

Oklahoma State Department of Education (OSDE)  
 Office of Accountability and Assessments  
 On-site Monitoring Checklist



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

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

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

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

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

	For use by the OSDE only		
	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE
<b>Test Administration Procedures</b> <i>(The OSDE will complete this section during the on-site visit.)</i>			
<i>Before Testing</i>			
1. Evidence of current school year training for Test Administrators (TAs) and Test Proctors (e.g., sign-in sheets, dates, handouts, PowerPoint®).			
2. Visual aids and resource materials are covered or stored (e.g., rulers, number lines, posters, charts, maps, manipulatives, dictionaries, thesaurus, reference materials).			
3. Security of materials when not in use (i.e., in a locked area).			
4. Provide written documentation of a communication plan in case of emergencies (e.g., power failure, fire/tornado alarm, and evacuation of building).			
5. Provide written description of a plan to accommodate students who need additional time for testing.			
6. Testing schedule: room assignments, hours, number of TAs and Proctors per room (1 monitor per 35 students for OCCT).			
7. Legal notice prohibiting copying of test documents is posted above all copy machines			
8. Sign-out of test materials using the Security Checklist.			
9. Read Aloud Plans (Verify subjects – not allowed for Reading or English; only for Individualized Education Plan (IEP), students on a 504 Plan or English Language Learners (ELL) students; small group of 5 or fewer students).			

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<i>During Testing Day or Sessions</i>			
1. Only TA, Proctor/Monitor, and students are present in testing room during the entire testing session. (Exception Technology Coordinator or District Test Coordinator)			
2. Signed Nondisclosure Forms, as applicable.			
3. Read aloud on tests other than Reading or English II/III is only allowed for students with this specified IEP, 504, or ELL accommodation and groups are not larger than 5 students.			
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.			
6. TA - 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 Proctor not involved in activities unrelated to testing (e.g., reading newspapers, grading, talking, surfing the Internet).			
9. Visual aids and resource materials are covered or stored (e.g., rulers, number lines, posters, charts, maps, manipulatives, dictionaries, thesaurus, reference materials).			
10. Follows procedures for use of calculators for IEP students taking the Grades 3-8 math and science tests.			
11. Follows procedure for use of calculator on End-of-Instruction (EOI) to ensure policy compliance.			
12. The use of scratch paper is allowable on these tests only: online tests, all Oklahoma Modified Alternate Assessment Program (OMAAP) assessments, and math tests Grades 3 – 8. Scratch paper is blank or unmarked grid paper only. Used scratch paper must be destroyed/shredded.			

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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 or other electronic devices are off and not in use by the TA, Proctor, and/or students.			
14. Students are working independently or under approved accommodation guidelines. Reading/ELA tests must be done independently by all students.			
15. <i>Do Not Disturb</i> sign is on the door of the testing room.			
<b>After Testing</b>			
1. Accounting for materials and test booklets (Security Checklist).			
2. Security of materials when not in use (i.e., in a locked area).			
3. Security documents completed as directed (e.g., signed district and site level security forms, signed nondisclosure forms).			
4. Provide evidence of accurate student cumulative folder for purpose of tracking student attempts and remediation opportunities for EOI testing. (i.e., copy of at least three student cumulative records properly documenting testing opportunities, copy of the letter to parent/guardian notifying student of remediation and retest opportunity, copy of student transcript)			

## Special Education & IEP Requirements for Testing Students with Disabilities

(The OSDE will complete this section during the on-site visit.)

Number of files reviewed:

### Compliance with Policies and Procedures for Special Education in Oklahoma and Oklahoma Administrative Code

1. Students currently placed in special education have valid eligibility documentation (e.g., MEEGS (Form 5), parent consent, etc.) and an IEP in effect for the current school year.

List of student IEPs in noncompliance:

2. Evidence the IEP team utilized the *Criteria Checklist for Assessing Students with Disabilities on Statewide Assessments to determine eligibility for an alternate assessment, at least, on an annual basis.*

List of student IEPs in noncompliance:

3. Students participating in the OCCT, OMAAP, or OAAP are appropriately documented on assessment portion of the signature page.

List of student IEPs in noncompliance:

4. Students receiving state-approved assessment accommodations (refer to Appendix B, Test Preparation Manual or Test Administration Manual) are documented on the IEP and must be those normally employed as part of classroom instruction on a regular basis (e.g., read aloud accommodations for state assessments are provided on local assessments as well).

List of student IEPs in noncompliance:

5. Crosscheck Analysis: Student(s) participated in the assessment type listed on their IEP.

*List of student IEPs in noncompliance:*

Comments:

<b>State Collected Documentation</b> (The OSDE will complete this section following the on-site visit.)	<b>MEETS CRITERIA</b>	<b>DOES NOT MEET CRITERIA</b>
1. 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.)		
2. SDE reviews erasure analysis provided by the testing vendor.		

3. Participation Verification: <b>All</b> 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	Total Student Count at Time of Testing	Accreditation Indicated Distance Learners as of October 1	Tested Distance Learners at Time of Testing		
Algebra I						
Biology I						
English II						
8 <sup>th</sup> Grade						
Math						
Reading						
Science						
7 <sup>th</sup> Grade						
Math						
Reading						
6 <sup>th</sup> Grade						
Math						
Reading						
5 <sup>th</sup> Grade						
Math						
Reading						
Science						
4 <sup>th</sup> Grade						
Math						
Reading						
3 <sup>rd</sup> Grade						
Math						
Reading						

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

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: Grades 3 – 8		
Oklahoma Modified Alternate Assessment Program: End-of-Instruction		

Other comments: