



2023 MSAA 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:

Type of Administration (circle): Computer | Paper | Hybrid (both computer and paper)

Before Testing Procedures

| Ask the School Test Coordinator to see the following items: | Yes | No |
|---|-----|----|
| School Test Security Plan | | |
| Parent Assessment Notification Letter | | |
| Attendance from Test Security Training | | |
| Incident Reports (if applicable) | | |
| During Testing Notes on Minor Deviations from School Plan (if applicable) | | |

| Ask the STC 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? | | |
| Please show me where you keep secure testing materials. | | |

| Ask the Special Populations Coordinator the following questions and note provided responses: | Yes | No |
|--|-----|----|
| Please describe how you plan to include accommodated students 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 | | |

| Ask the Technology Coordinator the following questions and note provided responses: | Yes | No |
|---|-----|----|
| Describe how you prepared technology for the assessment? | | |
| How are you supporting technical issues during testing? | | |

| Observe the School Test Coordinator as they distribute secure materials to staff: | Yes | No | Not Observed |
|---|-----|----|--------------|
| Secure materials (test tickets, scripts, test booklets, etc.) were stored in a secure area before distribution by the test coordinators | | | |
| There was a system for the distribution of secure testing materials to the test administrators | | | |
| Secure testing materials were consistently in the possession of authorized personnel | | | |

During Testing Procedures

| | Yes | No |
|--|-----|----|
| The test administrator completed a Student Response Check (SRC) by asking the student to demonstrate their preferred mode(s) of communication before beginning the test. | | |
| Non-assessment related applications (cameras, email, instant messaging, music, etc.) were not observed. | | |
| No unnecessary interruptions were observed (e.g., phone/bell ringing, announcements, background noise). | | |
| 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. | | |

| Accessibility Features Used (MSAA Specific): Circle all that apply (if observed) | | | |
|---|---|-------------------------------|---------------|
| Answer Masking Line Reader | Alternate Color Theme | Audio Player | |
| Read Aloud by TA | Alternative Text Read Aloud by TA | Increase Volume | |
| Magnification Tool | Increase/Decrease Size of Text and Graphics | Manipulatives for Mathematics | |
| Tactile Graphics | Tactile Symbols or Object Replacement | | |
| Accommodations Used (MSAA Specific): Circle all that apply (if observed) | | | |
| Assistive Technology | Paper Version | Scribe | Sign Language |
| Note any additional accommodations used: | | | |
| | | | |

| Were any of the following prohibited behaviors observed? | Yes | No |
|---|-----|----|
| Online test content left unattended on screens before or after testing | | |
| Test administrators leaving paper test materials unattended before or after testing | | |
| Test administrators changing the wording of test directions, test items, answer options, or any written text | | |
| Failing to use the Directions for Test Administration to administer test items | | |
| Test Administrators using materials other than the Directions for Test Administration | | |
| Providing students a preview of the test before the scheduled testing time | | |
| Test administrators altering student responses | | |
| Providing answers, clues, or cueing to students in advance of or during Test Administration | | |
| Test administrator leaving the MSAA Online Assessment System unattended while logged into the system | | |
| Test administrator applying the Early Stopping Rules (ESR) for any reason other than lack of an observable response | | |
| Failing to return all printed test items or other printed material to the Test Coordinator | | |
| Test administrators allowing any form of cheating | | |

If the Early Stopping Rule (ESR) was administered, please describe what was observed:

**ESR can be applied if a student's responses are not clearly observable or understood by the Test Administrator/scribe. An SRC (during testing procedure) should be administered more than once before applying the ESR.*

After Testing Procedures

| | Yes | No | Not Observed |
|--|-----|----|--------------|
| Secure materials were promptly returned to the test coordinator in a designated location | | | |
| Secure materials (DTA, scripts, paper test materials) were stored in a secure area after collected by the test coordinator | | | |
| 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 | | | |

| 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 |

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 MSA | | |
| 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

Before Testing:

During Testing:

After Testing: