

ELP Assessment On-Site Monitoring Checklist

(Only required for districts receiving on-site monitoring)

District: _____

OSDE Monitors: _____

Site: _____

Site Contact Person: _____

Date: _____

The EL DTC should plan for a 30-45 minute interview before or after the test administration observation. OSDE will observe one domain of the requested ELP assessment and ask questions from this document during the on-site visit.

<i>Test Administration Procedures</i>	For use by the OSDE only		
	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE / DOES NOT APPLY
<i>Before Test Administration</i>			
1. Describe group sizes for the administration of the WIDA ACCESS for Kindergarten, ACCESS, and Alternate ACCESS.	☐	☐	☐
2. Provide site-specific testing schedule (testing window dates, daily testing times, make-up testing calendar).	☐	☐	☐
3. Share procedure and timeline for ensuring OSDE's WIDA ACCESS and Alternate ACCESS Checklists are signed by appropriate district staff. Present checklist for the site.	☐	☐	☐
4. Supply valid WIDA training certificates for all Test Administrators (TAs) at the site. Describe district process to ensure all TAs have valid WIDA training certificates.	☐	☐	☐
5. Present valid Oklahoma teaching certificate numbers of TAs at the site. Describe district process to ensure all TAs have valid teaching certifications.	☐	☐	☐
6. Indicate secure storage of materials when not in use (i.e., in a secure, locked area) at the site and district levels. Who has access/keys?	☐	☐	☐
7. Detail the procedure for appropriate sign-out of test materials at the site and district levels.	☐	☐	☐
8. Explain procedures used to identify students eligible for WIDA ACCESS or Alternate ACCESS.	☐	☐	☐
9. Outline procedures for the handling and disposal of used scratch paper. Who does this and when?	☐	☐	☐
Comments/Notes:			

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	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE / DOES NOT APPLY
<i>During Test Administration</i>			
10. Only Test Administrators, Test Proctors, and students being assessed are present in testing room during the entire testing session (Exception: Technology Coordinator or DTC).	☐	☐	☐
11. Visual aids and resource materials that may affect the construct being measured are covered or stored (e.g., instructional posters, charts, manipulatives, dictionaries, thesaurus, and reference materials).	☐	☐	☐
12. Test directions are read verbatim from the Test Administration Manual.	☐	☐	☐
13. Only blank scratch paper is present.	☐	☐	☐
14. Cell phones and other electronic devices (including smartwatches) are off, not visible, and not in use by the Test Administrator, Test Proctor, and/or students (unless required for specific student accommodations or in case of an emergency).	☐	☐	☐
15. Students are working independently or under approved accommodation requirements.	☐	☐	☐
16. Test security during testing is maintained (e.g., no one copying or viewing student test forms).	☐	☐	☐
17. Test Administrator carries out assigned duties (e.g., arrives before testing, present in testing room during entire session, observes and is attentive to students testing).	☐	☐	☐
18. Test Administrator and Test Proctor not involved in activities unrelated to testing (e.g., reading newspapers, grading, talking, browsing the Internet).	☐	☐	☐
Comments/Notes			

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	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE / DOES NOT APPLY
<i>After Test Administration</i>			
19. Articulate procedures for handling test irregularities, security breaches, or incidents, including reporting to OSDE.	☐	☐	☐
20. Specify how materials and test booklets are accounted at the site and district levels.	☐	☐	☐
Comments/Notes:			

	For use by the OSDE only		
Test Administration Procedures	MEETS CRITERIA	DOES NOT MEET CRITERIA	DID NOT OBSERVE / DOES NOT APPLY
IEP/504			
24. WIDA accommodations from WIDA’s Accessibility and Accommodations Manuel must be documented on current IEP/504 plan and must be routinely utilized in the classroom. OSDE will review IEPs/504 Plans through EdPlan and verify applicable accommodations were applied in DRC.	☐	☐	☐
List of STNs of students with IEPs/504s at site:			