

2020 – 2021 Quality Assurance and Ethical Practices for Test Security Observation Checklist for the School Test Coordinator (STC)

The AZELLA District Test Coordinator must observe every School Test Coordinator twice per school year; once during **each** AZELLA Test administration (Placement and Reassessment). This form must be made available to ADE upon request.

Assessment: **Placement** or **Reassessment** (circle one)

Date:

District:

District Test Coordinator:

School:

School Test Coordinator:

School Test Coordinator	Yes	No
Completed the mandatory Test Security and Ethics Training provided by the AZELLA District Test Coordinator.		
Keeps a copy of the Testing Schedule for the school site.		
Keeps a list of staff who have access to the test registration system(s) and student testing site(s) and their user roles.		
Explains the reporting processes for breach of security for all staff.		
Maintains the confidentiality of all student information.		
Follows the procedure established by the DTC to ensure that Test Administrators are aware of accommodations that will be provided to SWD in accordance with their IEP or 504 plans and approved by ADE.		

Observing School Test Coordinator Monitoring School Building, Test Administrators, and Proctors	Yes	No
Testing environment: bulletin board displays, fact tables, charts and diagrams, and other instructional materials that may give assistance or advantage to students during testing have been removed or covered.		
Test Administrators verifies that all students' personal electronic devices are turned off when entering the testing environment and remain turned off during testing. All staff personal electronic devices are silenced or turned off during testing.		
Test Administrators provide all appropriate and necessary accommodations to SWD		
Confirms there are no more than 6 students in the testing room at a time are completing the online Stages III – V Speaking Test.		
Beginning of test sessions: Test Administrators and Test Proctors confirm that each student assigned to the testing session has the correct Student Test Book (S I & II) or is the correct student with the correct Testing Ticket (S III - V).		
Beginning of test sessions: Directions read to student are only from the Test Administration Directions manual.		
Test Administrators and Test Proctors are up and moving around the room monitoring students.		
Test Administrators and Test Proctors do not disclose and/or discuss the content of any portion of the test content with each other, other staff, and students.		
Test Administrators and Test Proctors do not allow students to access and/or share any portion of the test content prior to, during, or after the test administration.		
Test Administrators and Test Proctors do not influence and/or change students' answers.		
District Test Coordinators, Test Administrators, Test Proctors, staff, and students do not photocopy, transcribe, or duplicate any portion of the test materials.		
End of test units are submitted only by the student. In the rare instance that the student cannot do it, with ADE's approval, the Test Administrator submits a test unit.		
Test Administrators collect all testing materials, including students' used scratch paper, before dismissing students. Students' used scratch papers are shredded at the end of the testing day.		
All testing materials are placed in a secure, locked location and that for Stages III – V all electronic devices used for testing are turned off or that all students have signed out of the TestNav platform while not in use.		
Reports any breach of test security to the District Test Coordinator using the AZELLA Test Irregularity Report(s).		