

Oregon Statewide Assessment System

Quality Assurance Checklist for Secure Testing



Date of Visit: _____

District: _____ District Test Coordinator: _____

School: _____ Principal: _____

School Test Coordinator: _____

Other Staff (such as Test Administrators and paraeducators): _____

Assessment(s) Observed: _____ Room(s) Visited: _____

Questions, Concerns, or Comments from School:

Self-Assessment for Monitoring Test Administration

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Is there a designated secure storage area for test materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Has "Testing In Progress" or similar signage been posted outside the testing environment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are instructional materials, anchor charts, and student work removed or covered in all testing environments? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Is the testing environment free from noise and interruptions? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Is the testing environment free from electronic devices, other than those used in accordance with the Oregon Accessibility Manual? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Is the Session ID posted and/or visible for all students to reference? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Have Settings verified in TIDE... |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are students only using allowable resources, including designated supports and accommodations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Did the Test Administrator (TA) read the instructions as printed in the Test Administration Manual? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are TAs moving around the room and actively monitoring students? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. If TAs are speaking, are they only clarifying instructions or pauses? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are TAs remaining with the students during testing? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are student seating arrangements created in a manner to discourage inappropriate behavior? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Were paper materials, including test tickets and scratch paper, collected before students left the testing environment? |

Comments: