

Oklahoma State Department of Education (OSDE)
Office of Accountability and Assessments
Desk Monitoring Checklist



District: _____

OSDE Monitors (to be completed by OSDE)

Site: _____

Site Contact Person/Phone Number: _____

Date due at OSDE: 9 June 2014

	For OSDE Use Only	
	MEETS CRITERIA	DOES NOT MEET CRITERIA
<i>District/Site Provided Documentation</i>		
Each monitored site should provide documentation for steps 1 – 11. Documentation should <i>be submitted in a hardcopy format or electronically as a site packet.</i> Documentation is due in the Office of Accountability and Assessments by the date indicated above.		
TRAINING		
1. Provide evidence of training for Test Administrators (TAs) and Test Proctors (TPs) including sign-in sheets and a dated agenda for the training in-service.		
2. Provide the site testing schedule: testing days, times, room assignments, number of TAs and TPs per room (1 TA and 1TP per 25-35 students).		
SECURITY		
3. Provide a plan describing the procedure to maintain the security of test booklets, test tickets, answer documents, and access codes when not in use.		
4. Provide plan for transfer of secure testing documents to and from an Alternate Site of Instruction (if applicable).		
5. Provide copy of signed and submitted security forms. (District and Building level forms, TA and TP Security form, and Nondisclosure form, as applicable)		
ADMINISTRATION PROCEDURE		
6. Provide a plan for implementing the state calculator policy, including who will implement the plan.		
7. Provide a written plan for students who need additional time.		
8. Provide written documentation of a communication plan in case of emergencies, e.g., student illness, power failure, fire/tornado alarm, and evacuation of building.		
9. Provide a school plan and procedure for carrying out the plan for students who need testing accommodations.		

10. Provide evidence of accurate student cumulative folder for purpose of tracking student attempts and remediation opportunities for EOI testing. (Sample of cumulative records for students)						
11. Participation Verification: All school students who are enrolled in the assessed End-of-Instruction course or grade levels 3 – 8 are tested.						
Course or Grade Level	Accreditation Student Total Count as of October 1 (3-8) or enrolled (EOI)	Total Student Count at Time of Testing	State Indicated # of Distance Learners	Tested Distance Learners at Time of Testing		
Algebra I						
Biology I						
English II						
8th Grade						
Math						
Reading						
Science						
7th Grade						
Math						
Reading						
6th Grade						
Math						
Reading						
5th Grade						
Math						
Reading						
Science						
4th Grade						
Math						
Reading						
3rd Grade						
Math						
Reading						
State Collected Documentation					MEETS CRITERIA	DOES NOT MEET CRITERIA
The OSDE will complete steps 12 – 15.						
12. District and Building Test Coordinators attended Test Preparation Inservice Training provided by the OSDE. (Record of attendance is verified through sign-in sheets collected by the OSDE.)						
13. Account for materials and test booklets (missing test books reported to the OSDE by the testing vendor).						

14. Number of violations reported to the OSDE and the number of irregularities that resulted in assessment invalidations.

Name of Assessment	Irregularities	Invalidations
Oklahoma Core Curriculum Tests: Grades 3 – 8		
Oklahoma Core Curriculum Tests: End-of-Instruction		
Oklahoma Modified Alternate Assessment Program: Grades 3 – 8		
Oklahoma Modified Alternate Assessment Program: End-of-Instruction		

15. OSDE reviews erasure analysis provided by the testing vendor.

Other comments:

Craig Walker
 Office of Accountability and Assessment
 2500 N. Lincoln Blvd; Room 214
 Oklahoma City, OK 73105-4599

In case of questions, please call, (405) 521-3341 or email Craig.Walker@sde.ok.gov