1. Preparation/Set Up

- a. Location
- Student's typical classroom Small room for individual testing
- Computer lab Other (describe): _____
- b. Testing device:
- Computer with keyboard and mouse Tablet
- Computer with touchscreen Other: _____
- Computer with adaptive display (e.g., electronic white board, projection)
- c. 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.*

- d. 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:

2. Administration

- a. 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

b. 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

c. Did the student complete the testlet?

- YES
 NO

If no, why was the testlet not completed? _____

d. 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 to TA who selected answers
 Eye-gaze system indication to TA who selected answers

3. Accessibility

a. Accessibility features used for *part or all* the testlet. (Mark YES or NO for each):

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)

b. Did the student have difficulty with accessibility?

- YES (describe below)
 NO

Describe the problem and what the test administrator did: _____

4. Observer Evaluation

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

b. Other observer comments:

5. Test Security

a. 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: