Office of Assessments
Desk & On-site Monitoring Checklist

District: _____ Site Contact Person/Phone Number/Email:

Site:_____ _____

Please include a summer contact person.

	For OSDE Use Only	
District/Site Provided Documentation Each monitored site provides documentation for steps 1 – 11 for Winter/Trimester/Retest and Spring/Retest windows. Documentation must be submitted electronically as a site packet. Documentation is due in the Office of Assessments by the date indicated above.	MEETS CRITERIA	DOES NOT MEET CRITERIA
TRAINING		
1. Provide evidence of training for Test Administrators (TAs) and Test Proctors (TPs), including 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 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 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, copy of letter to parent, copy of student transcript)	☐	☐

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 The OSDE will complete steps 12 – 16.	MEETS CRITERIA	DOES NOT MEET CRITERIA
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).	☐	☐

14. 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: End-of-Instruction		

15. OSDE reviews erasure analysis provided by the testing vendor and documents flagged test administrations or other irregularities.	
16. OSDE reviews prevalence of Nonstandard Accommodations and documents the number of ELA Read-Aloud Nonstandard Accommodations.	

Comments:

District/Site provided documentation due to OSDE no later than: **June 15, 2016**

Please return forms and documentation in electronic format separated by school site to:
Assessments@sde.ok.gov (15MB file max)
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 Assessments@sde.ok.gov

On-site Monitoring Checklist

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

District: _____

Site: _____

Site Contact Person: _____

OSDE Monitors: _____

_____

Date: _____

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

Test Administration Procedures *(The OSDE will complete this section during the on-site visit.)*	For use by the OSDE only MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE/ DOES NOT APPLY
Before Testing			
1. Submit district and site testing schedules to the Office of Assessments ten (10) working days prior to the opening of the testing window.			
2. Legal notice prohibiting copying of test documents is posted above all copy machines			
3. Security of materials when not in use (i.e., in a secure, locked area).			
4. Observe appropriate sign-out of test materials using the School and Classroom Security Checklist.			
5. Read Aloud Plans (Verify subjects & documentation; only for students with IEP/504 plans or English Language Learners (ELL) students; small group of 5 or fewer students when a Human Reader is utilized).			
Comments/Notes:			

	For use by the OSDE only		
Test Administration Procedures *(The OSDE will complete this section during the on-site visit.)*	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE/ DOES NOT APPLY
During Testing Day or Sessions			
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. Text-to-Speech, Human Reader (groups no larger than 5), or Sign Language Interpretation on tests is only allowed for students with this specified in an IEP, 504, or ELL accommodation.			
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. 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 Proctor 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 Test Preparation Manual and maintains appropriate documentation as listed.			
11. Follows procedures for use of calculators for IEP students taking the Grades 3-8 math/science test and the EOI calculator policy is followed for *All students*.			
12. Scratch paper is blank or unmarked grid paper only. Used scratch paper must be destroyed/shredded.			

	For use by the OSDE only		
Test Administration Procedures *(The OSDE will complete this section during the on-site visit.)*	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE/ DOES NOT APPLY
13. Cell phones or other electronic devices are off, not visible, and not in use by the TA, TP, and/or students (unless required for certain accommodations).			
14. Students are working independently or under approved accommodation requirements.			
15. *Do Not Disturb* sign is on the door of the testing room.			
After Testing			
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 form, as applicable)			
5. Provide evidence of proper implementation/use of Emergency Accommodations (EA Form) and Nonstandard Accommodations (ELA/Reading Test Read-Aloud & Unique).			
Comments/Notes:			

IEP & ELL Requirements for Testing Students

(The OSDE will complete this section.)

Number of files reviewed:	

Compliance with Special Education Policies and Oklahoma Administrative Code
1. Students designated as Special Education or English Language Learners must have valid eligibility documentation (e.g., MEEGS or WIDA reports or other eligibility documentation) and have an **IEP** or **LIEP** in effect for the current school year.
2. Students receiving Accommodations (OSTP Accommodations) are documented on the **IEP** or **LIEP** or equivalent, must be routinely used as part of classroom instruction and assessments, and meet the criteria for each accommodation received during test administrations.

List of student IEPs reviewed (student initials and Date of Birth):

List of student IEPs in noncompliance and reason:

List of student LIEPs or equivalent reviewed:

List of student LIEPs or equivalent in noncompliance and reason: