MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION OFFICE OF QUALITY SCHOOLS – ASSESSMENT SECTION

QUALITY ASSURANCE – MAP-A ASSESSMENTS – 2024-25 ACADEMIC YEAR

|  |
| --- |
| **INSTRUCTIONS** |
| A Department of Elementary and Secondary Education (DESE) employee or designee completes this form during a Quality Assurance (QA) Missouri Assessment Program Alternate (MAP-A) visit during the Fall 2024 or Spring 2025 MAP-A assessment window. This QA visit **must** occur during the state assessment windows, September 9, 2024, through December 20, 2024, or February 3, 2025, through May 17, 2025. All questions on the form should be answered.  After the visit has occurred, the DESE employee/designee must submit this form to <http://www.surveymonkey.com/r/7WHH59D> by **June 28, 2025.**  **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.](mailto:Assessment@dese.mo.gov.) |
| **ABOUT THE VISIT** |
| DESE uses this document as a tool to monitor and strengthen statewide administration of the MAP-A as part of the monitoring process required by the “Every Student Succeeds Act (ESSA).” The questions are designed to help districts examine important areas of assessment training, administration, and test security.  If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here](http://www.dese.mo.gov/veterans-services) for more information about military- related services in Missouri or visit [www.dese.mo.gov/veterans-services.](http://www.dese.mo.gov/veterans-services) |
| **DISTRICT INFORMATION** |
| NAME OF PERSON FILLING OUT THIS FORM |
| DATE OF VISIT |
| SCHOOL DISTRICT NAME |
| SCHOOL DISTRICT CODE (SIX DIGITS) |
| SCHOOL BUILDING CODE (FOUR DIGITS) |
| DISTRICT TEST COORDINATOR (DTC) |
| MAP-A DISTRICT TEST COORDINATOR (MDTC) |

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute 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, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th 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**.](mailto:civilrights@dese.mo.gov)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | | | | | |
| **ITEM** | **QUESTION** | | **NOTES** | | | | | |
| 1 | **TRAINING**   * How were staff trained for the MAP-A assessment? * Who ensured staff were trained? | |  | | | | | |
| **CHECKLIST** | | **YES** | | **NO** | | **NOTES** | |
| Did teachers participate in facilitated training? | |  | |  | |  | |
| Did teachers take the required training before the fall testing  window? | |  | |  | |
| Were DLM training completion certificates collected? | |  | |  | |
| Did anyone take required training, in addition to the teachers? | |  | |  | |
| Did teachers review the manuals prior to testing? | |  | |  | |
| Did the MAP-A DTC review the manuals prior to testing? | |  | |  | |
| Were teachers given the link to the MAP-A Teacher Guidance  document? | |  | |  | |
| Were teachers given the link to the DESE MAP-A Training PowerPoint on the DESE MAP-A webpage? | |  | |  | |
| Were teachers given the link to the DESE Training Script? | |  | |  | |
| Were teachers given the link to DLM Instructional Resources? | |  | |  | |
| Were teachers given the link to familiar texts? | |  | |  | |
| Were teachers given the link to the DLM Missouri webpage? | |  | |  | |
| Were teachers given the link to the DLM Professional Development  resources? | |  | |  | |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | | | | | |
| **ITEM** | | **QUESTION** | | **NOTES** | | | | |
| 2 | | **TEST SECURITY**   * How did the district train staff on test security? * What was included in the district test security plan? * How did the district ensure that teachers did not view testlets in   advance of testing? | |  | | | | |
| **CHECKLIST** | | **YES** | | **NO** | | **NOTES** |
| Did Educator Portal users sign test security statements prior to testing? | |  | |  | |  |
| Were cell phones and smart watches put away or collected based on  district policy? | |  | |  | |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | | | | | |
| **ITEM** | | **QUESTION** | | **NOTES** | | | | |
| 3 | | **SCHEDULING**   * How did the schedule address the needs of students in an   alternative setting (hospital, homebound, etc.)? | |  | | | | |
| **CHECKLIST** | | **YES** | | **NO** | | **NOTES** |
| Did teachers plan the testing pattern before the window opened? | |  | |  | |  |
| Did testing begin in September and again in February? | |  | |  | |
| Was the schedule made to avoid testing students outside of the  regular school day? | |  | |  | |
| Were procedures in place for dealing with interrupted testing sessions  (technology issues, power outage, fire alarm, etc.)? | |  | |  | |
| Did district staff caution teachers against short-duration testing (under one minute per testlet)? | |  | |  | |
| Did district staff caution teachers against accessing testlets outside of normal hours to maintain security? | |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | |
| **ITEM** | **QUESTION** | **NOTES** | | |
| 4 | **PARENTS/GUARDIANS**   * What information was communicated to parents and guardians about the MAP-A assessment? * How was information about the MAP-A assessment distributed (letter, email, text, website, etc.)? |  | | |
| **CHECKLIST** | **YES** | **NO** | **NOTES** |
| Did teachers describe the MAP-A testing plans to parents or guardians  before the testing window opened? |  |  |  |
| Were teachers directed to the Parent Information tab on the DESE MAP-A webpage? |  |  |
| Did the district have an assessment policy that addresses parental  participation refusal as required by state statute? |  |  |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | |
| **ITEM** | **QUESTION** | **NOTES** | | |
| 5 | **TECHNOLOGY**   * What was the communication plan for test examiners if   technical issues occurred during testing? |  | | |
| **CHECKLIST** | **YES** | **NO** | **NOTES** |
| Did the district IT staff review technology guides, including the  *Technology Specifications Manual,* prior to installation of software? |  |  |  |
| Were there technical issues getting hardware or software ready for  the assessment? |  |  |
| Did district IT staff prepare all needed hardware and install software  prior to the start of the testing window? |  |  |
| Was district IT staff readily available to help with technical issues  during testing? |  |  |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | |
| **ITEM** | **QUESTION** | **NOTES** | | |
| 6 | **STUDENT TEST PREPARATION**   * How did the district prepare students for testing? |  | | |
| **CHECKLIST** | **YES** | **NO** | **NOTES** |
| Were the Essential Elements (EEs) and Blueprints used in the goal  setting process for the IEP team? |  |  |  |
| Did teachers collaborate with the IEP team to select EEs, plan activities, and create tasks that are reflected in individualized  instruction? |  |  |
| Did the IEP team use the DESE Eligibility Criteria? |  |  |
| Were students taught and tested in ELA and math in the fall? |  |  |
| Were students taught and tested in science in the fall? |  |  |
| Were teachers provided the link to the *Guide to Practice Activities and*  *Released Testlets?* |  |  |
| Were MAP-A blueprints incorporated into the curriculum? |  |  |
| Were other resources, such as familiar texts, used for instruction in  the classroom? |  |  |
| Did teachers receive the *MAP-A Update* email newsletter? |  |  |
| **QUALITY ASSURRANCE—MAP-A ASSSESSMENTS** | | | | |
| **ITEM** | **QUESTION** | **NOTES** | | |
| 7 | **TOOLS AND ACCOMMODATIONS**   * What process did the district IEP team use to determine which accommodations were appropriate for student use during state testing? |  | | |
| **CHECKLIST** | **YES** | **NO** | **NOTES** |
| Were student accommodations documented in the IEP? |  |  |  |
| Did the IEP indicate accommodations used for everyday instruction in  the classroom were also used on the assessment? |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | |
| **ITEM** | **QUESTION** | **NOTES** | | |
| 8 | **PHYSICAL TEST MATERIALS**   * Who had access to the secure areas where physical testing   materials were kept? |  | | |
| **CHECKLIST** | **YES** | **NO** | **NOTES** |
| Were printed student credentials (test tickets) and test information pages (TIP) kept in a secured, locked, limited-access location? |  |  |  |
| Were print-outs of student credentials and test information pages  destroyed after testing was completed? |  |  |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | |
| **ITEM** | **QUESTION** | **NOTES** | | |
| 9 | **TESTING**   * Describe the district process to ensure valid testing. * How did district staff ensure that teachers were trained on   correct testing procedures? |  | | |
| **CHECKLIST** | **YES** | **NO** | **NOTES** |
| Did the DTC pull the data extract, “DLM Instructionally Embedded  Monitoring” to verify required blueprints were 100% covered? |  |  |  |
| Did the DTC pull the Dashboard report on short duration testing? |  |  |
| Did the DTC pull the Dashboard report on outside of hours testing? |  |  |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | |
| **ITEM** | **QUESTION** | **NOTES** | | |
| 10 | **SCORE REPORTS**   * How were score reports used to inform instruction? * How will the MAP-A DTC inform teachers that student Individual Score Reports (ISR) are ready to view? * How will the district distribute student Individual Score Reports to parents and guardians (parent/teacher conference, IEP   meeting, open house, emailed, mailed, etc.)? |  | | |
| **CHECKLIST** | **YES** | **NO** | **NOTES** |
| Did teachers view the Fall Progress Report to adjust instruction for the spring semester? |  |  |  |
| Did staff view the “Talking to Parents about Score Reports” document  on the DESE MAP-A page under the Parent Information tab? |  |  |
| Did the district provide parents and guardians the Individual Student Reports, or notification of how and when they will receive the reports,  within 15 days of the district receiving them? |  |  |
| **QUALITY ASSURANCE — MAP-A ASSESSMENTS** | | | | |
| **ITEM** | **QUESTION** | **NOTES** | | |
| 11 | **CLASSROOM OBSERVATION**   * Describe the teacher process of administering the testlets (students tested one-on-one, teacher sat with each student,   tested in a separate room, etc.). |  | | |
| **CHECKLIST** | **YES** | **NO** | **NOTES** |
| If needed, were test materials used to accommodate for vision  disabilities (paper based, Braille, or large print)? |  |  |  |
| Was the room quiet and appropriate for testing? |  |  |
| Did the teacher view the test information page prior to testing? |  |  |
| Did the teacher follow the script from the testlet? |  |  |
| Did students have all appropriate physical materials? |  |  |
| Did students have access to inappropriate items (cell phones, video  games, etc.)? |  |  |
| Was the test examiner engaged during testing? |  |  |
| Did the student show interest in taking the testlet? |  |  |
| Were teachers briefed on correct testing procedures? |  |  |