

## Administrative Memo

**Date:** February 25, 2013  
**To:** District Test Coordinators  
**From:** Michael Muenks, Coordinator of Assessment  
**Subject:** CCR-13-004 – Quality Assurance: District Self-Monitoring Tool

As part of the Department’s Quality Assurance (QA) process this year, we are continuing the district QA self-monitoring tool for the spring of 2013. This form is designed to be used by District Test Coordinators (DTCs) as part of their regular supervision process throughout the assessment window. This tool will allow districts to monitor and strengthen their administration of Missouri Assessment Program Grade-Level and End-of-Course (EOC) Assessments. The questions on the form are designed to focus attention and help districts examine important areas of assessment training, administration, and test security.

This year, we are asking that DTCs complete **one** Grade-Level Assessment form for one classroom in your district and **one** End-of-Course form for one EOC classroom in your district. If your district is not giving EOCs this year, please complete the Grade-Level forms for **two** classrooms.

Forms are available online at <http://dese.mo.gov/divimprove/assess>.

Instructions for completing this process are on the form itself. After you have completed the form, please go to <http://surveys.mo.gov> (using Internet Explorer or Google Chrome) and choose the appropriate assessment; either “DESE – QA Grade-Level 2013” or “DESE – QA End-Of-Course 2013”.

The Grade-Level form is due by May 31, 2013 and the End-of-Course form is due by June 14, 2013. You should keep your written copy of each form for your district’s records.

DTCs should continue to report testing irregularities or concerns immediately to the Assessment Section.

If you have any questions about these quality assurance efforts, please contact the Assessment Section at [assessment@dese.mo.gov](mailto:assessment@dese.mo.gov) or (573) 751-3545.