

 MontCAS Montana Comprehensive Assessment System Montana Office of Public Instruction	2020–2021 School Year Montana Science Assessment Observation Checklist
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2021 Montana Science Assessment (MSA) Local Monitoring Checklist

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

Assessment Specific Preparation Documents:

- ☐ [MontCAS Test Security Manual](#),
- ☐ [Steps to Become a Certified Proctor](#)
- ☐ [Online test administration training modules](#);
- ☐ [MSA Test Administration Manual](#);
- ☐ [MontCAS Accessibility and Accommodation Guidelines](#) (Covers MSA and Smarter Balanced)
- ☐ [2020-2021 TA User Guide](#)
- ☐ [2020-2021 TIDE User Guide](#)
- ☐ [Pre-Testing Checklist](#)

Observation Rating Classification

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

**Montana Science Assessment
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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"/>	
The Secure Student Browser has been installed and tested on all devices that will be used by students for testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test session and participants have been entered and verified in TIDE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All personnel who will administer assessments have completed all relevant training modules and are fully certified to administer the MSA.				
Any student accommodations have been registered in TIDE 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"/>	
Test session set-up is aligned with state, county, and district social distancing requirements.	<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) in alignment with state, county, and district guidelines.	<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"/>	
Room meets all other security requirements (i.e. no cameras, less than 100 examinees, Test Administrator (TA) can move freely around).	<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"/>	
The room's "seating arrangement" ensures students cannot see another student's test responses and minimizes probability of "prohibited behavior".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
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>				

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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"/>	
All students are assessed through the Secure Browser portal.	<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"/>	
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"/>	
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"/>	
Any accommodations are applied consistently and according to the Test Administration Manual instructions and IEPs.	<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>				

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After Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
Immediately after the testing is complete, the TA accounts for all test items and materials according to policies outlined in the Test Administration Manual (TAM).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The TA prepares the testing materials to be stored in secure storage until the next session according to policies outlined in the Test Administration Manual (TAM).	<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>				

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Additional Monitoring and Documentation	Unable to Observe (NA)	Not Observed	Observed	Final Rating
System Test Coordinator (STC) can provide a copy of the training log and/or other documents confirming credentials and annual training of test administrators in test security protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide a copy of the following MontCAS plans, a) Test Training, b) Test Security, c) Test Accessibility, and d) Test Administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide evidence of TA/BC and AR signed Test Security Agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STC/BC or TA can show the secure storage location for testing materials (for storing between test sessions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STC/BC or TA can show evidence of using the OPI's alternate eligible criteria for ensuring students meaningfully participate in the appropriate assessments.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STC/BC or TA can show evidence of using the OPI's English Learner eligible criteria for ensuring students meaningfully participate in the appropriate assessments.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Students given "non-standard accommodations" have been confirmed ahead of time by the test provider (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide evidence of parent/guardian notice letters home.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide evidence of score reports to parent/guardians.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide evidence of school testing plans.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall, the school building reflects the use of consistent protocols across testing locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall, the school building reflects a culture and climate that supports testing (i.e., extra signage, morning announcements).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				
Comment on activities relating to monitoring and documentation which are not covered by these 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.				

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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:

As observed on _____ date by the undersigned,

District/School Staff Observer

Date

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