

Wyoming Department of Education

Quality Assurance Checklist for Secure Testing

District:

School:

Principal:

Building Coordinator:

Other Staff:

Assessment Observed:

Date of Visit:

Consultant(s):

Preparing for Test Administration

Yes	No	NA	
			1. Does the Building Coordinator have documentation of training for school staff? (meeting sign-in sheet)
			2. Does the Building Coordinator have documentation that teachers completed online TA training?
			3. Does the Building Coordinator have test security agreements on file? (paper or digital)
			4. Does the Building Coordinator have test security agreements on file from previous two years?
			5. Is there a testing schedule available for the current administration?
			6. Are make up days scheduled into the testing schedule?
			7. Is there a plan for students who do not complete the assessment in the time allotted?
			8. Does the campus have a cell phone or communication device policy?
			9. Does the campus have a reporting process/plan for a testing irregularity?
			10. Does the campus have a reporting process/plan for a breach in security?
			11. Is there a communication plan in place for issues during test administration?
			12. Are instructional materials and/or student work removed/covered in all testing rooms?

Comments:

Accommodations

Yes	No	NA	
			13. Are testing accommodations and/or supports documented in an IEP or 504 plan?
			14. Is the campus communicating testing accommodations to all appropriate personnel?
			15. Are EL supports documented in an IEL plan? (Individualized English Learner plan)
			16. Does the campus have a plan to communicate EL testing supports to appropriate personnel?
			17. Is there a process to ensure students with accommodations are correctly assigned accommodations?
			18. Did students with accommodations have an opportunity to practice using those accommodations prior to testing?

Comments:

Secure Materials

Yes	No	NA	
			19. Are test materials securely stored?
			20. Is access to testing materials available to only authorized personnel?
			21. Does the campus have an inventory process for secure test materials when shipment arrives?
			22. Does the campus have a sign in/sign out process for testing materials?

Comments:

Monitoring Test Administration

Yes	No	NA	Room number(s):
			23. Is there 'Do not disturb' or 'Testing in Progress' signage posted?
			24. Is the testing room free from noise or interruptions?
			25. Is the session ID posted and/or available for all students to reference?
			26. Are students using an approved calculator? (paper testing only)
			27. Are test administrators reading instructions verbatim?
			28. Are test administrators moving around the room and monitoring students?
			29. If test administrators are speaking, are they only clarifying instructions?
			30. Are test administrators free from all personal materials (papers, cell phone, etc.)?
			31. Are test administrators remaining with the students during testing?
			32. Are student seating arrangements created in a manner to discourage inappropriate behavior?
			33. Were paper materials collected before dismissing students?

Comments:

After Testing

Yes	No	NA	
			34. Were paper materials securely shredded? Is there a plan for shredding materials?
			35. Were paper tests properly packed for return? Is there a plan for returning test materials?

Comments:

Consultant Signature: