

## Administrative Memo

**Date:** March 28, 2016  
**To:** District Test Coordinators  
**From:** Lisa Sireno, Standards and Assessment Administrator  
**Subject:** CCR-16-001 – Quality Assurance: District Self-Monitoring

As part of the Missouri Assessment Program (MAP) Quality Assurance (QA) process, use of the district QA self-monitoring tool continues through the spring of 2016. It is designed for use by District Test Coordinators (DTCs) as part of customary supervision throughout the assessment window. The tool allows districts to monitor and strengthen procedures for administration of MAP Grade-Level and End-of-Course (EOC) assessments. Self-monitoring questions help districts examine assessment training, administration, and test security.

DTCs are asked to complete one Grade-Level assessment classroom observation and one EOC assessment classroom observation as part of the process. The EOC classroom observation must be conducted on the Algebra I, Biology or English II assessment. If your district is not administering EOC this year, please complete two classroom observations of the Grade-Level assessment.

This year, the 2015-2016 Quality Assurance: Self-Monitoring Form contains questions related to both Grade-Level and EOC assessments. As a result, DTCs need only complete and submit a single form. This form is available for your convenience to review or download at <http://dese.mo.gov/sites/default/files/asmt-gleoc-qa-2016.pdf>.

Following the assessment observations, complete and submit the final QA self-monitoring form online at <https://www.surveymonkey.com/r/QA-Grade-Level-EOC-Assessments-2016>.

Responses must be submitted by June 10, 2016. DTCs are responsible for maintaining copies of each form for district records.

DTCs should continue to report testing irregularities or concerns immediately to the Department of Elementary and Secondary Education. If you have questions about self-monitoring or other quality assurance efforts, please contact Assessment at [assessment@dese.mo.gov](mailto:assessment@dese.mo.gov) or (573) 751-3545.