

2020-2021 ACT with Writing Local Observation 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"/>	
Per the ACT Technical Guide for Online Testing document, testing devices have been prepared to ensure test content security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs Quality Control (QC) checks of assessment locations per the <i>Facility Requirements</i> section of the ACT Online or Standard Time Test Administration Manual (TAM).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Test Student Information Instructions have been provided to all students in the test session prior to testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure enough testing rooms have been prepared. Students with the same timing codes approved are not testing in a room with students testing with any other timing code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room meets all other security requirements (e.g., no cameras, Test Administrator (TA) can move freely around, seating minimizes possibility of prohibited behavior).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure proper space between students to adhere to any local requirements and/or recommendations for health and safety considering the current COVID pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Per the ACT Online or Standard Time TAM, the Test Day Briefing Session is conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cover or remove materials in the room that could give an examinee an unfair advantage such as charts, strategy maps, or other aids relevant to test taking, problem solving, writing essays, or test topics (Geographic maps and the periodic table do not need to be covered). *	<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"/>	

Note: (*) an asterisk indicates a common test security requirement for all assessments.

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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, smart watches, fitness bands, media players, or any other electronic devices are powered off and stored out of sight. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA confirms all calculators are on the ACT Approved Calculator List.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test administrator has all materials ready for students (e.g. paper test, computer-based test, or a combination of both).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				
<p>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.</p>				

During Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
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"/>	
TA begins the session on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA ensures each student has the correct answer document (paper testing) or Student Authorization Ticket (online testing).	<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"/>	
TA reads the script in the TAM verbatim throughout the test session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA administers the test in the following order: Test 1-English (first), Test 2-mathematics (second), Test 3-reading (third), Test 4-science (fourth), Test 5-Writing (last).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA follows the set timing for each test and gives the full amount of time for each test regardless of the number of examinees in the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA verbally announces time remaining before the end of each test as indicated in the TAM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Breaks are given based on the guidelines in the TAM. During breaks, ensure test security is maintained (e.g., do not leave room unattended at any time, monitor students to ensure electronic devices are not accessed).	<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"/>	
Student progress is monitored consistently without disturbing examinees or engaging in activities such as reading, computer use, or paperwork. Online testing is also monitored on the administrative computer.	<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"/>	

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TA exhibits professional and unobtrusive behavior at all times, including interactions with other school staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any accommodations are applied consistently and according to Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
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 collects answer documents and test booklets (paper testing) or Student Authorization Tickets and scratch paper (online testing) before allowing students to leave the room and confirms them as outlined in the TAM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Per the TAM, TA makes the announcement regarding score reports and that students may not remove any test materials from the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
After students have left the room, TA double-checks materials counts and returns all testing materials to the secure storage location. For online testing, TA stops the test session in PearsonAccess ^{next} .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testing materials were never left unattended. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
After students have left the testing room, all test areas and stations (e.g., tables and other testing surfaces, computers, devices, chairs, etc.) are cleaned and sanitized.	<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>				

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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:

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Local Observer Recommendation	Overall Rating
Preparation <u>before</u> administration.	
Consistency with protocols <u>during</u> administration for a standardized outcome.	
Proper <u>after</u> procedures to maintain the security of the materials.	
Evident there is a supportive climate to ensure data fidelity and integrity.	
Evident there is culture of expectations for required test security policies throughout the school system.	
Total Observation Rating	
Explain any strengths in the school's administration protocols:	

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Describe any insights or issues:

Recommendations for Technical Assistance:

As observed by the undersigned,

Local Observer (Print Name)

Title

Local Observer (Signature)

Date

Note to Local Observer: Sign this form and submit the original copy to the Assessment Office within ten business days of the observation.