Meeting Peer Review Critical Element 2.4

A GUIDE FOR STATES CONDUCTING A <u>DESK AUDIT</u> DUE TO COVID RESTRICTIONS OR OTHER MANDATES:

1 <u>Reflect on what worked well</u> and what didn't with conducting a desk audit of LEA's policies and procedures of intended actions to carry out large-scale high stakes testing. There are likely lessons that were learned that will assist you in avoiding pitfalls this Spring.

2 Create a list of LEAs that will receive a desk audit. This list is typically created by one or more of the following ways:

- Multi-year rotation
- Randomly
- Issues during the last test administration
- Tips of potential misadministration
- <u>Data Forensics</u>
- Request by LEA or some other stakeholder(s)

3 Like with on-site monitoring, best practice would suggest conducting **unannounced** desk audits. If an announcement must be made in your state, I would recommend announcing as late as possible to get a true picture of what policies and procedures the LEA has created to implement high-stakes testing in schools.

4 Acceptable desk audit documentation to request of an LEA could include:

- a. Test Security Plan
  - i. LEA's written policies and procedures for conducting statewide test administration(s)
  - ii. Should include all steps
    1. Intake
    2. <u>Storage</u>
    3. Labeling/Organizing
    4. Dissemination
    5. Printing (student authorization tickets if CBT)
    6. Collection
    7. Storage
    8. Destruction, if any (scratch paper, etc.)
    9. Shipping (to include non-scorable materials)
- b. Training Materials
  - i. PPT Slides, handouts, etc.
  - ii. Sign-in sheets
  - iii. <u>Confidentiality agreements</u>

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   c. Testing schedule/calendar
   d. Room assignments
         i. TA/proctor
         ii. Students
   o <u>Seating charts</u> (if post admin, or where students plan to sit, if known)
   o Accommodations provided
         iii. Cross-check with the student Individualized Education Plan (IEP)

5 Ensure a standardized set of desk audit protocols is used by the SEA.

6 Train desk auditors on the audit protocols. Ensure the auditor understands the value of what they are doing.

7 Consider using an <u>electronic collection mechanism</u> and audit form instead of requesting hard copies and using traditional <u>paper/pencil forms</u>.

8 <u>Have a process in place</u> where you and/or your staff can immediately be notified when high-priority incidents have been observed during the desk audit process.

9 Document the desk audit process and tabulate the findings.
   • This evidence will be used to satisfy USED Peer Review <u>Critical Element 2.4</u>.