



DIRECTIONS

This form is used both for district self-monitoring purposes and by Department of Elementary and Secondary Education (Department) employees or designees during an on-site Quality Assurance (QA) visit.

IF DISTRICT SELF-MONITORING: The District Test Coordinator (DTC) completes this form during the Spring of 2017. 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). Note: If the visit is for End-of-Course, the visit **MUST** be for Algebra I, Biology or English II.

IF DESE ON-SITE VISIT: A Department employee or designee completes this form at an onsite QA visit during the Spring 2017 assessment window. All questions on the form should be completed. Additionally, the employee/designee should participate in **one** classroom observation for the assigned assessment. Note: If the visit is for End-of-Course, the visit **MUST** be for Algebra I, Biology or English II.

Each question asked as part of the QA process has a set of possible follow-up questions. These follow-ups are designed to help generate answers to the main question. It is not required to address every possible follow-up.

After the QA process is complete, the District Test Coordinator (Self-Monitoring) **OR** the Department employee/designee (On-Site Visit) will submit their answers electronically at <http://tiny.cc/deseqa>. Forms must be entered electronically by **June 16, 2017**.

Important: If you have questions, or need to report testing irregularities or concerns, please contact the Assessment Section at 573-751-3545 or assessment@dese.mo.gov.

ABOUT THE VISIT

As part of the No Child Left Behind (NCLB) Act and Every Student Succeeds Act (ESSA) required monitoring process, the Department uses this document as a tool to monitor and strengthen statewide administration of the Missouri Assessment Program’s Statewide Assessments. The questions are designed to focus attention and help districts examine important areas of assessment training, administration, and test security.

DISTRICT INFORMATION

NAME OF PERSON FILLING OUT THIS FORM:	
DISTRICT SELF-MONITORING OR DESE ON-SITE VISIT:	
SCHOOL DISTRICT NAME:	
COUNTY-DISTRICT CODE:	
DISTRICT TEST COORDINATOR NAME:	



QUALITY ASSURANCE GRADE LEVEL/END OF COURSE (CLASSROOM OBSERVATION #1)

For DESE Visit or Self Monitoring Use

DATE OF VISIT:

BUILDING NAME/CODE:

TEST EXAMINER NAME:

GRADE-LEVEL OR EOC ASSESSMENT:

GRADE OR CONTENT:

OBSERVATION

OBSERVATION NOTES

- Is there more than one test examiner/proctor?
- What is the ratio of students to examiner/proctor (approximately)?
- Is the room quiet and appropriate for testing?
- Is the room free from content or process aides?
- What is the process for the students to get logged into the system?
- Does the examiner collect logins after the students are in the system or after testing is complete?
- What preventative measures are taken to curb cheating within the computer lab?
- If applicable, what is the process for the examiner to get accommodated testing materials (paper/pencil, Braille, or Large Print)?
- Do students have all appropriate physical tools?
- Do students have access to inappropriate items (cell phones, video games, etc.)?
- Is/Are the examiner(s) engaged during testing?
- What process is used by the examiner after testing is complete?



QUALITY ASSURANCE GRADE LEVEL/END OF COURSE (CLASSROOM OBSERVATION #2)

For Self Monitoring Use Only

DATE OF VISIT:	
BUILDING NAME/CODE:	
TEST EXAMINER NAME:	
GRADE-LEVEL OR EOC ASSESSMENT:	
GRADE OR CONTENT:	

OBSERVATION

OBSERVATION NOTES

- Is there more than one test examiner/proctor?
- What is the ratio of students to examiner/proctor (approximately)?
- Is the room quiet and appropriate for testing?
- Is the room free from content or process aides?
- What is the process for the students to get logged into the system?
- Does the examiner collect logins after the students are in the system or after testing is complete?
- What preventative measures are taken to curb cheating within the computer lab?
- If applicable, what is the process for the examiner to get accommodated testing materials (paper/pencil, Braille, or Large Print)?
- Do students have all appropriate physical tools?
- Do students have access to inappropriate items (cell phones, video games, etc.)?
- Is/Are the examiner(s) engaged during testing?
- What process is used by the examiner after testing is complete?



QUALITY ASSURANCE MISSOURI GRADE LEVEL/END OF COURSE ASSESSMENTS		
NUMBER	QUESTION	ANSWER
1	<p>Explain the process for training district staff for the Grade-Level and End-Of-Course Assessments.</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none"> • Who was in charge of training? • Was the training done individually or in a group(s)? • If training is done in group(s), is there documentation of attendance? • Who is required to be trained? • How does the district ensure that test examiners and other applicable staff are knowledgeable about the administration requirements and have reviewed the current Test Administration Manual and training webinars prior to testing? 	
2	<p>Explain how the district’s Grade-Level and End-Of-Course Assessment schedule was determined.</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none"> • When is the schedule planned? • Who is involved in planning? • If test examiners are not directly involved in planning, do they have any say in the schedule? • Is the schedule set to avoid the possibility of testing students outside of the regular school day? • Are bells suspended during testing? • Which of the following factors played the role(s) in scheduling and explain why? <ul style="list-style-type: none"> • Amount of available hardware devices • Computer Lab space • Date on which results would be returned • Other 	



QUALITY ASSURANCE MISSOURI GRADE LEVEL/END OF COURSE ASSESSMENTS		
NUMBER	QUESTION	ANSWER
3	<p>Explain the district’s procedure for scheduling make-up testing and dealing with interrupted testing sessions.</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• What method is used to track absences and making up tests?• What process is used for dealing with discipline issues during testing?• What process is used if there is a technical issue during testing?• What is the procedure if there is a power outage or the fire alarm is activated?	
4	<p>Explain the district’s plan for preparing students for the Grade-Level and End-Of-Course assessments.</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• What resources are used in preparing students for testing (i.e., district curriculum, data from previous testing, district assessments, materials, etc.)?• Is there training for examiners on preparing students for statewide assessments, and if so, what does the training involve?	



QUALITY ASSURANCE MISSOURI GRADE LEVEL/END OF COURSE ASSESSMENTS		
NUMBER	QUESTION	ANSWER
5	<p>Which, if any, of the Department/Vendor provided resources are used to prepare students for the summative assessment?</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• How did the district prepare students for taking an online assessment?• For End-Of-Course:<ul style="list-style-type: none">• Did the district use the practice test/tutorial for EOC and how often?• Did the district use the pre-test for EOC and if so, how were they used and how often?• For Grade-Level:<ul style="list-style-type: none">• Did the district use the online tools training for the Grade-Level Assessments and how often?• Did the district use the Classroom Diagnostic Tools (CDT) and if so, how were they used and how often?	
6	<p>Explain the district’s process for accommodations use during testing.</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• What process is used to determine which accommodations are appropriate for student use on testing?• Are these accommodations being used in the everyday classroom?• Does the district train test examiners on the use of accommodations during testing?• Is there documentation for which accommodations are being used by which students, and if so, how is it documented?	



QUALITY ASSURANCE MISSOURI GRADE LEVEL/END OF COURSE ASSESSMENTS		
NUMBER	QUESTION	ANSWER
7	<p>Explain the district’s test security plan.</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• Does the district have security statements that must be signed by staff prior to testing?• How are test examiners trained on test security?• What preventative measures are taken to discourage cheating within a computer lab or classroom being used for testing?• What is the procedure for dealing with used scratch, grid, or graph paper?• Does the district have a policy on students having electronic devices including cell phones in the testing room?	
8	<p>Explain the district’s process for using translators and transcribers. (Answer N/A if no translators or transcribers were used.)</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• Are translators and transcribers required to go through the same training as other test examiners?• Is there additional training for translators or transcribers?• What is the process to choose who will act as a transcriber?• What process was used to determine if a student needed a translator?• How did the district acquire the services of the translator(s)?	



QUALITY ASSURANCE MISSOURI GRADE LEVEL/END OF COURSE ASSESSMENTS		
NUMBER	QUESTION	ANSWER
9	<p>Explain the district’s technology plan as it relates to the Grade-Level and End-Of-Course Assessments.</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• How much in advance of the first testing window are devices prepared and checked for Grade-Level and End-Of-Course testing?• Who is in charge of preparing machines for Grade-Level and End-Of-Course testing?• Are the appropriate technical guides and webinars reviewed prior to software installation? If so, who reviews those?• Were there technical issues getting hardware ready for state assessments?	
10	<p>Explain the district’s process for distributing student log-in information to examiners.</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• Do examiners print their own test tickets?• If not, who is in charge of printing and distributing log-in information to test examiners?• What process is used by examiners to distribute log-in information to students?• What process is used to ensure the secure destruction of log-in tickets after testing?	



QUALITY ASSURANCE MISSOURI GRADE LEVEL/END OF COURSE ASSESSMENTS		
NUMBER	QUESTION	ANSWER
11	<p>Explain the district’s process for distributing, tracking, transcribing and returning test materials for Braille, large print, and paper/pencil assessments.</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• Does the district make use of sign-in/sign-out sheets, and if so who maintains those?• Are the test materials kept secure with limited access? Who has access to these areas?• What steps are taken if test materials are lost?• What process is taken for contaminated tests?• Who is responsible for transcribing student answers into the system?• What procedures are used for ensuring that all Braille, large print, and paper/pencil testing materials are returned to the vendor within the applicable timeframe?	
12	<p>Explain the district’s process for printing and distributing student score reports?</p> <p>Possible Follow-Ups:</p> <ul style="list-style-type: none">• Who is involved in this process?• How does the district ensure that parents/guardians either receive score reports or are notified they are available within 15 days of district receipt?• Does the district use EOC scores as part of the final grade of the student, and if so:<ul style="list-style-type: none">• How much does it account for?• Does the district use the achievement level or raw score?	



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF COLLEGE AND CAREER READINESS – ASSESSMENT SECTION
QUALITY ASSURANCE – GRADE-LEVEL AND END-OF-COURSE ASSESSMENTS
SPRING 2017

QUALITY ASSURANCE GRADE LEVEL/END OF COURSE (NOTES)

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