MEMORANDUM

TO: Superintendents, School Leaders
Corporation Test Coordinators

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

SUBJECT: Spring 2020 IREAD-3 Onsite Monitoring Notification

DATE: March 13, 2020

The Office of Student Assessment will be conducting unannounced onsite monitoring visits during the Spring 2020 IREAD-3 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 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.

- Corporation Test Coordinators review the Onsite Monitoring Checklist (see Appendix B of the *Indiana Assessments Policy Manual*);
- Corporation Test Coordinators notify staff that monitoring visits may occur at selected sites across the state during test administration windows;
- Corporation Test Coordinators provide a copy of the monitoring checklist to administrators and School Test Coordinators to prepare for onsite visits.

During each testing window.

- One or more IDOE monitors notify school front office staff of their arrival. Monitors will request to speak with the School Test Coordinator (or a designee);
- Monitors complete an Onsite Monitoring Checklist document (see Appendix B of the *Indiana Assessments Policy Manual)* based on their onsite review of school documentation regarding training, test schedules, and security practices. Monitors will not interrupt the test administration occurring with students.

After each testing window.

- The Corporation Test Coordinator will receive a copy of the completed Onsite 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 Corporation Test Coordinator will be required to submit a corrective action plan addressing any areas of concern.

For additional information, please refer to Section 2 and the Onsite Monitoring Checklist in Appendix B of the 2019-2020 *Indiana Assessments Policy Manual*: https://www.doe.in.gov/assessment/indiana-assessment-policies