

School District of Philadelphia
Office of Accountability & Assessment

**PSSA Reading/Math Monitoring Form
Spring 2011**

School Name: _____	Date: _____	
Grade: _____	Room #: _____	Teacher's Name: _____
# Students _____	Subject Tested: _____	
Start Time: _____	End Time: _____	(Test is <u>untimed!</u>)

The following practices are required/encouraged. Please check if the test administrator did the following.

- _____ Followed the published Directions for Administration.
- _____ Walked around the room to monitor students (i.e. making sure that students were working on the correct section, encouraging students, etc).

The following practices are prohibited. Please check if the test administrator did the following:

- _____ Altered, influenced, or interfered with a test response or instructed a student to do so
- _____ Filled in any unanswered item or provided the actual answer to students
- _____ Coached or provided feedback to the student relating to the content of the test, before, during or after the test
- _____ Read any portion of the reading assessment aside from the directions
- _____ Left students unattended with test materials or allowed any student to leave the testing site for any reason with test materials
- _____ Allowed students to look ahead to other sections/prompts before being instructed to do so
- _____ Failed to follow the policy for securing test materials at the end of the testing session (if observed)

The use of the following is prohibited. Please check if any of the following were used.

- _____ Dictionaries (except for ELL word to word dictionaries)
- _____ Thesauruses
- _____ Electronic spell checkers/PDAs
- _____ Calculators for 3rd grade Math assessment or on non-calculator items of the Math assessments for grades 4 - 8 and 11
- _____ Calculators on any part of the Science assessment for grades 4, 8, and 11

The displaying of the following instructional aids is prohibited. Please check if any of the following instructional aids are displayed (Note: ONLY Pa. Department of Education provided Formula Sheets, General Rubrics and Scoring Guidelines, including Writing Domain Scoring Guide, are permitted to be displayed.)

- _____ Vocabulary words
- _____ Word walls
- _____ Displays of problems or answers
- _____ Displays of synonyms and/or antonyms
- _____ Number lines
- _____ Display tips on how to write responses and/or solve problems
- _____ Illustrations of geometric shapes, algebraic equations, and graphs
- _____ Instructions on calculator use

Please check if one or more students received any of the following accommodations

- _____ Testing in a separate room
- _____ Use of study carrels
- _____ Small group testing setting
- _____ Bilingual dictionary without definitions
- _____ Qualified bilingual interpreter
- _____ English/Spanish translations of Math or Science test
- _____ Braille or large print editions, magnification devices, and Braillewriter or typewriter/word processor
- _____ Adaptive calculator or Cranmer abacus
- _____ Signed version or qualified interpreter signs directions
- _____ Simplified directions
- _____ Augmentative communication systems, audiotape or listening devices
- _____ Place markers, windows or templates
- _____ Other accommodations. Please describe below:

_____ There was no evidence of cheating or violation of test security procedures as described in the 'Test Security' section located in the Handbook for Assessment Coordinators.

_____ There was evidence of test administration practice that may have either compromised or violated appropriate testing procedures*.

Please describe in detail:

Print Your Name: _____ Date: _____

Signature: _____

Office of Accountability Fax #: 215-400-4255. Fax this form to the attention of Darryl Shelton or bring the form to the Office of Accountability – 2nd Floor, Portal A, 440 N. Broad St.

* If there is evidence of a test security violation please call Uma Jayaraman @ 215-400-6546 and report the violation immediately.