

Office of Assessments  
Desk & On-site Monitoring Checklist



District: \_\_\_\_\_

Site: \_\_\_\_\_

Site Contact Person/Phone Number/Email:

\_\_\_\_\_

Summer Contact Person/Phone Number/Email

\_\_\_\_\_

**Due: May 26, 2017**

For OSDE Use Only

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	MEETS CRITERIA	DOES NOT MEET CRITERIA
<b><u>District/Site Provided Documentation</u></b>		
Each monitored site provides documentation for steps 1 – 11 for the 2017 testing window. Documentation must be submitted electronically as a site packet. Documentation is due in the Office of Assessments by the date indicated above.		
<b>TRAINING</b>		
1. Provide evidence of training for Test Administrators (TAs) and Test Proctors (TPs), including SDE training certificates or in-service sign-in sheets with printed names, signatures, 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 per room and 1TP per 25-35 students).		
<b>SECURITY</b>		
3. Provide a documented plan describing the procedure to maintain the security of test booklets, test tickets, answer documents, and access codes when not in use.		
4. Provide documented plan for transfer of secure testing documents to and from an Alternate Site of Instruction (if applicable).		
5. Provide copies of signed and submitted security forms. (District and Building level forms, TA and TP Security forms, and Nondisclosure Agreement forms, as applicable)		
<b>ADMINISTRATION PROCEDURE</b>		
6. Provide a documented plan for implementing the state calculator policy, including who will implement the plan. Plan must include how it is used, which faculty member is in charge of implementation, and how students have access.		
7. Provide evidence for approval of proper implementation and 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). This must include: what will be done with secure test materials, how this will affect students, what will be done to handle the testing environment, who will complete the Test Irregularity form, and how this will be communicated with SDE.		
9. Provide a documented school plan and procedure for providing testing accommodations, including students who need additional time. This must include: the location where students will continue testing, how materials will be handled, and how a secure testing environment will be ensured. Must also be able to show implemented accommodations documented in an IEP, 504, or ELL plan.		
10. Provide a documented school plan and procedure for handling test security breaches and self-reporting test irregularities using Test Irregularity Form.		
11. Provide local school board approved policy for graduation requirements involving state assessments and any other criteria.		
<b><i>State Collected Documentation</i></b> The OSDE will complete steps 12 – 16.	MEETS CRITERIA	DOES NOT MEET CRITERIA
12. District Test Coordinator (DTC) attended Test Preparation In-service Training provided by the OSDE. All Building Test Coordinators were trained by either their OSDE-trained DTC or via an OSDE Test Prep In-service training (Record of attendance is verified through sign-in sheets collected by the OSDE or District DTC.)		
13. All test booklets and materials accounted for, from current administration. (missing test books reported to the OSDE by the testing vendor).		
14. Students designated as Special Education or 504 must have valid eligibility documentation and have an IEP or 504 plan in effect for the current school year. The OSTP approved accommodations used by students must be documented on an IEP or 504 plan and they must be routinely used as part of classroom instruction and assessments. The OSDE will sample a selection of IEPs for review through EdPlan.		
15. Students designated as English Language Learners must have valid eligibility documentation and have an LIEP (or equivalent) in effect for the current school year. The OSTP approved accommodations used by students must be documented on the LIEP and they must be routinely used as part of classroom instruction and assessments.		
16. Monitoring documentation received at SDE by May 26, 2017. <b>Failure to submit documentation by this date will result in an automatic non-compliance status.</b>		

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

E-mail (15MB file max) to

[Assessments@sde.ok.gov](mailto:Assessments@sde.ok.gov)

Use subject line: Attn. Elise Kauffman

Or

Mail electronic file to:

Office of Assessments

2500 N Lincoln Blvd, Room 214

Oklahoma City, OK 73015-4599

Please call (405) 521-3341 or email [Assessments@sde.ok.gov](mailto:Assessments@sde.ok.gov) for additional assistance

# On-site Monitoring Checklist

(Only required for districts receiving an On-site monitoring)

District: \_\_\_\_\_

OSDE Monitors: \_\_\_\_\_

Site: \_\_\_\_\_

Site Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_

**Any district receiving an On-site monitoring must also provide the OSDE with Desk Monitoring documentation listed on pages 1-2.**

	For use by the OSDE only		
	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE/ DOES NOT APPLY
<b>Test Administration Procedures</b> <i>(The OSDE will complete this section during the on-site visit.)</i>			
<i>Before Testing</i>			
1. Submit district and site testing schedules to the Office of Assessments five (5) working days prior to the opening of the testing window. SDE must be notified of any changes to the testing schedule. Incorrect site testing schedules or schedules not submitted to the Office of Assessment by <b>March 24, 2017</b> will result in an automatic non-compliance.			
2. Legal notice prohibiting copying of test documents is posted above all copy machines and scanners.			
3. Security of materials when not in use (i.e., in a secure, locked area).			
4. Observe and/or provide written procedure for appropriate sign-out of test materials using the School and Classroom Security Checklist or other appropriate method of checking out secure materials.			
5. Read-Aloud Plans [verify subjects & documentation; only for students with IEP/504 plans or English Language Learners (ELL) students; small group of (8 – 10 maximum) students when a Human Reader is utilized].			

Comments/Notes:

<p style="text-align: center;"><b>Test Administration Procedures</b> (The OSDE will complete this section during the on-site visit.)</p>	For use by the OSDE only		
	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE/ DOES NOT APPLY
<i>During Testing Day or Sessions</i>			
1. Only TA, Test Proctor/Monitor, and students are present in testing room during the <u>entire</u> testing session. (Exception: Technology Coordinator or District Test Coordinator)			
2. Signed Nondisclosure Agreement Forms, as applicable.			
3. Text-to-Speech, Human Reader (groups of 8-10 maximum), or Sign Language Interpretation on tests is only allowed for students with this specified in an IEP, 504, or ELL accommodation plan.			
4. Security during testing maintained (e.g., no one copying or viewing student test forms, using a student test ticket).			
5. Test directions read verbatim from the <i>Test Administration Manual</i> .			
6. Test Administrator - carrying out assigned duties (e.g., arrives before testing, present in testing room during entire session, reads and follows directions from manual verbatim, reads correct set of directions, observes and is attentive to students testing).			
7. Test Proctor - carrying out assigned duties (e.g., arrives before testing, present in testing room during entire session, observes students during session, assists TA as permitted).			
8. TA and TP not involved in activities unrelated to testing (e.g., reading newspapers, grading, talking, surfing the Internet).			
9. Visual aids and resource materials that may affect the construct being measured are covered or stored (e.g., rulers, number lines, instructional posters, charts, maps, manipulatives, dictionaries, thesaurus, and reference materials).			
10. Site correctly implements the OSTP Nonstandard Accommodation procedures outlined in the <i>Test Preparation Manual</i> and maintains appropriate documentation.			
11. Follows procedures for use of calculators for IEP students taking the Grades 3-5 math test and the calculator policy is followed for <i>All students</i> taking the 6-8 and 10 math and science tests.			
12. Only blank scratch paper or unmarked grid paper is present. Used scratch paper/unmarked grid paper must be destroyed/shredded. Provide the procedure for destruction.			

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<b>Test Administration Procedures</b> <i>(The OSDE will complete this section during the on-site visit.)</i>			
13. Cell phones and other electronic devices are off, not visible, and not in use by the TA, TP, and/or students (unless required for specific student accommodations or in case of an emergency).			
14. Students are working independently or under approved accommodation requirements.			
15. <i>Do Not Disturb</i> sign is on the door of the testing room.			
16. Provide evidence for approval of and proper implementation/use of Emergency Accommodations (EA Form) and Nonstandard Accommodations (ELA/Reading Test Read-Aloud & Unique).			
<i>After Testing</i>			
1. Accounting for materials and test booklets (School/Classroom Security Checklist).			
2. Security of materials when not in use (i.e., in a secure, locked area).			
3. Provide copy of signed and submitted security forms. (District and Building level forms, TA and TP Security form, and Nondisclosure Agreement forms, as applicable)			
Comments/Notes:			

<b>IEP &amp; ELL Requirements for Testing Students</b> (The OSDE will complete this section.)		MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE / DOES NOT APPLY
Number of files reviewed on site:				
<b>Compliance with Special Education and ELL Policies and Oklahoma Administrative Code</b>				
1. Students designated as Special Education or English Language Learners must have valid eligibility documentation (e.g., MEEGS/REDS or WIDA reports or other eligibility documentation) and have an <b>IEP</b> or <b>LIEP</b> in effect for the current school year				
2. Students receiving OSTP approved accommodations are documented on the <b>IEP, 504</b> or <b>LIEP</b> or equivalent. These accommodations must be routinely used as part of classroom instruction and assessments.				
List of student IEPs reviewed (student initials and Date of Birth):				
List of student LIEPs or equivalent reviewed:				