

APPENDIX D: Sample Online Maine Science and General ELA and Mathematics Assessment Observation Form via Qualtrics Survey

** Note that the observation forms all contain similar elements that take place before, during, and after the assessment, but the individual assessment specific surveys also contain elements that are specific to the assessments. This form is the most basic form of the survey.

[An electronic copy of the survey is available.](#)

School Name:	
Assessment Administrator:	Proctor/TA/AA(s):
Observer:	Assessment:
Date of Observation:	Grade/Subject

	Item	Code*	Comments
1	Instructional materials that may provide clues or answers are not 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 assessment administrator manual.		
4	Electronic devices were collected or otherwise stored away and unavailable for student use.		
5	The Assessment Administrator read directions clearly, loudly, and exactly as printed in the Assessment Administration Manual.		
6	Students worked independently of each other.		
7	The assessment 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 UO=Unable to Observe