MontCAS Montana Comprehensive Assessment System

Montana Office of Public Instruction

2025-2026 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]
☐ Purposely selected a specific location for its characteristics (e.g., urban/suburban, geographic area)
☐ Purposely selected a specific date/time (e.g., beginning of administration, end of administration period)
☐ Purposely selected for the assessment subject or materials
☐ Purposely selected for the grade being assessed
☐ Purposely selected for the school demographics (e.g., SES, race/ethnicity)
☐ Purposely selected for the school size (e.g., small, large)
☐ Selected for the type of accommodations or amount of accommodations that were being offered
☐ Selected for the type of assessment mode
☐ Selected for the types of participation concerns in the past
☐ Selected for possible concerns related to the school and state relationship
☐ Selected for something notable about the school or school staff member(s) (e.g., vocational school, particular curriculum)
☐ Selected for desire to observe this particular school
☐ Other (specify)

ACT with Writing Assessment
2025-26 Quality Assurance Assessment Observation Checklist

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
It appears instructions have been provided for school staff and students to establish "Assessment Day" expectations as defined by school administration.	☐	☐	☐	
Performs Quality Control (QC) checks of assessment locations per the "standardized room checklist" instructions (e.g. appropriate lighting, quiet environment, sight/hearing devices checked to ensure they're working).	☐	☐	☐	
Materials in the room that could give an examinee an unfair advantage are covered or removed (e.g. vocabulary or grammar posters).	☐	☐	☐	
Enough testing rooms have been prepared (e.g., students with different timing codes approved are not testing in the same room).				
Room meets all other security requirements (i.e., no cameras, Test Administrator (TA) can move freely around, less than 100 examinees).	☐	☐	☐	
"Testing in Progress - Do Not Disturb" signs are posted on all entrances to the testing location.	☐	☐	☐	
Test materials are kept in a secure location as examinees enter and exit the room.	☐	☐	☐	
All cell phones/personal electronic devices are powered off and stored out of sight.	☐	☐	☐	
The room's "seating arrangement" ensures students cannot see another student's test responses and minimizes probability of "prohibited behavior".	☐	☐	☐	
Students are confirmed to be in the assigned assessment room and seat.	☐	☐	☐	
TA has all materials ready for students (i.e.: SSID numbers, scratch paper, headphones if required).	☐	☐	☐	
TA confirms all calculators are on the ACT Approved Calculator list.	☐	☐	☐	
Overall Score				

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.

ACT with Writing Assessment
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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.	☐	☐	☐	
Only "authorized personnel" are in the room.	☐	☐	☐	
Authorized personnel are always present in the room.	☐	☐	☐	
TA begins the session on time. (Note if school was responsible for session delay).	☐	☐	☐	
Reads the correct script verbatim (note if the TA did not use a script).	☐	☐	☐	
All students are assessed through the Secure Browser portal.	☐	☐	☐	
The script regarding the "prohibition of electronic devices" is read and enforced.	☐	☐	☐	
Script explaining expectations regarding "test-taking behaviors" and answer marking is read aloud and enforced.	☐	☐	☐	
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).	☐	☐	☐	
Student progress is monitored consistently without disturbing examinees or engaging in activities such as reading, computer use, or paperwork.	☐	☐	☐	
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.	☐	☐	☐	
TA ensures students who finish before others are quiet for the remainder of the session.	☐	☐	☐	
TA appropriately handles any difficult situations that may arise.	☐	☐	☐	
The room remains free from disruptions during the entire testing period.	☐	☐	☐	
Only one student at a time is allowed a bathroom break during the session.	☐	☐	☐	
TA exhibits professional and unobtrusive behavior at all times, including interactions with other school staff.	☐	☐	☐	
Any accommodations are applied consistently and according to Test Administration Manual instructions.	☐	☐	☐	
Any incidents, irregularities, or breaches that arise are appropriately handled and reported.	☐	☐	☐	
			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.) Provide comment on any tasks for which you recorded a "Not Observed" and/or "0" for Observation Rating.

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.	☐	☐	☐	
Per the TAM, TA makes the announcement regarding score reports and that students may not remove any materials from testing room.	☐	☐	☐	
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 PANext.	☐	☐	☐	
Testing materials were never left unattended.	☐	☐	☐	
			Overall Score	

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.

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).	☐	☐	☐	
Students given "non-standard accommodations" have been confirmed ahead of time by the test provider (if applicable).	☐	☐	☐	

Overall, the school building reflects the use of consistent protocols across testing locations.	☐	☐	☐	
Overall, the school building reflects a culture and climate that supports testing (i.e., extra signage, morning announcements).	☐	☐	☐	
Overall Score				

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.

STC: Did testing irregularities occur during any of the testing days?

STC: Are there ways that you would like to see test security practices enhanced?

STC: 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.

Provide any additional comments.

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

As observed on _____(date) by the undersigned,   _____

                                                                  Observer Name - Printed

_____   _____

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.