

Pennsylvania Department of Education/School District of Philadelphia*
Test Security Checklist

If the Visit Occurs **Prior** to the 1st Day of Testing or **During the Testing Window but Prior to the 1st Day of Testing**, the following will be checked:

- Storage of test materials
- Test material inventory
- Test administrator training
- Testing schedule
- Break/disruption policy during testing administration
- Test material distribution procedure
- Location/s of testing sites
- Parental request procedure for test review
- Materials on classroom walls
- Identification of accommodations for IEP students (on the IEP form) along with plans for the appropriate use of accommodations
- Plans for offering accommodations to ELL students if appropriate

If the Visit Occurs **During** the Testing Window and on a Testing Day, the following will be checked:

- Storage of testing materials
- The daily school procedure for distributing and collecting the test materials
- The daily classroom procedure for distributing and collecting the test materials
- The proper distribution of test booklets
- The classroom procedure for giving the students directions for taking each section of the test
- Materials on classroom walls
- Electronic devices: no beaming or receiving capabilities, cell phones, PDAs
- Break/disruption procedure
- Extended time procedure
- Testing schedule
- "Do's and Don'ts"
- Unusual circumstances
- The use of documented accommodations for students with IEP's and English Language Learners

If the Visit Occurs **During** the Testing Window but after all Testing has been completed, the following will be checked:

- Storage of testing materials
- Test material inventory
- Test administrator training with agenda and faculty sign-in sheet
- Testing schedule
- Break/disruption policy during test administration
- Test material distribution procedures
- Proper completion of the demographics information on a sampling of test booklets
- Proper completion of the accommodations notations on the assessment materials, along with a verification that the same accommodations are listed in the students IEP
- A signed **Test Security Affidavit**
- A completed **Security Checklist**
- A completed **Materials Accountability Form**
- As part of the monitoring process school personnel will be interviewed. Those interviewed could include the school assessment coordinator, the principal, and other test administrators.

* This year again, the Pennsylvania Department of Education will be making unannounced, random test security-monitoring visits to SDP schools prior, during, and after the PSSA Reading and Math assessment window from 3/14/11 to 3/25/11. SDP monitors will be visiting schools during the PSSA Reading, Math, Writing, and Science assessment window from 3/14/11 to 4/15/11.

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