

M E M O R A N D U M

TO: Superintendents
Corporation Test Coordinators

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

SUBJECT: Summer ECA Onsite Monitoring Notification

DATE: June 15, 2018

The Office of Student Assessment will be conducting unannounced onsite monitoring visits during the Summer ECA 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 or test security concerns, failure of a Corporation Test Coordinator to attend (in person or online) required Pretest Workshops, and a random sample derived from Indiana demographic data. A minimum of five school sites will be monitored during each test administration window. 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 C of the Indiana Assessment Program 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 C of the Indiana Assessment Program 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 Chapter 13 Section 2 and the Onsite Monitoring Checklist in Appendix C of the 2017-18 Indiana Assessment Program Manual: <http://www.doe.in.gov/assessment/assessment-program-manual>