



Quality Assurance Checklist for Secure Testing

District: _____

School: _____

Principal: _____

Building Coordinator: _____

Other Staff _____ Assessment Observed _____

Date of Visit: _____ Consultant(s): _____

Rooms Visited: _____

Questions/Concerns/Comments from Campus:

Secure Material Handling

Yes No N/A

1. Is there a designated secure store area for test materials?

Comments:

Monitoring Test Administration

Yes No N/A

2. Is there 'Do not disturb' or 'Testing in Progress' signage posted?
3. Are instructional materials and/or student work removed/covered in all testing rooms?
4. Is the testing room free from noise or interruptions?
5. Is the session ID posted and/or available for all students to reference?
6. Are students only using allowable resources, including resources documented in an IEP, 504 Plan, or IELP?
7. Are test administrators reading instructions verbatim?
8. Are test administrators moving around the room and actively monitoring students?
9. If test administrators are speaking, are they only clarifying instructions?
10. Are test administrators free from all personal materials (papers, cell phone, etc.)?
11. Are test administrators remaining with the students during testing?
12. Are student seating arrangements created in a manner to discourage inappropriate behavior?
13. Were paper materials, including test tickets and scratch paper, collected before dismissing students?

Comments:

Consultant Signature: _____