

Kansas State Department of Education
2018 State Monitor Quality Assurance Checklist for Test Security and Ethics



This form is to be completed by the monitor team.

District:	Date of Visit:
School:	School Administrator/ Contact:
Monitor Team Member(s):	

Monitor team: Report to the **district/building** 10 - 15 minutes before test administration begins. Submit Identification letters to the district/building. Letters indicate proof of confidentiality agreement and visitor status. Quickly review process before visiting rooms.

Before the Assessment Quality Control (QC) check of Required Documentation at the District and Building Level

District/Building Test Coordinator:	Yes	No
Provides documentation of staff training on test security, ethical testing practices, Examiner's Manual; Information includes date(s) and method of training.		
Provides documentation indicating staff have "signed off" that they have received the training; agree to abide by ethical practices for testing, test security, and will adhere to instructions set forth in the Examiner's Manual.		
Defines who has access to the Educator Portal and the processes used by active members.		
Describes processes implemented to confirm that staff who have left the district and/or changed roles within the district have been changed to inactive in the Educator Portal by the DTC.		
Describes processes used that confirm: Usernames and passwords in the Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords are not shared or exchanged.		
Describes system used for sharing Daily Access Code with staff.		
Explains reactivation processes outlined for the district.		
Provides documentation of Reactivation Logs (District/Building). Confirms reactivation after all test parts have been completed, they must be approved/completed by the District Test Coordinator.		
Explains reporting processes for breach of security.		
Provides documentation for accommodations entered in Access Profile (PNP). This may be kept at the building or district level.		

During the Assessment Monitor team exhibits professional and unobtrusive behavior at all times while observing.

	Yes	No	NA
Test proctor is up and moving around the room monitoring students.			
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.			
Beginning of testing session: Are directions read to students from the Examiner's Manual? (Audio feature is available for use in KITE.)			
Ending test sessions: Test Proctor does not touch computer mouse. Verifies End Review Screen was checked.			
Materials were collected before dismissing students (i.e. student scratch paper). Materials were either destroyed (shred) or placed in a secure locked location.			
Text to Speech Accommodation: Used KITE Audio (headsets) – Not Human Reader			

Testing Content Observed: (include grade(s), subject/assessment)
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District:

Building:

Ethical Practices for Testing

A = Appropriate, I = Inappropriate O = Other (please comment)	A	I	O
The Test Proctor:			
followed procedures outlined in the Examiner’s Manual.			
did not direct or prompt students to use certain strategies at the beginning of the test session or during the test.			
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.			
did not coach or cue students on test items during test administration.			
did not read anything from the reading passages to students.			
did not give the meaning of words in the text or in questions.			
did not require students to use scratch paper, to show their work or to use the online tools (e.g. the highlighter tool).			
did not ask students to explain how they got an answer.			
did not tell students to redo or review any part of the test (especially after verifying the End Review Screen). The proctor may only direct students to answer questions that did not have a check mark to indicate the question was answered.			
did not have students write down the questions and answers and did not construct answer keys and/or score the assessment.			
did not reactivate student tests. Observes/Discusses: procedure for reactivating students for the KCA with Teacher/Proctor (if able)			
did <u>not</u> store or save on computers or other personal storage devices any test items; test items may not be shared via email or other file sharing systems; or reproduced by any means.			

Please provide additional comments on activities observed:

After the Assessment	✓
Debrief School/District Coordinator and provide them with a copy of the report.	
Submit a copy of the Monitor Checklist to Mark Stephenson, Kansas State Department of Education (form may be submitted by mail or by email)	
Report any breach of security to Lee Jones, KSDE 785.296.4349.	
Upon completion of the visit please sign and date the form to indicate completion.	

Signature Monitor Team Member

Signature Building Test Coordinator