

PART 1

THE ONLY COMPREHENSIVE GUIDE TO
MONITORING
TEST ADMINISTRATION
IN YOUR SCHOOL DISTRICT

WHY MONITOR?

So much time, effort, and money has gone into the creation and administration of assessments in your schools, and **Monitoring test administration is an essential practice to protect the validity of those assessments.** Test Administration Monitoring also presents a fantastic opportunity to conduct an in-depth quality assurance of the administration process, allowing you to learn from schools that are doing well and understand where you can make improvements.

This is **Part 1 of a comprehensive guide** to Test Administration Monitoring for school districts. Whether your district is brand new to test administration monitoring or you have already executed successful site monitoring efforts in the past, this guide will arm you with information and support to help you prepare a flawless monitoring program. Read on to discover tips for selecting your observation sites, a guide to training your monitors, and more valuable information that could help you save time and resources for your district.

6 STEPS TO BUILD A TEST ADMINISTRATION MONITORING PROGRAM

1 SET YOUR
PURPOSE & GOALS

2 DETERMINE BUDGET
& FUNDING SOURCE

3 SELECT TEST SITES
FOR MONITORING

4 EVALUATE STAFFING
OPTIONS

5 DEVELOP OR SELECT
TRAINING MATERIALS

6 SET PERIODIC
PROGRAM REVIEWS

SELECTING YOUR MONITORS

WHO SHOULD MONITOR

Individuals with high-stakes testing experience, such as district assessment staff or retired educators (Note: Retired educators should never be assigned to monitor in schools where they worked).

MONITOR RESPONSIBILITIES

- Observe test administrators, proctors, and students
- Review compliance with test administration procedures
- Capture observations using pre-defined, standardized checklists
- Observe login procedures, training logs, proctor agreements, secure testing materials management, and actual testing sessions.

PEOPLE & PROCESSES

Monitors should be trained to observe all of the people and processes that enable test administration, including:

- ▶ TEST ADMINISTRATION PROCEDURES
- ▶ SCHOOL STAFF ROLES & BEHAVIORS
- ▶ PROCTOR ROLES & BEHAVIORS
- ▶ STUDENT BEHAVIORS
- ▶ TESTING ENVIRONMENT



SELECTING YOUR SCHOOLS

Select sites for monitoring test administration based on your program's goals and resources. There are three basic methods for selecting your schools:

1

COMPREHENSIVE MONITORING

In a perfect world, each school in your district would have two monitors on site for testing. However, personnel restraints can limit that.

2

SUBSET (RANDOMLY SELECTED)

Randomly select a subset of schools in your district, or utilize a waterfall approach to hit all schools within a predefined period.

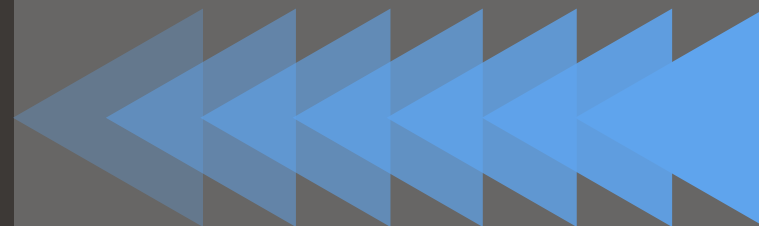
3

SUBSET (BASED ON CRITERIA)

Based on the goals of your program, determine a set of school selection criteria to gather the data you need to make decisions.

SHOULD YOU ANNOUNCE?

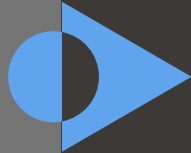
The specific dates and locations of monitoring visits should be unannounced. It is appropriate to give schools information about monitoring, but keep other identifying information confidential, as this can help encourage compliance on all days of the testing window.



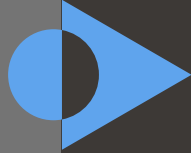
TRAINING YOUR MONITORS

Test administration monitors should be briefed on their roles as neutral observers through standardized training, ensuring that best practices are implemented evenly across the board.

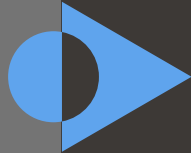
Here are some topic areas in which your monitors should be trained:



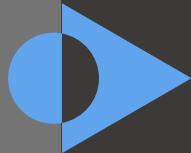
GENERAL EXPECTATIONS



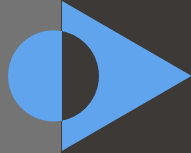
COMMUNICATION WITH SCHOOL STAFF



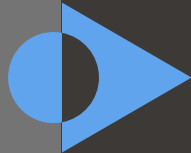
CHECKLISTS AND PROTOCOLS



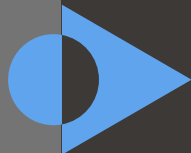
WHAT TO LOOK FOR IN TESTING ROOMS



HOW TO HANDLE IRREGULARITIES



DATA COLLECTION PROCEDURES



LOCAL POLICIES AND PROCEDURES

STATY TUNED FOR PART 2!

After Part 1 of this comprehensive guide, you should have a clear idea about how to start implementing a monitoring plan into your test administration practices.

Keep a lookout for Part 2, which will arrive in your email inbox next week. The second half of this guide will walk you through practical observation tips, and big-picture ways to leverage technology and training to get the most out of monitoring. Stay tuned!

This learning resource was created by Caveon Test Security.

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caveon™

801-208-0103

alison.foster@caveon.com

www.caveon.com