



Alternate Montana Science Assessment (AMSA) Observer Checklist

District Name:	School Name:
Grade:	Subject:
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
1. 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"/>	
2. Determine the appropriate test for the student (AMSA CAT or fixed form with alternate response kit).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. 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"/>	
4. Student eligibility to participate in the assessment was determined by following the Alternate Assessment Eligibility Guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Test session and participants have been entered and verified in TIDE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. All personnel who will administer assessments have completed all relevant training modules and are fully certified to administer the AMSA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. TA/TE ensures the use of the communication mode of response most appropriate for the student by performing the Student Response Check (SRC).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. STC/BC can verify that student test settings on the testing portal have been appropriately checked and turned on to reflect the tools, supports, or accommodations the students receives during instruction in the classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. TA follows instructions to verify each student has the correct test and test ticket.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Performs Quality Control (QC) checks of assessment locations per the "standardized room checklist" instructions in the Test Administrator Manual (TAM).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Materials in the room that could give an examinee an unfair advantage are covered or removed (e.g., geographic maps, vocabulary posters, periodic tables, etc. must be covered).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Room meets all other security requirements (e.g., no cameras, Test Administrator (TA) can move freely around, seating minimizes possibility of prohibited behavior) as described in the Test Administration Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. "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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14. Test materials are kept in a secure location as examinees enter and exit the room.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. 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"/>	
16. 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"/>	
17. Students are confirmed to be in the assigned assessment room and seat.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Test administrator has all materials ready for student (e.g. paper test, computer-based test, or a combination of both) as determined by student needs.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. TA follows instructions to verify each student has the correct test or test ticket.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				
<p>20. 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.)</p> 				

During Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
21. Only "authorized personnel" are in the room.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Authorized personnel are always present in the room.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. 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"/>	
24. All students are assessed through the Secure Browser portal unless they have an accommodation that indicates a different testing method.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. The Test Administrator confirms that the student was provided with appropriate communication and accessibility supports during testing and was given sufficient response time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. For students using read aloud accommodations, the TA first played the human-voice recording then repeated the text for the student as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. The accommodations and supports that are identified in the IEP are provided to the student in a standardized manner according to the Test Administration Manual instructions and the IEP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Read aloud protocols are followed according to the Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Scribing protocols are followed according to the Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. If the Sign Language Accommodation is used, the TA follows protocol according to the Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. If the Augmentative and Alternative Communication is used, the TA is followed according to the Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Physical prompting is NOT evident (i.e.: pointing, gesturing, hand over hand, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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33. 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"/>	
34. The Test Administrator (TA) reads the entirety of the script verbatim, as found in the TAM, to the students who are testing and enforces such.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. TA ensures students who finish before others are quiet for the remainder of the session.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. TA appropriately handles any difficult situations that may arise.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. The room remains free from disruptions during the entire testing period.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. TA exhibits professional and unobtrusive behavior at all times, including interactions with other school staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. TAs and other trained staff do not actively review or analyze any test items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. If the Early Stopping Rule (ESR) is applied, the Student Response Check (SRC) has been administered three times over multiple periods as outlined in the TAM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. 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>42. 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.)</p> 				

After Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
43. Immediately after the testing is complete, the TA collects and inventories all test items and materials according to policies outlined in the Test Administration Manual (TAM). This includes, but isn't limited to, test tickets and scrap paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. 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"/>	
45. Test items, stimuli, reading passages, or writing prompts are not discussed or used for instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. Testing materials were never left unattended.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				

47. 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.)

Observer Reflections

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

49. Did testing irregularities occur during any of the testing days?

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

51. 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.

52. Explain the strengths in your school's administration protocols:

53. Describe any insights or issues:

54. Additional comments and/or requests for technical assistance: