



# Maine Through Year and Maine Science Assessments Observation Form

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).		
8	Booklets/tickets were distributed to and collected from the students individually by the Assessment Administrator/Proctor(s) and not passed by students.		
9	The Assessment Administrator answered only questions related to the directions.		
10	Students were provided a break individually, (where applicable) during an assessment session with close supervision.		

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

	Item	Code*	Comments
11	Students worked on appropriate sections of the assessment and did not return to or go forward to other sections.		
12	All students remained quiet as everyone completed the assessment session.		
13	Assessment tickets/booklets, answer documents, and scrap paper were never left unattended.		
14	The assessment room was supervised at all times.		
15	The Assessment Administrator/Proctor(s) were actively monitoring the room at all times.		
16	Assessment signs were posted on room doors (e.g., Do Not Disturb, Electronic Devices Not Allowed, Quiet Please Assessments in Progress).		
17	List any observed accommodations provided to students		

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Is this the TA's first time administering the assessment?

- Yes  
 No

TA's level of confidence administering the assessment.

- High  
 Neutral  
 Low

Does the proctor/TA/AA feel they received sufficient training and support to administer the assessment?

- Yes  
 No

If no, please explain.

Was the student(s) provided an opportunity to participate in a practice session?

- All students were provided the opportunity  
 Some students were provided the opportunity  
 None of the students were provided the opportunity

Were any of the students, or the specifically observed student observed hurrying through the assessment?

Yes

No

If yes, was it related to any of the following?

Test content

Test preparation

Student characteristic

TA/Proctor/AA behavior

Environment

Unknown

Were any of the students observed using the universal tools provided in the assessment?

Yes

No

If yes, how did the student appear to be using the tool(s)?

Appropriately utilizing the tools

Trying the tool out

Playing around (tool appeared to be a distraction)

Other, please describe.

Please provide any insight including specific topics for additional assessment training offered by the Maine Department of Education.