

**Office of Assessments
Desk Monitoring Checklist**



District: _____

OSDE Monitors (to be completed by OSDE)

Site: _____

Site Contact Person/Phone Number: _____

Date due to OSDE: _____

	For OSDE Use Only	
	MEETS CRITERIA	DOES NOT MEET CRITERIA
<u>District/Site Provided Documentation</u>		
Each monitored site provides documentation for steps 1 – 11. Documentation must be submitted electronically as a site packet. Documentation is due in the Office of 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 a 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 evidence of proper implementation/use of Emergency Accommodations (EA Form) and Nonstandard Accommodations (ELA/Reading Test Read-Aloud & Unique).		
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 providing testing accommodations, including students who need additional time.		

10. Provide evidence of accurate student cumulative folder for purposes of tracking student attempts and remediation opportunities for EOI testing. (Sample of cumulative records for 3 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
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 In-service Training provided by the OSDE. (Record of attendance is verified through sign-in sheets collected by the OSDE.)			
13. Accounted for materials and test booklets (missing test books reported to the OSDE by the testing vendor).			

<p>14. Number of violations reported to the OSDE and the number of irregularities that resulted in assessment invalidations.</p> <table border="1" data-bbox="215 289 1151 768"> <thead> <tr> <th data-bbox="215 289 558 359">Name of Assessment</th> <th data-bbox="558 289 821 359">Irregularities and/or Violations</th> <th data-bbox="821 289 1151 359">Invalidations</th> </tr> </thead> <tbody> <tr> <td data-bbox="215 359 558 464">Oklahoma Core Curriculum Tests: Grades 3 – 8</td> <td data-bbox="558 359 821 464"></td> <td data-bbox="821 359 1151 464"></td> </tr> <tr> <td data-bbox="215 464 558 562">Oklahoma Core Curriculum Tests: End-of-Instruction</td> <td data-bbox="558 464 821 562"></td> <td data-bbox="821 464 1151 562"></td> </tr> <tr> <td data-bbox="215 562 558 768">Oklahoma Modified Alternate Assessment Program: End-of-Instruction</td> <td data-bbox="558 562 821 768"></td> <td data-bbox="821 562 1151 768"></td> </tr> </tbody> </table>	Name of Assessment	Irregularities and/or Violations	Invalidations	Oklahoma Core Curriculum Tests: Grades 3 – 8			Oklahoma Core Curriculum Tests: End-of-Instruction			Oklahoma Modified Alternate Assessment Program: End-of-Instruction			
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Oklahoma Core Curriculum Tests: Grades 3 – 8													
Oklahoma Core Curriculum Tests: End-of-Instruction													
Oklahoma Modified Alternate Assessment Program: End-of-Instruction													
<p>15. OSDE reviews erasure analysis provided by the testing vendor and documents flagged test administrations or other irregularities.</p>													
<p>16. OSDE reviews prevalence of Nonstandard Accommodations and documents the number of ELA Read-Aloud Nonstandard Accommodations.</p>													

Comments:

Please return forms and documentation in electronic format separated by school site to:

Craig Walker
Office of Assessments
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