Appendix I: ELPA21 and Alt ELPA Monitoring Checklist for Test Security and Ethics

Iowa Department of Education

ELPA21 and Alt ELPA Monitoring Checklist for Test Security and Ethics

This form is to be completed by the monitoring team.

District: **School:**

Test Coordinator/ Contact: **Date of Observation:**

Domain & Grade (being assessed/observed):

Number of Students in Testing Session:

Monitoring Team Member(s):

Monitoring Team Member: Report to the **building** 10-15 minutes before test administration begins.

Before the Assessment

Monitoring team: performs quality control (QC) check of required documentation at the building level.	Yes	No	NA (or unable to observe)
Verifies administrator/building test coordinator has *documentation* of training (test security, ethical practices for testing) provided. Information includes date(s) and method of training provided (whole staff, PLC, grade level, dept., etc.).			
Verifies administrator/building test coordinator has documentation indicating staff (e.g., test administrators, test coordinators, proctors) involved with testing have signed required test security confidentiality agreements.			
Verifies readers, translators, scribes, and paraeducators have signed test security confidentiality agreements (if needed).			
Verifies that the test administrator/proctor is a certified teacher/educator.			
Verifies reporting processes for test incidents, irregularities, and breaches.			
For paper tests: verifies that tests and ancillary materials are stored in a secure, locked area before and between each test session(s) and after testing, disposed of/shipped as indicated in the test administration manual.			
For online tests: verifies that test ancillary materials, including usernames and passwords, are stored in a secure, locked area before and between each test session(s) and disposed of after testing as indicated in the test administration manual.			
Verifies that there is a record of the chain of custody for testing materials.			
In the testing session to be observed, will any students assessed be utilizing accommodations or designated accessibility features? If yes, list the accommodations/accessibility features assigned regardless of whether the student utilizes them during the testing session.			

Notes:

During the Assessment

During the Assessment Monitor team exhibits professional and unobtrusive behavior at all times while observing.	Yes	No	NA
For paper tests: verifies students are arranged so that there is adequate spacing between test takers.			
For online tests: verifies student monitors are arranged so students are not able to view another student's monitor.			
Observes testing environment: bulletin board displays, fact tables, charts and diagrams, and other instructional materials have been removed or covered that may give assistance or advantage during testing.			
Observes testing environment: verifies there is an adequate number of proctors for the number of students testing in the room as indicated in the test administration manual.			
Observes beginning of testing session: Are directions read to students from the test administration manual?			
Observes beginning of testing session: Do students use a translator to have directions read in a language other than English?			
Observes testing: Are students able to use the online features of the testing platform (e.g., zoom, highlighters)?			
Observes for testing incidents: Is the test administrator/proctor monitoring students for testing improprieties, irregularities, and breaches (e.g., distracting noises or gestures; unauthorized electronic equipment; taking test materials out of the classroom)?			

Notes:

The following pertains to teachers and/or proctors in the testing room:

Observes appropriate ethical practices for testing: A = appropriate, I = inappropriate O = other (please comment)	A	I	O
Followed procedures outlined in the test administrator's manual.			
The teacher/test proctor was actively engaged in monitoring students during the administration of the test (e.g., scanning the room for hands, watching for testing incidents, walking around).			
The teacher/test proctor was providing technical support to students during the administration of the test (e.g., helping students when the test is not working correctly).			
Did not construct answer keys and/or score the assessment.			

The following pertains to teachers, proctors, scribes, translators, interpreters and paraeducators in the testing room:

Observes appropriate ethical practices for testing: A = appropriate, I = inappropriate O = other (please comment)	A	I	O
Did not direct or prompt students to use certain strategies at the beginning of the test session or during the test.			
Did not respond to questions during testing that would help the student to understand the question, aid the student in responding to an item, or advise/encourage the student to edit or change a response.			
Did not coach or cue students in any way during test administration.			
Did not read anything from the reading passage to students.			
Did not give the meaning of words in the text or in questions.			
Did not require students to use scratch paper, to show their work, or to use the online tools (e.g., the highlighter tool).			
Did not tell students to redo or review any part of the test (especially after verifying the End Review Screen).			

Please provide additional comments on activities observed:

(SPECIAL POPULATIONS) During the assessment: designated accessibility features and accommodations Monitor team exhibits professional and unobtrusive behavior at all times while observing.	Yes	No	NA
Observes administration of ***paper and pencil:*** Observes: Students marking their answers on the paper copy of the assessment. Answer sheets are not generated by the school or district.			
Observes student use of embedded and/or non-embedded designated features (e.g., answer masking, color contrast, general masking, line reader, print-on-request, turn off universal features, zoom). Evidence of documentation provided matches the district coordinator's information. List which designated features students used during the observation:			
Observes student use of embedded and/or non-embedded accommodations (e.g., assistive technology, braille, large print test booklet, scribe, speech-to-text). Evidence of documentation provided matches district coordinator information. List which accommodations students used during the observation:			

Notes:

Additional Questions for Students Participating in the Alt ELPA	Yes	No	N/A
Student utilized optimal testing conditions. List which optimal testing conditions students used during the observation:			
Two trained test administrators administered the assessment, one of whom was the educator most familiar with the student's communication system or mode (constructed response items in the speaking and writing domains).			
Test administrators, in real time, were able to use the rubrics, as well as unobtrusively agree on and enter scores of constructed response speaking and writing items as the student was taking the test. If no, please comment in the notes section.			
Verify Scoring Worksheets are completed and turned in to the District Test Coordinator for review.			
If the test is to be completed over several sessions, the test is paused, and all devices are properly logged out and secure paper materials are stowed in a secure location.			
Secure materials such as the *Test Administrator Directions and Scoring Rubrics* are deleted and the trash emptied from all devices upon completion of the test.			
All secure materials such as *Print on Request* test items and the *Test Administrator Directions and Scoring Rubrics* are printed on a secure printer and are securely destroyed upon completion of testing.			

Notes:

After the Assessment

Monitoring team: Verifies appropriate completion of test.	Yes	No	N/A
Verifies the Submit/End/Review Screen was checked.			
If a scribe is used, the student verifies responses before submitting their test.			
Verifies that computers are returned to the Pre-testing screen.			
Verifies that all testing materials are collected from students, including scratch paper, if used.			
Verifies that test materials are returned to the secured location.			

Upon completion of the visit, please sign and date the form to indicate completion.

Signature Building/District Test Coordinator:

After the Observation (Required for external monitors and optional for district/school monitors)

Debrief the administrator/building coordinator and provide them with a copy of the report. Report any irregularity or breach of security to the state test coordinator and district superintendent.

Test Administrator/Proctor Interview Questions: (approx. 15 minutes)

1. Describe the district's protocol for assigning and documenting student testing accessibility features in preparation for test administration.
    a. Who is involved?
    b. How is it decided?
    c. How is it documented?
    d. How does the district evaluate the effectiveness of the assigned accessibility features?
2. Online testing only: In what ways did students in your school district practice using the online testing environment and its various features?
3. If any students were unable to complete the test during the session, explain the plan for scheduling the extended time needed.

4. Are make-up sessions for students absent during the scheduled test session administered by the same test administrator (yes/no)? If not, then who administers the make-up tests?
5. Describe the protocol for testing students whose parents have waived EL services, are dual enrolled, or are in an alternative school setting (e.g., alternate school, community college, juvenile detention center).
6. What comments or questions do you have regarding test security and test accessibility?