

<i>Test Administration Procedures</i>	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>			
6. Only TA, TP, and students are present in testing room during the <u>entire</u> testing session. (Exception: Technology Coordinator, BTC, or DTC)			
7. <i>Do Not Disturb</i> sign is on the door of the testing room.			
8. 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).			
9. Test directions read verbatim from the <i>Test Administration Manual</i> .			
10. Only blank scratch paper, unmarked grid paper, and SDE-created reference sheets (for appropriate grades/content) present. Used scratch paper, unmarked grid paper, and reference sheets must be destroyed/shredded. Provide the procedure for destruction.			
11. Cell phones and other electronic devices (including smart watches) 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).			
12. Students are working independently or under approved accommodation requirements.			
13. Security during testing is maintained (e.g., no one copying or viewing student test forms).			
14. Test Administrator - carrying out assigned duties (e.g., arrives before testing, present in testing room during entire session, observes and is attentive to students testing).			
15. Test Proctor - carrying out assigned duties (e.g., present in testing room during entire session; assists TA as permitted; observes students during session; and completes, signs, and returns Test Proctor Observation Log).			
16. TA and TP not involved in activities unrelated to testing (e.g., reading newspapers, grading, talking, browsing the Internet).			
Comments/Notes			

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17. Site correctly implements the OSTP Nonstandard Accommodation procedures outlined in the <i>Test Preparation Manual</i> and maintains appropriate documentation.			
18. Follows procedures for use of calculators as outlined in the state calculator policy .			
19. Provide evidence for approval of and proper implementation/use of Emergency Accommodations (EA Form) and Nonstandard Accommodations (ELA/Reading Test Read-Aloud & Unique).			
20. Verify procedures for SAT or ACT are followed according to their Test Administration Manuals.			
21. Verify staffing of test sessions meet SAT/ACT and OSDE requirements.			
<i>After Testing</i>			
22. Accounting for materials and test booklets (School/Classroom Security Checklist).			
23. Security of materials when not in use (i.e., in a secure, locked area).			
Comments/Notes:			

<i>IEP/504 & EL Requirements for Testing Students</i>	For use by the OSDE only		
	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE / DOES NOT APPLY
<i>Compliance with Special Education and EL Policies and Oklahoma Administrative Code</i>			
24. Students designated as Special Education or English Learners must have valid eligibility documentation (e.g., MEEGS/REDS or WIDA reports or other eligibility documentation) and have an IEP or ELAP in effect for the current school year.			
25. Students receiving OSTP approved accommodations are documented on the IEP/504 , ELAP or equivalent. These accommodations must be routinely used as part of classroom instruction and assessments.			
<i>List of student IEPs/504s reviewed (student initials and date of birth):</i>			
<i>List of student ELAPs or equivalent reviewed (student initials and date of birth):</i>			