

Meeting Peer Review Critical Element 2.4

A GUIDE FOR STATES WHO CAN CONDUCT ON-SITE MONITORING VISITS:

- 1 Reflect on what worked well with on-site monitoring during the last test administration and what didn't. There are likely lessons that were learned that will assist you in avoiding pitfalls this Spring.
- 2 Create a list of LEAs that will be monitored. 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
 - Data Forensics
 - Request by LEA or some other stakeholder(s)
- 3 Best practice would suggest conducting **unannounced** on-site monitoring. However, if an announcement must be made in your state, I recommend announcing as late as possible to get an accurate picture of what is and isn't working with the test administration process.
- 4 Ensure that all site monitors use a standardized set of on-site monitoring protocols.
- 5 Train on-site monitors on the monitoring protocols. Ensure they understand the value of what they are doing.
- 6 Consider using an electronic monitoring form instead of traditional paper/pencil forms.
- 7 Site monitors should watch the test administration process from beginning to end. This means site monitors will need to arrive at the LEA early prior to testing, and they should stay until secure test materials are locked away after testing.
- 8 Have a process in place where you and/or your staff can immediately be notified when high-priority incidents have been observed by monitors.
- 9 Document the on-site monitoring process and tabulate the findings.
 - This evidence will be used to satisfy USED Peer Review Critical Element 2.4.