## APPENDIX D: Sample Test Administration Observation Checklist

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| --- | --- |
| School Name: |  |
| Test Administrator: | Proctor(s): |
| Observer: | Test: |
| Date of Observation: | Grade/Subject |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Code\* | Comments |
| 1 | No instructional materials that may provide clues or answers are visible in the room. |  |  |
| 2 | The desks/tables are arranged with enough space between them to minimize opportunities to review each other’s work. |  |  |
| 3 | Desks/tables are clear of all materials except what is allowed in the test administrator manual. |  |  |
| 4 | Electronic devices were collected or otherwise stored away and unavailable for student use. |  |  |
| 5 | The Test Administrator read directions clearly, loudly, and exactly as printed in the Test Administration Manual. |  |  |
| 6 | Students worked independently of each other. |  |  |
| 7 | The testing room was free of disruptions (talking, fire drills, intercom announcements). |  |  |

\*Use Codes: NA = Not Applicable 1=Exemplary 2=Acceptable 3=Minor Issue 4=Major Issue

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Code\* | Comments |
| 8 | Booklets/test tickets were distributed to and collected from the students individually by the Test Administrator/Proctor(s) and not passed by students. |  |  |
| 9 | The Test Administrator answered only questions related to the directions. |  |  |
| 10 | Only one student at a time was given a break during a test session and they were monitored during that time. |  |  |
| 11 | Students only worked on appropriate sections of the test and did not return to or go forward to other sections. |  |  |
| 12 | All students remained quiet as everyone completed the test session. |  |  |
| 13 | Test tickets/booklets, answer documents, and scrap paper were never left unattended. |  |  |
| 14 | The testing room was supervised at all times. |  |  |
| 15 | The Test Administrator/Proctor(s) were actively monitoring the room at all times. |  |  |
| 16 | Testing signs were posted on testing room doors (e.g., Do Not Disturb, Electronic Devices Not Allowed, Quiet Please Testing in Progress). |  |  |
| 17 | List any observed accommodations provided to students |  |  |

\*Use Codes: NA = Not Applicable 1= Exemplary 2=Acceptable 3=Minor Issue 4=Major Issue