

## Wyoming Department of Education

### Quality Assurance Checklist for Secure Testing

**District:**

**School:**

**Principal:**

**Building Coordinator:**

**Other Staff:**

**Date of Visit:**

**Consultant(s):**

Consultant(s) arrive at school at pre-arranged time or 10-15 minutes before test administration begins.

#### Before Testing

Yes	No	NA	
			Building Coordinator has documentation of training for school staff.
			Review/discuss testing times.
			Verifies sign in/sign out process of testing materials.
			Asks about school inventory process of secure test materials.
			Is there enough room in a secure area to inventory secure materials?

Comments:

#### During Testing

Yes	No	NA	
			Do not disturb or testing in progress signage is posted.
			Observed test proctor reading instructions verbatim.
			Proctor did not coach or cue students during test administration.
			Proctor did not read anything in the test booklets.
			Does a building coordinator(s) know that they should verify and account for all test booklets each day?
			What does the schools test schedule look like?
			Are make up days scheduled into test schedule?

Comments:

#### After Testing

Yes	No	NA	
			Is there enough room in a secure area to inventory secure materials?
			Does the building coordinator(s) have procedure in place to ensure the proper packing and return of materials to the district coordinator?

Comments:

**Accommodations/Allowable Resources**

Yes	No	NA	
			Asks about students with accommodations and where they are taking the test.
			Asks about how students with accommodations test booklets are moved from location to location.
			Are the accommodations the student uses documented and something the student is familiar with.
			Students used the approved calculator.

Comments:

**Test Environment**

Yes	No	NA	
			Student seating is arranged to discourage inappropriate behavior.
			Observes testing environment: instructional materials have been removed/covered.
			A secure, yet positive, testing environment was created.
			All students seats are faced the same direction.
			Students are spaced at least 4 feet apart.
			Testing room is free from noise or interruptions.

Comments:

**Test Security**

Yes	No	NA	
			Building Coordinator has test security agreements on file.
			Secure locked test storage area has limited access.
			Verifies who has access to secure test materials.
			What is the school's reporting process for breach of security?
			Verifies that test materials are stored in a secure, locked area before and between each test section and after
			Observes test booklets and other materials were collected before dismissing students.
			Is there enough room in a secure area to inventory secure materials?
			Are all electronic communication devices (cell phones) turned off and are not readily accessible?
			Are Test Administrators remaining with students and are being observant and non-disruptive through the
			Students are spaced at least 4 feet apart.
			Testing room is free from noise or interruptions.

Comments:

Consultant Signature: