

Administrative Memo

Date: March 02, 2015
To: District Test Coordinators
From: Michael Muenks, Coordinator of Assessment
Subject: CCR-15-006 – 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 2015. 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 have combined the Grade-Level and End-of-Course Assessments self-monitoring QA forms into a single form. DTCs now only have to complete and turn in a single form. We are asking that DTCs complete one Grade-Level Assessment classroom observation and one End-of-Course Assessment classroom observation as part of the process. If your district is not giving EOC this year, please complete two classroom observations for the Grade-Level Assessment.

The End-of-Course classroom observation must be for Algebra I, Biology or English II.

The form is available online at <http://dese.mo.gov/forms/MO5003068.pdf>.

Once completed, submit your answers electronically at <https://www.surveymonkey.com/s/GLA2015>.

Answers must be submitted by June 12, 2015 at the latest. 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 or (573) 751-3545.