

2019-2020 Assessment Onsite Monitoring Checklist

Corporation Name/Number	
School Name/Number	
School Staff Interviewed	
IDOE Monitor Name(s)	
Date & Time Onsite Visit Conducted	
Assessment Monitored	ILEARN ISTEP+ Grade 10 I AM IREAD-3 WIDA

Overall Summary:

No additional follow-up needed

Additional follow-up as described in one or more comment sections is needed

Rating Key:

(2) All documentation provided, (1) Some documentation provided, (0) No documentation provided

Monitoring Topic: Communication			
<i>Questions:</i>			
1. How do School Test Coordinators (STCs) and school staff receive communication from IDOE and testing vendors about the assessment?			
2. Who develops and shares the testing schedule with staff?			
3. Please provide a copy of the testing schedule.			
#	Item	Rating	Comments
1	Copies of assessment communication Corporation Test Coordinator (CTC) has provided/sent to STCs (Emails to STC or Detailed meeting agendas for CTC and STC meetings/Memos to STC, etc.)		
2	Copies of assessment communication STC has provided/sent to school staff (Assessment emails to staff or detailed staff meeting agendas re: Assessments, etc.)		

3	Schedule for test administration (Test schedule is available and includes assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations)		
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Monitoring Topic: Staff Training

Questions:

1. Describe how training related to test administration, test security, and testing accommodations is conducted.

2. How do you ensure all required staff have completed training prior to testing?

**Verification training occurred prior to testing must be provided*

#	Item	Rating	Comments
4	Test Administration Training Documentation* (a) Detailed agenda or PowerPoint or training packet; and (b) Attendance sign-in sheet; and (c) Some reference to Test Administrator's Manuals (TAMs), Pretest Workshop, and the Indiana Assessments Policy Manual		
5	Test Security Training Documentation* (a) Detailed agenda or PowerPoint or training Packet; and (b) Attendance sign-in sheet; and (c) Some reference to Code of Ethics, IDOE Test Security Training, Integrity Agreement, and the Indiana Assessments Policy Manual		
6	Testing Accommodations Training Documentation* (a) Detailed agenda or PowerPoint or training packet; and (b) Attendance sign-in sheet; and (c) Some reference to Accessibility and Accommodations Guidance document and Individualized Education Plans/Individual Learning Plans/Section 504 Plans		

Monitoring Topic: Test Security

Questions:

1. *Where are test materials stored? Who has access to test materials once they are stored?*
2. *How are secure test materials inventoried/tracked before, during, and after testing?*
3. *How do you monitor to ensure test administration and test security requirements are being followed by Test Administrators (TAs)/Proctors?*
4. *How do you monitor to ensure TAs administer testing accommodations appropriately?*
5. *How do you ensure all required staff have signed Testing Security and Integrity Agreements on file prior to testing?*
6. *How do you ensure your corporation's Local Test Security Policy is shared with staff? Please share a copy of your corporation's Local Test Security Policy (see Section 9 Part D in the Indiana Assessments Policy Manual).*

#	Item	Rating	Comments
7	Secure storage of test materials (Confirm room is locked at all times and only STC or administrator can unlock)		
8	Controlled and limited access to secure materials (a) Chain of custody documentation with signatures, times, and dates that materials were removed or returned; and (b) STC or designee supervises daily pick-up and return of test materials; and (c) STC or designee inventories and tracks materials at the end of each testing day		
9	Local monitoring of testing rooms by STC or designees during testing (a) Log or record of monitoring conducted; and (b) Description of local monitoring process		
10	Monitoring of TAs providing testing accommodations (a) Log or record of monitoring conducted; and (b) Description of local monitoring process		

11	Required staff sign Testing Security and Integrity Agreements prior to testing (Sampling of TAs selected from test schedule, and sampling of other staff such as Principal, STC, custodians, or front office staff)		
12	Local Test Security Policy on file and shared with staff (a) Copy of local Test Security Policy; and (b) Description regarding how policy is shared with staff		

Monitoring Topic: Room Observations

Questions:

1. Are any tests being administered today?
2. Please allow us to observe a few testing rooms (minimum 2 rooms).

Rooms Observed (Room #/location):

#	Item	Rating	Comments
13	Appropriate testing environment (a) Balanced test administrator/student ratio; (b) Room was free from distractions; (c) Unacceptable reference materials have been removed from walls; (d) No cell phones or unallowable devices were present; (e) Desks were clear of any materials not related to testing		
14	TA/Proctor actively monitored testing room		

Monitoring Topic: I AM Participation and Verification

Questions (for I AM monitoring):

1. *What criteria are used to identify students for I AM testing?*
2. *How do you verify only eligible students are tested?*

#	Item	Rating	Comments
15	Student Participation Criteria (Verbal or written description of criteria used to determine which students should participate in I AM testing)		
16	Verification only students who meet I AM participation criteria are tested (a) Description of process used by staff to confirm appropriate students are tested; or (b) Documentation that outlines/describes the verification process used		

Additional Comments: