



2023 PARCC 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 as they 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 |
|---|-----|----|--------------|
| Test Session Starting Observations (Classroom 1 only): | | | |
| 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. | | | |
| Test Session General Observations: | | | |
| Non-assessment related applications (cameras, email, instant messaging, music, etc.) were not observed. | | | |
| 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 the view [L(1)] [BY(2)] of other students' 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.) were not observed. | | | |
| 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 the view of other [U(3)] students' 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.) were not observed. | | | |
| 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 the 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 one room where students are receiving accommodations. 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 one room . 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 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 |
| 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 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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