



2021 ACCESS for ELLs Local Monitoring Checklist

District Name:	School Name:
Grade Cluster:	Domain:
Testing Location:	Date:

Observation Rating Classification

Not Evident	Needs Improvement	Meets Expectation	Exceeds Expectation
0	1	2	3

Before Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
Instructions have been provided for school staff and students to establish expectations as defined by school administration.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DRC INSIGHT software has been installed and tested at all testing stations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test session and participants have been verified in WIDA AMS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any student accommodations have been registered in WIDA AMS and verified by the student's IEP or 504 plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs Quality Control (QC) checks of assessment locations per the "standardized room checklist" instructions.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sets up testing sessions for small groups of students to maintain social distancing practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plans extra time between students to sanitize testing stations, equipment, and testing materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All staff and students present are wearing protective equipment (e.g., mask and/or face shields) [Source] .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test facility is ADA accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Materials in the room that could give an examinee an unfair advantage are covered or removed (e.g., vocabulary or grammar posters).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Testing in Progress - Do Not Disturb" signs are posted on all entrances to the testing location.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test materials are kept in a secure location as examinees enter and exit the room.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cell phones/personal electronic devices are powered off and stored out of sight.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Students are confirmed to be in the assigned assessment room and seat.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA has all materials ready for students (i.e.: labels on answer booklets, extra pencils available, headsets with microphones, etc.) *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Devices were updated to the COS-SD (online testing will not run on TSM).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conducts microphone checks in DRC software to ensure that students' voices are audible through face masks/shields.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				
Comment on activities observed before the assessment which are not covered by these observation ratings. (Do NOT provide any personal identifiable information or comments that are not matter of fact statements.) Provide comment on any tasks for which you recorded a "Not Observed" and/or "0" for Observation Rating.				

During Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
TA follows instructions to verify each student has the correct test or test ticket.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only "authorized personnel" are in the room.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authorized personnel are always present in the room.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reads the correct script verbatim (note if the TA did not use a script).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tests are administered in the proper sequence: Test 1-Listening, Test 2-Reading, Test 3-Speaking, Test 4-Writing. (Note: Students must complete each test domain in order to receive scores and proficiency information.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The script regarding the "prohibition of electronic devices" is read and enforced.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Script explaining expectations regarding "test-taking behaviors" and answer marking is read aloud and enforced.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paper test booklets are distributed to the correct students (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scripts describing rules for each testing domains and any breaks are read aloud and enforced.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student progress is monitored consistently without disturbing examinees or engaging in activities such as reading, computer use, or paperwork.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA does not aid any student in reading, answering, or understanding the test questions or help them in any way; TA assists only with questions about test mechanics.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA ensures students who finish before others are quiet for the remainder of the session.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA appropriately handles any difficult situations that may arise.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The room remains free from disruptions during the entire testing period.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only one student at a time is allowed a bathroom break during the session.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA exhibits professional and unobtrusive behavior at all times, including interactions with other school staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Any testing incidents that arise are appropriately handled and reported per the MontCAS Test Security Manual*.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure that online test content does not remain open unattended on screens as examinees enter and exit the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				
<p>Comment on activities observed during the assessment which are not covered by these observation ratings. (Do NOT provide any personal identifiable information or comments that are not matter of fact statements.) Provide comment on any tasks for which you recorded a "Not Observed" and/or "0" for Observation Rating.</p>				

After Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
Immediately after the testing is complete, the TA accounts for all test materials, making sure all documentation is complete and packing items into envelopes.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All COMPLETED tests are handled according to policies outlined in the Test Administration Manual.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All INCOMPLETE tests are handled according to policies outlined in the Test Administration Manual.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any test materials that were disassembled for lamination and/or easy sanitization are collected and accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testing materials were never left unattended.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				
<p>Comment on activities observed after the assessment which are not covered by these observation ratings. (Do NOT provide any personal identifiable information or comments that are not matter of fact statements.) Provide comment on any tasks for which you recorded a "Not Observed" and/or "0" for Observation Rating.</p>				

Observer Reflections

Observer: Provide additional comments on testing security and assessment culture.

Did testing irregularities occur during any of the testing days?

Are there ways that you would like to see test security practices enhanced?

Did the assessments in your school go as expected? If so, please describe what made this a positive experience. If not, please describe what made this a negative experience and/or steps that could have been taken to improve the experience.

Explain the strengths in your school's administration protocols:

Describe any insights or issues:

Additional comments and/or requests for technical assistance:

As observed by _____, the undersigned:
District/School Observer Name

District/School Staff Observer Signature

Date

Note to Observer: Sign this form and remit a scanned copy to the Assessment Office within ten business days of the observation.