



QUALITY ASSURANCE – MISSOURI ALTERNATE ASSESSMENT – Spring 2016

DIRECTIONS

A Department of Elementary and Secondary Education (Department) employee or designee completes this form at an onsite Missouri Alternate Quality Assurance (QA) visit during the Spring 2016 assessment window. This QA visit must occur during the Spring Summative Assessment window (April 4 – May 27, 2016).

Please complete all questions on this form. In addition to completing the questions on this form, the QA visit will include a classroom observation.

After the visit has occurred, the Department employee or designee will submit the Alternate Assessment QA form to the Department by accessing the form electronically at <https://www.surveymonkey.com/r/QA-Missouri-Alternate-Assessment-2016>. The questions on that site mirror those on this form. Forms must be input electronically by June 17, 2016 at the latest.

Questions: Contact the Assessment Section at 573-751-3545 or email assessment@dese.mo.gov.

Important: To report testing irregularities or concerns immediately to the Department, please contact the Assessment Section at 573-751-3545.

ABOUT THE VISIT

As part of the No Child Left Behind (NCLB) Act/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 Alternate Assessment. The questions are designed to focus attention and help districts examine important areas of assessment training, administration, and test security.

The following are components of the self-monitoring and quality assurance processes:

- interviews with District Test Coordinators **OR** Special Education Director and Test Examiner
- classroom visit

DISTRICT INFORMATION

NAME OF PERSON FILLING OUT THIS FORM:	
DATE OF VISIT:	
SCHOOL DISTRICT NAME:	
COUNTY-DISTRICT CODE:	
BUILDING NAME/CODE:	
DTC/SPED DIRECTOR NAME:	
TEST EXAMINER NAME:	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.



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NUMBER	QUESTION	ANSWER
1	<p>Explain the process for training district staff for the Missouri Alternate Assessments.</p> <ul style="list-style-type: none">• Does this process ensure that the educator and other applicable staff are knowledgeable about the administration requirements?• Prior to testing, how does the district ensure that educators have reviewed and understand the current Test Administration Manual?	
2	<p>How did the district ensure that all test examiners finished the required training modules in a timely manner?</p> <ul style="list-style-type: none">• Is there documentation of trainings?• Was training facilitated or self-directed?• Was there training for anyone other than test examiners?	



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NUMBER	QUESTION	ANSWER
3	<p>Which test examiners have taken the Professional Development modules created to assist with instruction and test administration?</p> <ul style="list-style-type: none">• Was participation voluntary?• How are the Professional Development modules documented?• Are test examiners given enough time to complete the modules?	
4	<p>Explain how the district’s Missouri Alternate Assessment schedule was determined.</p> <ul style="list-style-type: none">• Who is involved in planning?• When is the schedule planned?• Are test examiners involved in planning?• Is the schedule set to avoid the possibility of testing students outside of the regular school day?• What is the plan for testing homebound students?	



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NUMBER	QUESTION	ANSWER
5	<p>Explain the district’s technology plan as it relates to the alternate assessment.</p> <ul style="list-style-type: none">• How much in advance of the testing window are machines prepared for the KITE Client?• Who ensures the setting and technical requirements for testing have been met?• Who is in charge of preparing machines for Educator Portal and KITE Client?• Was the Technical Liaison Manual reviewed? If so, who reviewed it?	
6	<p>Explain the district’s policy on examiners handling student log-in information.</p> <ul style="list-style-type: none">• What process is used by examiners to keep student log-in information secure?	



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NUMBER	QUESTION	ANSWER
7	<p>Explain the district’s plan for preparing students for statewide assessments.</p> <ul style="list-style-type: none">• What resources are used in preparing students for testing (i.e., data from instructionally embedded testing, district or Department resources)?• Did students participate in formative testing throughout the year, prior to the spring summative assessment?• Did the students participate in the practice testlets?• Is there training for examiners on preparing students for statewide assessments, and if so, what does the training involve?	
8	<p>Were students who were taking the Missouri Alternate Assessment clearly identified as being eligible using the MAP-A Participation Eligibility Criteria form?</p> <ul style="list-style-type: none">• Is the documentation complete (including the Eligibility Criteria checklist, indication on the IEP that the student is eligible for the Missouri Alternate Assessment, and Form D, Part 4)?	



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9	<p>Are procedures in place for including the Essential Elements (EEs) for in the goal setting process of the IEP team?</p> <ul style="list-style-type: none">• Did the test examiners collaborate with the instructional team to select Essential Elements (EEs), activities and tasks that are reflected in individualized (differentiated) instruction?	
10	<p>Who ensures that all TIPS, pages and printed materials are securely destroyed once testing is concluded?</p>	



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QUALITY ASSURANCE—MISSOURI ALTERNATE ASSESSMENT (CLASSROOM OBSERVATION)

OBSERVATION	OBSERVATION NOTES
<ul style="list-style-type: none">• Is the room quiet and appropriate for testing?• What is the process for the test examiners to get the students logged into the KITE Client system?• Has the test examiner gone through the required training?• Are there any educators involved in testing that have not gone through required training?	

QUALITY ASSURANCE—MISSOURI ALTERNATE ASSESSMENT (NOTES)

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