Montana Science Assessment (MSA) 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. *	☐	☐	☐	
2. The Secure Student Browser has been installed and tested on all devices that will be used by students for testing.	☐	☐	☐	
3. Test session and participants have been entered and verified in TIDE.	☐	☐	☐	
4. All personnel who will administer assessments have completed all relevant training modules and are fully certified to administer the MSA.	☐	☐	☐	
5. 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 receive during instruction in the classroom.	☐	☐	☐	
6. TA follows instructions to verify each student has the correct test and test ticket.*	☐	☐	☐	
7. Performs Quality Control (QC) checks of assessment locations per the "standardized room checklist" instructions in the Test Administrator Manual (TAM).	☐	☐	☐	
8. 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).	☐	☐	☐	
9. 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.	☐	☐	☐	
10. "Testing in Progress - Do Not Disturb" signs are posted on all entrances to the testing location.*	☐	☐	☐	
11. Test materials are kept in a secure location as examinees enter and exit the room.*	☐	☐	☐	
12. All cell phones, smart watches, fitness bands, media players, or any other electronic devices are powered off and stored out of sight. *	☐	☐	☐	
13. The room's "seating arrangement" ensures students cannot see another student's test responses and minimizes probability of "prohibited behavior".	☐	☐	☐	
14. Students are confirmed to be in the assigned assessment room and seat.*	☐	☐	☐	

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

15. Test Administrator (TA) has all materials ready for students (i.e.: SSID numbers, scratch paper, headphones if required).	☐	☐	☐	
			Overall Score	

16. 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
17. Only "authorized personnel" are in the room.*	☐	☐	☐	
18. Authorized personnel are always present in the room.*	☐	☐	☐	
19. Ensure that online test content does not remain open unattended on screens as examinees enter and exit the room.	☐	☐	☐	
20. All students are assessed through the Secure Browser portal.	☐	☐	☐	
21. 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.	☐	☐	☐	
22. Student progress is monitored consistently without disturbing examinees or engaging in activities such as reading, computer use, or paperwork.*	☐	☐	☐	
23. 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.*	☐	☐	☐	
24. TA ensures students who finish before others are quiet for the remainder of the session.*	☐	☐	☐	
25. TA appropriately handles any difficult situations that may arise.*	☐	☐	☐	
26. The room remains free from disruptions during the entire testing period.*	☐	☐	☐	
27. TA exhibits professional and unobtrusive behavior at all times, including interactions with other school staff.	☐	☐	☐	
28. TAs and other trained staff do not actively review or analyze any test items.	☐	☐	☐	
29. Any accommodations are applied consistently and according to the Test Administration Manual instructions and IEPs.	☐	☐	☐	
30. Any testing incidents that arise are appropriately handled and reported per the MontCAS Test Security Manual*.	☐	☐	☐	
			Overall Score	

31. 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.)

After Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
32. 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.	☐	☐	☐	
33. 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).	☐	☐	☐	
34. Test items, stimuli, reading passages, or writing prompts are not discussed or used for instruction.	☐	☐	☐	
35. Testing materials were never left unattended.*	☐	☐	☐	
			Overall Score	

36. 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

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

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

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

40. 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.

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

42. Describe any insights or issues:

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