Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

2023-2024 Assessment Monitoring Checklist

Assessment Monitored	ILEARN IREAD-3	I AM WIDA ACCESS	SAT ILEARN BIO ECA
Corporation Name/Number			
School Name/Number			
School Staff Interviewed			
IDOE Monitor Name(s)			
Date/Time Visit Conducted			

Overall Summary:

___ No additional follow-up required.

___ Additional follow-up as described in one or more comment sections is required.

Rating Key:

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

Monitoring Topic: Communication

Questions:

1. How do School Test Coordinators (STCs) and school staff receive communication from IDOE and testing vendors about the assessment?

2. Who develops and shares the testing schedule with staff? Please provide a copy of the testing schedule.

#	Item	Rating	Comments

1	Copies of assessment communication Corporation Test Coordinator (CTC) has provided/sent to STCs (Emails to STC or detailed meeting agendas for CTC and STC meetings/memos to STC, etc.)		<u>Evidence Presented:</u>
2	Copies of assessment communication STC has provided/sent to school staff (Assessment emails to staff or detailed staff meeting agendas re: Assessments, etc.)		<u>Evidence Presented:</u>
3	Schedule for test administration (Test schedule is available and includes assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations)		<u>Evidence Presented:</u>

Monitoring Topic: Staff Training

Questions:

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

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

    a. WIDA ACCESS: Completed training certificate(s) for test administration training from the WIDA Secure Portal must be provided in conjunction with school-specific test administration training.

3. What criteria was used to identify students who would use the Human Reader/Sign Language Interpreter protocol?

*Verification that training occurred <u>prior</u> to the state testing window ONLY with staff that will participate in this test administration must be provided.

#	Item	Rating	Comments

4	Test Security and Integrity Training Documentation (All Staff) (a) Detailed agenda, slide show, or training packet; (b) Attendance sign-in sheet; and (c) Some reference to Code of Ethics, IDOE Test Security Training, Integrity Agreement, and the Indiana Assessments Policy Manual.		Evidence Presented:
5	School-specific Test Administration Training Documentation* (a) Detailed agenda, slide show, or training packet; (b) Attendance sign-in sheet; and (c) Some reference to Test Administrator's Manuals (TAMs), Pretest Workshop, and the Indiana Assessments Policy Manual.		Evidence Presented:
6	Refresher Test Security Training Documentation* (a) Detailed agenda, slide show, or training packet; (b) Attendance sign-in sheet; and (c) Some reference to Code of Ethics, IDOE Test Security Training, Integrity Agreement, and the Indiana Assessments Policy Manual.		Evidence Presented:
7	Test Accommodations Training Documentation* (a) Detailed agenda, slide show, or training packet; (b) Attendance sign-in sheet; and (c) Some reference to Accessibility and Accommodations Information for Statewide Assessments document, IDOE Accommodations Training, and Individualized Education Plans/Individual Learning Plans/Section 504 Plans.		Evidence Presented:
8	New Accommodations Protocol (Human Reader/Sign Language Interpreter)		Evidence Presented:

(a) Reference to the Accessibility and Accommodations Information for Statewide Assessments (Section 3) (b) Human Reader Demonstration Video for ILEARN (c) IDOE Accommodations Training (d) Test Administrator's Manual (TAM)	

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 Test Administrators (TAs)/Proctors?

4. How do you monitor to ensure TAs administer testing accommodations appropriately?

5. How do you ensure all required staff have signed Testing Security and 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 Section 9 Part D in the Indiana Assessments Policy Manual).

#	Item	Rating	Comments
9	Secure storage of test materials (Confirm room is locked at all times and only STC or administrator can unlock)		Evidence Presented:
10	Controlled and limited access to secure materials (a) Chain of custody documentation with signatures, times, and dates that materials were removed or returned; (b) STC or designee supervises daily pick-up and return of test materials; and (c) STC or designee inventories and tracks materials at the end of each testing day.		Evidence Presented:

#	Item		Comments
11	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.		Evidence Presented:
12	Monitoring of TAs providing testing accommodations (a) Log or record of monitoring conducted; and (b) Description of local monitoring process.		Evidence Presented:
13	Required staff signed Testing Security and Integrity Agreements prior to testing (Sampling of TAs selected from test schedule, and sampling of other staff such as Principal, STC, custodians, or front office staff)		Evidence Presented:
14	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.		Evidence Presented:

Monitoring Topic: Room Observations

Question:

1. Are any tests being administered today?
    a. Please allow IDOE to observe a few testing rooms (e.g., minimum of two rooms).

Rooms Observed (Room #/location):

#	Item	Rating	Comments
15	Appropriate testing environment (a) Balanced test administrator/student ratio; (b) Room was free from distractions;		Evidence Presented:

#	Item	Rating	Comments
	(c) Unacceptable reference materials have been removed from walls; (d) No cell phones or unallowable devices were present; and (e) Desks were clear of any materials not related to testing.		
16	TA/Proctor actively monitored the testing room.		Evidence Presented:

Monitoring Topic: I AM Participation and Verification

Questions (I AM Monitoring):

1. What criteria are used to identify students for I AM testing?

2. How do you verify that only eligible students are tested?

#	Item	Rating	Comments
17	Student Participation Criteria (Verbal or written description of criteria used to determine which students should participate in I AM testing)		Evidence Presented:
18	Verification only students who meet I AM participation criteria are tested (a) Description of process used by staff to confirm appropriate students are tested; or (b) Documentation that outlines/describes the verification process used.		Evidence Presented: