1. Click on the down arrow beside school – a pop up will appear.
2. Click on Kansas School, then OK
3. Click on the down arrow beside Participant – a pop up will appear.
4. Click on Kansas, User, then OK
5. Click on Questionnaire – a pop up will appear.
6. Click on appropriate choice (DLM Computer-Delivered Testlet or DLM Teacher-Administered Testlet), then OK.

Test Observation
Enter Observer Name

Select Subject (ELA – Reading, ELA – Writing, Mathematics, or Science)

1. Preparation/Set up
   a. Location
   b. Testing device
      b.1. List any other testing devices used
   c. Testlet Information Page (TIP) - teacher referred to TIP before administration, teacher referred to TIP during administration, teacher did not have TIP
   d. Materials Use/Set-up
      d.1. List any substitute materials the test administrator used

2. Administration
   a. Test administrator behaviors
   b. For ELA Reading testlets only: Test administrator behaviors
   c. For ELA Writing testlets only: Test administrator behaviors
   d. Student behaviors
      d.1. Did the student ask the test administrator a question?
      d.2. If you answered yes, please record the question
   e. Did the student complete the testlet?
      e.1. If NO, why was testlet not complete?
   f. Student response mode

3. Accessibility
   a. Accessibility features used for part or all of the testlet
   b. Did the student have difficulty with accessibility?
      b.1. If YES, describe the problem and what the test administrator did.

4. Observer Evaluation
   a. Rate the student’s overall engagement during the session
   b. Other observer comments