

## Administrative Memo

**Date:** March 20, 2018  
**To:** District Test Coordinators  
**From:** Lisa Sireno, Standards and Assessment Administrator  
**Subject:** CCR-18-005– Quality Assurance: District Self-Monitoring Tool

As part of the Quality Assurance (QA) process at the Department of Elementary and Secondary Education (DESE), the district QA self-monitoring tool will be used through the spring of 2018. 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 (MAP) 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 2018 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://tiny.cc/deseqa> or <https://dese.mo.gov/college-career-readiness/assessment/qa>.

Complete and submit the QA self-monitoring form by June 18, 2018. The online submission process does not save partial answers, so you must fill it out in one sitting. DTCs are responsible for maintaining copies of the form for district records.

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