

M E M O R A N D U M

TO: Superintendents, School Leaders
Corporation Test Coordinators

FROM: Dr. Charity Flores, Director
Office of Student Assessment

SUBJECT: WIDA ACCESS Monitoring Notification

DATE: January 4, 2021

The Office of Student Assessment (OSA) will be conducting online monitoring visits during the WIDA ACCESS testing window. The purpose of monitoring is to ensure fidelity of the test administration and test security requirements. Schools are identified for monitoring based on previously submitted test irregularities, test security concerns, failure of a Corporation Test Coordinator (CTC) to complete required training by designated deadlines, failure to return secure test materials by required deadlines, Data Forensic Analysis concerns, and a random sample derived from Indiana demographic data. A minimum of five school sites will be monitored during most test administration windows. Monitoring is an expectation defined for states from the United States Department of Education.

Prior to the start of each testing window.

- CTCs must review the Monitoring Checklist (see Appendix B);
- CTCs must notify staff that monitoring may occur at selected sites across the state during test administration windows; and
- CTCs must provide a copy of the Monitoring Checklist to administrators and School Test Coordinators (STCs) to prepare for monitoring visits.

During each testing window.

- Monitors send an online meeting link to the school principal 24 hours prior to the monitoring visit. The principal must in turn notify the STC so the STC can ensure all requested documentation is readily accessible to be shared during the online visit.
- Monitors complete a Monitoring Checklist document (see Appendix B of the *Indiana Assessments Policy Manual*) based on their review of school documentation regarding training, test schedules, and security practices.

After each testing window.

- The CTC will receive a copy of the completed Monitoring Checklist with OSA feedback within two weeks of the ending of the designated testing window.
- In the event that a monitoring topic receives a rating of “0” or “1”, the CTC will be required to submit a corrective action plan addressing any areas of concern.

For additional information, please refer to Section 2 and the Monitoring Checklist in Appendix B of the 2020-2021 *Indiana Assessments Policy Manual*:

<https://www.doe.in.gov/assessment/indiana-assessment-policies>