

Office of Assessments
 Desk & On-site Monitoring Checklist



District: _____

Site: _____

Site Contact Person/Phone Number/Email:

Summer Contact Person/Phone Number/Email

Due: May 25, 2018

For OSDE Use Only

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	MEETS CRITERIA	DOES NOT MEET CRITERIA
<p align="center"><u>District/Site Provided Documentation</u></p> <p>Each monitored site provides documentation for steps 1 – 9 for the 2018 testing window. Documentation must be submitted electronically as a site packet. Documentation is due in the Office of Assessments by the date indicated above.</p>		
TRAINING		
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. 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.)		
2. Provide the site testing schedule: testing days, times, room assignments, number of students in each testing room, and number of TAs and TPs per room. For ACT/SAT include student seating chart.		
SECURITY		
3. Provide a detailed, written plan describing your specific procedures to maintain the security of test booklets, test tickets, answer documents, and access codes when not in use.		
4. Provide your detailed, written plan for the transfer of secure testing documents to and from an Alternate Site of Instruction (if applicable).		
ADMINISTRATION PROCEDURE		
5. Provide <u>your plan</u> 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.		
6. Provide evidence of approval and proper implementation of Emergency Accommodations (EA Form) and Nonstandard Accommodations (ELA/Reading Test Read-Aloud & Unique).		

7. Provide your detailed, written 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.		
8. Provide your detailed, written school plan and procedures 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 EL plan.		
9. Provide your detailed, written school plan and procedures for handling test security breaches and self-reporting test irregularities using the Test Irregularity Form.		
State Collected Documentation The OSDE will complete steps 12 – 16.	MEETS CRITERIA	DOES NOT MEET CRITERIA
10. District Test Coordinator (DTC) attended Test Preparation In-service Training provided by the OSDE.		
11. District and Building Security forms, TA and TP Security forms, and Nondisclosure Agreement forms completed via DocuSign. (forms provided to the OSDE by the testing vendor)		
12. All test booklets and materials accounted for, from current administration. (missing test books reported to the OSDE by the testing vendor).		
13. 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.		
14. Students designated as English Learners must have valid eligibility documentation and have an ELAP (or equivalent) in effect for the current school year. The OSTP approved accommodations used by students must be documented on the ELAP and they must be routinely used as part of classroom instruction and assessments.		
15. Monitoring documentation received at SDE by May 25, 2018. Failure to submit documentation by this date will result in an automatic non-compliance status. Date Received by SDE: _____		

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

E-mail (15MB file max) to

Assessments@sde.ok.gov

Use subject line: Desk Monitoring

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 for additional assistance.