

SITE MONITORING MADE EASY: YOUR ULTIMATE GUIDE

THE DEFINITIVE BREAKDOWN OF
SITE MONITORING REQUIREMENTS
WITH RESOURCE-SAVING HACKS
YOU'LL WANT TO EMPLOY THIS YEAR

REQUIREMENT 2.4

MONITORING TEST ADMINISTRATION

This requirement provides that the administration of all state assessments must be adequately monitored to ensure that procedures are implemented with fidelity across districts and schools.

You'll be required to provide extensive written documentation of your approach to monitoring test administration and evidence demonstrating that you meet the requirements.

REQUIRED EVIDENCE

- Summary of results and follow-up of the results from monitoring
- Procedures for collecting data from technology-based assessments to monitor fidelity of test administration.

WHAT YOU NEED

PROOF OF APPROACH to test administration monitoring (e.g. monitoring conducted by state staff, through regional centers, or another approach)

DOCUMENTATION of procedures such as monitoring training, observation forms, schedule for monitoring, and monitors' roles

SUMMARY OF RESULTS and follow-up of the results of your monitoring in recent years of test administration in the State



REQUIREMENT 5.4

MONITORING FOR SPECIAL POPULATIONS

This requirement provides that the appropriate state assessments must be selected for all students with disabilities so that their accommodations are:

- monitored with fidelity to test administration procedures
- appropriate for addressing disabilities or language needs for each assessment administered
- consistent with the accommodations provided during instruction/practice, and
- consistent with the accommodations identified by a student's IEP Team under IDEA



WHAT YOU NEED

PROOF of procedures that the state uses to ensure special populations of students are placed by individuals or teams designated by a district to make such decisions

DOCUMENTATION of procedures that demonstrate the monitoring of accommodations selected for students with disabilities and ELs are appropriate

SUMMARY OF RESULTS of monitoring for the most recent year of test administration in the state.



10

ELEMENTS OF A FIRST-RATE SITE MONITORING PLAN

1

SITE SELECTION

Select schools for monitoring based on meaningful criteria, including statistical analyses and prior irregularities

2

COMMUNICATIONS PLAN

Employ a communications strategy to correspond with schools before, during, and after monitoring.

3

MONITOR REQUIREMENTS

Recruit professional monitors who passed background checks and have experience in auditing and/or high-stakes testing.

4

STANDARDIZED TRAINING

Require mandatory standardized training for all monitors to ensure fairness and validity in compliance evaluation.

5

OBSERVATION PROTOCOLS

Provide monitors with standardized monitoring protocols informed by state assessment policies and best practices.

6

INCIDENT RESPONSE

Establish an escalation path for immediate response to incidents detected in the classroom.

7

REPORTING OF FINDINGS

Ensure findings are reported in a manner that facilitates the appropriate interpretation and use of those results.

8

ANALYSIS OF DATA

Compare data across districts and schools to establish benchmarks and identify trends and vulnerabilities.

9

TIME & RESOURCE SAVINGS

Save time and resources by ensuring your Site Monitoring program meets US Dept. of Education Peer Review requirements.

10

DATA-DRIVEN PRACTICES

Leverage monitoring data to inform ongoing compliance measures such as training, policies, and communications.

REAL-TIME MONITORING

Partner with a real-time, on-site professional service to observe test administrations. Trained and experienced site monitors will collect important data, leveraging secure technology to monitor and report findings in real-time.

SITE MONITORING TRAINING

License site monitoring training to ensure monitors are well-versed in your state's unique policies and procedures and have the fundamental skills necessary to conduct observations.

4 TYPES OF SITE MONITORING SOLUTIONS

SITE MONITORING PROTOCOLS

One option for site monitoring is licensing site monitoring protocols, giving your site monitors a real-time checklist to guide them through site observation. These tools ensure mistake-free data collection and immediate security response for regular, alternate, EL, and other assessments.

BEST-PRACTICE CONSULTATIONS

Ensure your site monitoring program satisfies Peer Review requirements by partnering with experts. These experts can help evaluate your documentation, policies, and procedures, and offer recommendations on how to optimize your program.

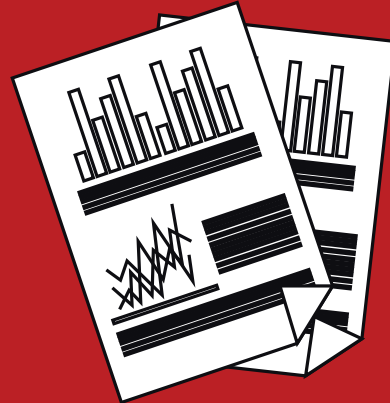
6 WAYS

TO LEVERAGE **SITE MONITORING** **DATA TO ENHANCE YOUR** **STATE ASSESSMENT PROGRAM**

PROVIDE FEEDBACK TO
DISTRICT AND SCHOOL
STAFF

COMPARE ACROSS
DISTRICTS AND SCHOOLS TO
ESTABLISH BENCHMARKS

EVALUATE IN
COMBINATION WITH
OTHER DATA SOURCES



CONDUCT
INVESTIGATIONS, IF
WARRANTED

SELECT FUTURE SITES FOR
MONITORING BASED ON
SUBSTANTIATED CRITERIA

IDENTIFY IRREGULARITIES
AND ERRORS TO ADDRESS
THEM

RESOURCE LINKS

A 50-State Report on Promising Practices for Using Evidence to Improve Student Outcomes

Handbook for Developing and Monitoring the English Language Proficiency Indicator and English Learner Progress

Information about Caveon Site Monitoring Services

TILSA Collaborative Member Information

TILSA Test Security

Analysis of the information collected in Caveon Core has led to improved test security and is an essential component of Hawaii's statewide test security system.

— Brian Reiter,
Hawaii Assessment
Section Administrator

WHY MONITOR?

ENSURE FAIRNESS AND VALIDITY

CONDUCT QUALITY ASSURANCE

EVALUATE COMPLIANCE

ASSESS TRAINING EFFECTIVENESS

IDENTIFY AREAS FOR IMPROVEMENT

PROVIDE A DETERRENT FOR FRAUD

BUILD PUBLIC TRUST

MEET PEER REVIEW REQUIREMENTS

LEARN WITH US

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That's why, for more than 15 years, Caveon has driven the discussion and practice of exam security in the testing industry.

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