Office of Assessments
Desk & On-site Monitoring Checklist

OKLAHOMA
Education

District: _____ Site: _____

District Test Coordinator/Phone Number/Email Building Test Coordinator/Phone Number/Email:

_____ _____

Due: June 14, 2024	District/Site Use	For OSDE Use Only	
	COMPLETE	MEETS CRITERIA	DOES NOT MEET CRITERIA
District/Site Provided Documentation Each monitored site is to provide documentation for items 1 – 12 for the OSTP. Documentation must be submitted electronically to the Office of Assessment by the date indicated above. Items 3 – 12 district/site plans that should be written, finalized, and provided/discussed with Test Administrators and Test Proctors prior to administering or proctoring tests			
TRAINING			
1. Provide evidence of training for Building Test Coordinators, Test Administrators, and Test Proctors. • BTCs were trained by either their OSDE-trained DTC or via an OSD Test Prep In-service training. • Certificate of training from TA/TP modules.			
• Completed and Signed Test Proctor Observation Logs for all testing sessions.			
2. Provide the site completed Official Schedule of Testing.			
SECURITY			
3. Provide a detailed, written plan describing how security of the test materials is maintained at your district/building(s) and during test sessions. Include specific proceduresto maintain the security of test booklets, test tickets, answer documents, and access codes prior to, during, and after testing sessions.			
4. Provide your district's detailed, written plan for the transfer ofsecure testing documents to and from an Alternate Site of Instruction (e.g., hospital, juvenile detention center, homebound, etc.). **Required, even if your site did not use an alternate site.**			
ADMINISTRATION PROCEDURE			
5. Provide your plan for implementing the state calculator policy, including who will implement the plan. Plan must include how it is used, which faculty member(s) is in charge of implementation, and how students have access(e.g., who is responsible for clearing calculator memory before and after each testing session).			

Item	COMPLETE	MEETS CRITERIA	DOES NOT MEET CRITERIA
6. Provide your detailed, written communication plan in case of emergencies. The plan should include sectionsfor each of the following scenarios: student illness, powerfailure, fire/tornado alarm, intruder on campus, and evacuation of building. Plans must include: • what will be done with secure test materials, • how this will affect students, • the fact that virtual students must be tested on site • what will be done to handle the testing environment, and • who will complete the Test Irregularity Form.			
7. Provide your detailed, written school plan and procedures for providing testing accommodations. This must include: • who is responsible for ensuring accommodations are provided, and • who is responsible for verifying the accommodation received is documented on the students IEP, 504 Plan, or ELAP.			
8. Provide your detailed, written school plan for unaccommodated students who need additional time. This must include: • the location where students will continue testing, • how materials will be handled, and • how a secure testing environment will be ensured			
9. Provide your detailed, written school plan and procedures for handling test security breaches/invalidations in the Testing Status Application via Single Sign On.			
10. Provide your detailed, written school plan and procedures forself reporting test irregularities using the Test Irregularity Form.			
11. Provide your plan for implementation of Emergency Accommodations (EA Form). **Required, even if your site did not use an Emergency Accommodation.**			
12. Provide your plan for proper implementation of Nonstandard Accommodations (ELA/Reading Test Read-Aloud & Unique). **Required, even if your site did not these accommodation types.**			
State Collected Documentation The OSDE will complete steps 13 – 19. Please keep a copy for district records and in case they are requested.	COMPLETE	MEETS CRITERIA	DOES NOT MEET CRITERIA
13. District Test Coordinator (DTC) attended Test Preparation In-service Training provided by the OSDE.			
14. District and Building Security forms, and TA Security forms completed.			
15. Test Security forms and seating charts completed and returned to SAT/ACT (HS Only)			
16. All test booklets and materials accounted for, from current administration. (Missing test books reported to the OSDE by the testing vendor).			

17. Students designated as Special Education or 504 must have valid eligibility documentation and have an IEP or 504 plan in effect for the current school year. The OSTP-approved accommodations used by students must be documented on an IEP or 504 plan, and they must be routinely used as part of classroom instruction and assessments. The OSDE will sample a selection of IEPs for review through EdPlan.			
18. Monitoring documentation received at SDE by June 14, 2024. **Failure to submit documentation by this date may result in an automatic non-compliance status.** Date Received by SDE: _____			

19. SDE verification of documentation complete.

Reviewer: _____   Date Completed: _____

Designation:

Verified Checklist Completion: _____   Date: _____

Please return forms and documentation in electronic format separated by school site to either:

PREFERRED METHOD:

The CANVAS platform at
https://osdeconnect.instructure.com/enroll/A4P6A7

Refer to the AAMP Handbook located at https://sde.ok.gov/test-support-teachers-and-administrators for additional guidance in completing the areas listed on this checklist.

Please call (405) 521-3341 or email Assessments@sde.ok.gov for additional assistance.

SDE Comments/Notes: