



2017-18 Assessment Onsite Monitoring Checklist

Corporation Name/Number				
School Name/Number				
School Staff Interviewed				
IDOE Monitor Name(s)				
Date & Time Onsite Conducted				
Assessment Monitored		ISTEP+ Part 1	ISTEP+ Part 2	ISTAR Part 1
		ISTAR Part 2	IREAD-3	ECAs

Overall Summary:

No additional follow-up needed

Additional follow-up as described in one or more Comment sections is needed

Rating Key:

(2) All documentation provided, (1) Some documentation provided, (0) No documentation provided

Monitoring Topic: Communication			
<i>Questions:</i>			
1. How do STCs and school staff receive communication from IDOE and testing vendors about the assessment?			
2. Who develops and shares the Testing Schedule with staff?			
3. Please provide a copy of the testing schedule.			
#	Item	Rating	Comments
1	Copies of assessment communication CTC has provided/sent to STCs (Emails to STC or Meeting agendas with CTC and STC/Memos to STC, etc.)		
2	Copies of assessment communication STC has provided/sent to school staff		

	(Assessment emails to staff or staff meeting agendas re: Assessments, etc.)		
3	Schedule for test administration (Test schedule for applicable content areas is available and includes student roster for each room and name of Test Examiner/Proctor)	[[[[

Monitoring Topic: Staff Training

Questions:

1. Describe how training related to test administration, test security and testing accommodations is conducted.

2. How do you ensure all required staff have completed training prior to testing?

**Verification training occurred prior to testing must be provided*

#	Item	Rating	Comments
4	Test Administration Training Documentation* (a) Detailed Agenda or PowerPoint or Training Packet; and (b) Attendance Sign-in Sheet; and (c) Some Reference to Examiner's Manuals/Pretest Workshop/Chapter 13	[[[[
5	Test Security Training Documentation* (a) Detailed Agenda or PowerPoint or Training Packet; and (b) Attendance Sign-in Sheet; and (c) Some Reference to Code of Ethics/IDOE Test Security Training/Integrity Agreement/Chapter 13	[[[[
6	Testing Accommodations Training Documentation* (a) Detailed Agenda or PowerPoint or Training Packet; and (b) Attendance Sign-in Sheet; and (c) Some Reference to Appendix E /IEPs/ILPs/504 Plans	[[[[

Monitoring Topic: Test Security

Questions:

1. *Where are test materials stored? Who has access to test materials once they are stored?*
2. *How are secure test materials inventoried/tracked before, during, and after testing?*
3. *How do you monitor to ensure test administration and test security requirements are being followed by Examiners/Proctors?*
4. *How do you monitor to ensure Examiners administer testing accommodations appropriately?*
5. *How do you ensure all required staff have signed Testing Security & Integrity Agreements on file prior to testing?*
6. *How do you ensure your corporation's Local Test Security Policy is shared with staff? Please share a copy of your corporation's Local Test Security Policy (see Chapter 13 Section 9 Part D).*

#	Item	Rating	Comments
7	Secure storage of test materials (Confirm room is locked at all times and only STC or administrator can unlock)	[] []	
8	Controlled and limited access to secure materials (a) Chain of custody documentation with signatures, times, and dates that materials were removed or returned; and (b) STC or designee supervises daily pick-up and return of test materials; and (c) STC or designee inventories and tracks materials at end of each testing day	[] []	
9	Local monitoring of testing rooms by STC or designees during testing (a) Log or Record of monitoring conducted; and (b) Description of local monitoring process	[] []	
10	Monitoring of Examiners providing testing accommodations (a) Log or Record of monitoring conducted; and (b) Description of local monitoring process	[] []	

11	Required staff sign Testing Security & Integrity Agreements prior to testing (Sampling of examiners selected from test schedule, and sampling of other staff such as Principal, STC, custodians or front office staff)	<input type="checkbox"/>	<input type="checkbox"/>
12	Local Test Security Policy on file and shared with staff (a) Copy of local Test Security Policy; and (b) Description regarding how policy is shared with staff	<input type="checkbox"/>	<input type="checkbox"/>

Monitoring Topic: Room Observations

Questions:

1. Are any tests being administered today?
2. Please allow us to observe a few testing rooms (minimum 2 rooms).

Rooms Observed (Room #/location):

#	Item	Rating	Comments
13	Appropriate testing environment (a) Balanced examiner/student ratio; (b) Room was free from distractions; (c) Unacceptable reference materials have been removed from walls; (d) No cell phones or unallowable devices were present; (e) Desks were clear of any materials not related to testing	<input type="checkbox"/>	<input type="checkbox"/>
14	Examiner/Proctor actively monitored testing room	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

|