

Administrative Memo

Date: January 24, 2017
To: District Test Coordinators
From: Lisa Sireno, Standards and Assessment Administrator
Subject: CCR-17-001 – Quality Assurance: District Self-Monitoring Tool

As part of the Department's Quality Assurance (QA) process, use of the district QA self-monitoring tool continues through the spring of 2017. This form 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 the administration of Missouri Assessment Program Grade-Level and End-of-Course (EOC) assessments. Self-monitoring questions help districts examine assessment training, administration and test security.

DTCs will complete this form during the spring of 2017 test administration. All questions on the form should be completed. Additionally, the DTC should participate in **two** classroom observations - one for MAP Grade-Level and one for End-of-Course (or two MAP Grade-Level if your district does not give End-of-Course assessments). The End-of-Course classroom observation must be for Algebra I, Biology or English II.

The QA self-monitoring form is available to review or download at <http://dese.mo.gov/college-career-readiness/assessment>. On the Resources tab, click *2016-2017 Quality Assurance: Self-Monitoring Form*.

Complete and submit the QA self-monitoring form at <http://tiny.cc/deseqa>.

Responses must be submitted by June 10, 2017. DTCs are responsible for maintaining copies of the form for district records.

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