Kansas State Department of Education 2013 State Monitor Quality Assurance Checklist for Test Security

This form is to be completed by the monitor team!

Send completed form to: Cherie Randall

Kansas State Department of Education

120 SE 10th Ave., Topeka, KS

District: School Name/ID code:										
Schoo	ol Adm	inistrator/	/ Conta	act:			Date of Visit:			
Content & Grade				Reading Grade:			th Grade:			
(being assessed)				Science Grade:		His	tory/Government/SS Grade:			
				Assessment Type:Ge	neralK	AMM	Alternate			
Moni	Monitor Team Member(s):									
Monit	tor tean	n: Reports t	to the d	listrict 10 - 15 minutes before t	est administratio	n begir	ns. Submits Identification letters to the			
schoo	I/distric	t: letters in	dicates	proof of confidentiality agreer	nent and visitor	status.				
				re the Assessment						
Yes	No	(or unable to observe)	Monitor team: Performs Quality Control (QC) check of Required Documentation:							
							ining (test security, ethical practices for			
				ded (whole staff, PLC, grade lev	•	mation	includes date(s) and method of training			
						coordin	ators) involved in testing have "signed off"			
							ethical practices for testing and follow the			
				ictions provided in the Examin	-	,				
			Verifi	es who has access to CETE dov	nloads and proc	esses u	used by this individual (district/building)			
				ding reactivation processes.						
						t Three	" are Conducted by/Approved by District			
			+	Coordinator prior to reactivatin	g test.					
			Obser	rves: Reactivation Logs						
Comments:										
		NA	Befor	e the Assessment						
Yes	No	(or unable to observe)		tor team: Performs Quality Co						
				es: District test coordinator han nmodation.	s on file <i>docume</i>	ntation	of the need for each read <u>-aloud</u>			
				es: District test coordinator ha sments	s on file <i>docume</i>	ntation	of the need for each paper/pencil			
				es: District/Building test coord	inator has on file	docun	nentation of the need for			
				M/Alternate assessment (IEP)						
			Revie	ws IEP: contains Standards Bas	ed goal in readin	g or ma	ath on grade level standards for KAMM			
Comn	nents:									
		Ple	ease pro	ovide additional comments or	activities obser	ved bef	fore the assessment.			

Distri	ct:		School Name/ID code:				
Yes	No	NA	During the Assessment Monitor team exhibits professional and unobtrusive behavior at all times while observing.				
			Verifies that test materials (booklets, tickets) are stored in a secure, locked area before and between				
			each test session(s) and after testing.				
			Verifies that students are arranged so that they are not sitting next to someone with the same test				
			form. (seating chart provided to visiting team and/or observed by walking around the testing room)				
			Observes testing environment: bulletin board displays, fact tables, charts and diagrams, and other				
			instructional materials have been removed or covered that may give assistance or advantage during testing.				
			Observes beginning of testing session: Directions are read to students from the Examiner's Manual.				
			Observes student(s) ending test sessions: Test Proctor does not touch computer mouse. Verifies End Review Screen was checked.				
			Verifies any materials were collected before dismissing students (i.e. student scratch paper, test				
			booklets, etc.) and that those materials were either destroyed (shred) or placed in a secure locked location.				
	ı	•	Observes Appropriate Ethical Practices for Testing:				
Α		0	A = Appropriate, I = Inappropriate O = Other (please comment)				
			Proctors: Did not direct or prompt students to use certain strategies at the beginning of the test session or during the test.				
			Proctors: Did not respond to questions during testing that would help the student to understand the question,				
			aid the student in responding to an item, or advise/encourage the student to edit or change a response.				
			Proctors: Did not coach or cue students in any way during test administration.				
			Proctors: Did not read anything from the reading passage to students. Did not give the meaning of words in the				
			text or in questions.				
			Proctors: Did not require students to use scratch paper, to show their work, or to use the online tools (e.g. the highlighter tool).				
			Donatana Diduction at all at idental bount bount bounds are an arranged				
			Proctors: Did not ask students how they got an answer.				
			Proctors: Did not tell students now they got an answer. Proctors: Did not tell students to redo or review any part of the test.				
			Proctors: Did not tell students to redo or review any part of the test.				

Vaa	No	NA	During the Assessment:		
Yes			Must see accommodations being administered and/or evidence of documentation		
			Observes Administration of a <i>Read Aloud</i> Accommodation:		
			Please note method: Individually administered, Administered to a group of 3 or less, Voice of David		
			Script is used and read verbatim (note if the proctor did not use a script)		
			Evidence of Documentation provided matches District Coordinator information		
			Observes administration of <i>Paper and Pencil</i> Accommodation:		
			Observes: Students marking their answers on the paper copy of the assessment.		
			Answer sheets are not generated by the school or district.		
			Evidence of Documentation provided matches District Coordinator information		
			Observes: recording of paper/pencil accommodation answers (2 adults) into CETE site		
			Observes administration and/or recording scores for an Alternate Assessment		

Please provide additional comments on activities observed during the assessment.

After the Assessment

Debriefs School Coordinator and provides them with a copy of the report

Team submits a copy of the Checklist to KSDE - Cherie Randall (form may be submitted by mail or by email mail)