



**INSTRUCTIONS**

A Department of Elementary and Secondary Education (DESE) employee or designee uses this form during an on-site MAP-A Quality Assurance (QA) visit during the Spring 2018 assessment window, **March 26 through May 18, 2018.**

All questions on the form should be completed. The QA visit will include a classroom observation of the assessment.

After the visit has occurred, the DESE employee or designee is to submit the answers from this form electronically at <http://tiny.cc/deseqa> by **June 15, 2018.**

**Note:** If you have questions or to report testing irregularities or concerns, please contact the Assessment Section at 573-751-3545 or [assessment@dese.mo.gov](mailto:assessment@dese.mo.gov).

**ABOUT THE VISIT**

As part of the Every Student Succeeds Act’s (ESSA) required monitoring process, DESE uses this document as a tool to monitor and strengthen statewide administration of the Missouri Assessment Program-Alternate (MAP-A). 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
DATE OF VISIT
SCHOOL DISTRICT NAME
SCHOOL DISTRICT CODE
BUILDING NAME
BUILDING CODE
DISTRICT TEST COORDINATOR NAME
SPED DIRECTOR NAME
TEST EXAMINER NAME

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**QUALITY ASSURANCE — MAP-A (CLASSROOM OBSERVATION)**

<b>OBSERVATION</b>	<b>OBSERVATION NOTES</b>
<ul style="list-style-type: none"><li>• Is the room quiet and appropriate for testing?</li><li>• Is the room free from content or process aides?</li><li>• Describe the logon process for students into the Kansas Interactive Testing Engine (KITE) Client system.</li><li>• Who was present during testing?</li><li>• Is the examiner engaged during testing?</li><li>• Describe the process used by the examiner after testing is complete.</li></ul>	



<b>QUALITY ASSURANCE — MAP-A</b>		
<b>NUMBER</b>	<b>QUESTION</b>	<b>ANSWER</b>
1	<p>Describe how district staff are trained for the MAP-A.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"><li>• What does district leadership do to ensure that educators and other applicable staff complete test administration training requirements?</li><li>• Were the current manuals reviewed by teachers? If so, how was it documented?</li><li>• Did teachers attend facilitated training? If so, who did the training?</li><li>• How was required teacher training documented? Were any non-teachers trained?</li><li>• Was there a deadline for completion of training? If so, when?</li><li>• Do teachers have the links to take additional training (if desired)?</li><li>• Does the District Test Coordinator (DTC) review reports to monitor training status?</li></ul>	
2	<p>How was the district’s MAP-A schedule determined?</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"><li>• Who was involved in planning?</li><li>• When was the schedule planned?</li><li>• Were test examiners involved in planning?</li><li>• Was all testing scheduled within normal school hours?</li></ul>	



<b>QUALITY ASSURANCE — MAP-A</b>		
<b>NUMBER</b>	<b>QUESTION</b>	<b>ANSWER</b>
3	<p>Describe the district's plan for testing students outside of the school.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"><li>• Are there any students tested at off-site locations?</li><li>• Describe the process for testing homebound students.</li></ul>	
4	<p>Were all students taking the MAP-A identified via the DESE Participation Eligibility Criteria?</p> <p>Possible Follow-Up</p> <ul style="list-style-type: none"><li>• Does the Individualized Education Program (IEP) indicate the student should take the MAP-A?</li><li>• Was the DESE Eligibility Criteria used?</li><li>• Was Form D, Part 4 completed?</li><li>• Were the Essential Elements (EEs) and Blueprints used in the goal setting process for the IEP team?</li><li>• Did test examiners collaborate with the IEP team to select EEs, activities and tasks that are reflected in individualized (differentiated) instruction?</li></ul>	



QUALITY ASSURANCE — MAP-A		
NUMBER	QUESTION	ANSWER
5	<p>How are students prepared for statewide spring assessments?</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"><li>• What resources were used to prepare for testing?</li><li>• Were the MAP-A Blueprints incorporated into the curriculum?</li><li>• Were MAP-A teachers on the <i>MAP-A Update</i> email newsletter distribution list?</li><li>• Were students and teachers encouraged to use the released testlets and demos to learn the test format?</li><li>• Were testlets given during the instructionally embedded window?</li><li>• Were other district, DESE, or Dynamic Learning Maps (DLM) resources used?</li></ul>	
6	<p>Describe the district's procedures for maintaining test security.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"><li>• Who has access to student logon username and passwords?</li><li>• How do test administrators keep student login information secure (where the information is stored)?</li><li>• What happens to student login information after testing is completed?</li><li>• Do test administrators allow other professionals to use their password to login to the system for any reason?</li></ul>	



<b>QUALITY ASSURANCE — MAP-A</b>		
<b>NUMBER</b>	<b>QUESTION</b>	<b>ANSWER</b>
7	Who ensures that all Testlet Information Pages (TIPS), pages and printed materials are securely destroyed once testing is concluded?	
8	<p>Describe the district's technology plan for the alternate assessment.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"><li>• How much in advance of the testing window are machines prepared for updating KITE Client?</li><li>• Who ensures that technical requirements for testing have been met?</li><li>• Who installs Educator Portal and KITE Client?</li><li>• Who reviews the Technology Specifications Manual?</li></ul>	



**QUALITY ASSURANCE—MAP-A (NOTES)**

Blank area for notes.