



**ACCESS for ELLs Observation Checklist**

<b>District Name:</b>	<b>School Name:</b>
<b>Grade Cluster:</b>	<b>Domain:</b>
<b>Testing Location:</b>	<b>Date:</b>

**Observation Rating Classification**

<b>Not Evident</b>	<b>Needs Improvement</b>	<b>Meets Expectation</b>	<b>Exceeds Expectation</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

**Before Assessment**

<b>Before Assessment</b>	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"/>	
Student eligibility to participate in the English language proficiency assessment was determined by following the OPI's <a href="#">English Learner Guidance for School Districts</a> .	<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 sessions and participants have been verified in WIDA AMS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any student supports and/or accommodations have been registered in WIDA AMS and verified in AIM by the student's IEP or 504 plan [see <a href="#">AIM Data Collection Schedule</a> ].	<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"/>	
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"/>	
Students are confirmed to be in the assigned assessment room and seat.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA follows instructions to verify each student has the correct test or test ticket.*	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Overall Score</b>				

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

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).

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 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. ( <b>Note:</b> Students must complete each test domain in order to receive scores and proficiency information.)	<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"/>	
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"/>	
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"/>	
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

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).

