



2025 Quality Assurance OPI Observer Checklist

District Name:	School Name:
Testing Location:	Date:

Select the reason(s) why you observed this school. [Check all that apply.] [To be completed by OPI]
<input type="checkbox"/> Purposely selected a specific location for its characteristics (e.g., urban/suburban, geographic area)
<input type="checkbox"/> Purposely selected a specific date/time (e.g., beginning of administration, end of administration period)
<input type="checkbox"/> Purposely selected for the assessment subject or materials
<input type="checkbox"/> Purposely selected for the grade being assessed
<input type="checkbox"/> Purposely selected for the school demographics (e.g., SES, race/ethnicity)
<input type="checkbox"/> Purposely selected for the school size (e.g., small, large)
<input type="checkbox"/> Selected for the type of accommodations or amount of accommodations that were being offered
<input type="checkbox"/> Selected for the type of assessment mode
<input type="checkbox"/> Selected for the types of participation concerns in the past
<input type="checkbox"/> Selected for possible concerns related to the school and state relationship
<input type="checkbox"/> Selected for something notable about the school or school staff member(s) (e.g., vocational school, particular curriculum)
<input type="checkbox"/> Selected for desire to observe this particular school
<input type="checkbox"/> Other (specify)

Observation Rating Classification

Not Evident	Needs Improvement	Meets Expectation	Exceeds Expectation				
0	1	2	3				
Before Assessment			<table border="1"> <tr> <td>Unable to Observe (NA)</td> <td>Not Observed</td> <td>Observed</td> <td>Final Rating</td> </tr> </table>	Unable to Observe (NA)	Not Observed	Observed	Final Rating
Unable to Observe (NA)	Not Observed	Observed	Final Rating				

**ACT with Writing Assessment
2024-25 Quality Assurance Assessment Observation Checklist**

It appears instructions have been provided for school staff and students to establish "Assessment Day" expectations as defined by school administration.	<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., geographic maps and periodic tables must be covered).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enough testing rooms have been prepared (e.g., students with the same timing code 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 (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 confirms all calculators are on the ACT Approved Calculator list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA has all materials ready for students (i.e.: SSID numbers, scratch paper, headphones if required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Score	
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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.

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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"/>	
TA begins the session on time. (Note if school was responsible for session delay).	<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"/>	
Breaks are given based on the guidelines in the TAM. During breaks, TA(s) 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"/>	
Scripts describing rules for each respective test and break 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 accommodations are applied consistently and according to Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any incidents, irregularities, or breaches that arise are appropriately handled and reported.	<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 collects and inventories all test items and materials according to policies outlined in the Test Administration Manual.	<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 materials from the testing 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, including Student Authorization Tickets and scratch paper, to the secure storage location. TA stops the test session in PearsonAccessnext.	<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>				

Additional Monitoring and Documentation	Unable to Observe (NA)	Not Observed	Observed	Final Rating
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"/>	
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"/>	
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				

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<p>Observer: Provide additional comments on testing security and assessment culture. Please comment on any tasks for which you recorded a "Not Observed" and/or "0" for Observation Rating.</p>
<p>Did testing irregularities occur during any of the testing days?</p>
<p>STC: Are there ways that you would like to see test security practices enhanced?</p>
<p>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.</p>
<p>Provide any additional comments.</p>

Note: (*) asterisk signifies this element is part of the "Montana Title I, IIA, and IX Monitoring Tool"

As observed on _____ date by the undersigned,

OPI Assessment Observer

Date

Note to OPI Observer: Must sign this form and remit the original copy to the Assessment Office within ten business days of the observation or these observations will be invalid.