**Office of Assessments
Desk & On-site Monitoring Checklist**

District: _____   Site: _____

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

_____   _____

Due: June 16, 2025	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 are 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 the OSDE-provided DTC Assessment Administration and Technology training. • Certificates of training from TA/TP modules.			
• Completed and signed Test Proctor Observation Logs for all testing sessions.			
2. Provide the final site Official Schedule of Testing, including all make-up sessions.			
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 procedures to maintain the security of test booklets, test tickets, answer documents, and access codes prior to, during, and after testing sessions.			
4. Provide a detailed, written plan for the transfer of secure testing documents to and from an Alternate Site of Instruction (e.g., hospital, juvenile detention center, etc.). **Required, even if your site did not use an alternate site.**			
ADMINISTRATION PROCEDURE			
5. Provide a detailed, written 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, how students have access, and who is responsible for clearing calculator memory before and after each testing session.			

	COMPLETE	MEETS CRITERIA	DOES NOT MEET CRITERIA
6. Provide a detailed, written plan in case of emergencies. The plan should include sections for each of the following scenarios: student illness, power failure, fire/tornado alarm, evacuation of building, testing virtual students, and other emergencies. Plans must include: • how test materials will be kept secure • what the TA and TP will do to ensure the safety of students, • how students will be monitored to prevent the sharing of test information, and • who will complete the Test Irregularity Form.			
7. Provide a detailed, written plan and procedures for providing testing accommodations. Plan must include: • who is responsible for ensuring accommodations are provided, • who is responsible for marking the accommodations in the testing portal, and • who is responsible for verifying the accommodation received is documented on the students IEP, 504 Plan, or ELAP.			
8. Provide a detailed, written plan for unaccommodated students who need additional time. Plan must include: • where students will continue testing, • how materials will be handled, and • how a secure testing environment will be ensured.			
9. Provide a detailed, written plan and procedures for handling test security breaches/invalidations in the Testing Status Application via Single Sign On. Plan must include: • who is responsible for ensuring the breach assessment is given.			
10. Provide a detailed, written plan and procedures for self-reporting test irregularities using the Test Irregularity Form. Plan must include: • who is responsible for notifying the DTC of the irregularity.			
11. Provide your plan for implementation of Emergency Accommodations (EA Form). **Required, even if your site did not use an Emergency Accommodation.**			
12. Provide a detailed, written plan for proper identification, submission, and implementation of Non-standard Accommodations (ELA/Reading Test Read-Aloud & Unique). **Required, even if your site did not use 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 the OSDE-provided DTC Assessment Administration and Technology training.			
14. District and Building Security forms and TA Security forms completed.			
15. Test Security forms and seating charts completed and returned to 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 receiving accommodations must have valid IEPs, 504 plans, or ELAPs for the current school year. OSTP-approved accommodations must be documented on the IEP, 504 plan, or ELPA, and must be routinely utilized in the classroom. OSDE will review IEPs through EdPlan.			
18. Monitoring documentation received at SDE by June 16, 2025. **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:The CANVAS platform at https://osdeconnect.instructure.com/enroll/LBWADJ

Refer to the AAMP Handbook located at https://oklahoma.gov/education/services/assessments/test-security-and-assessment-monitoring.html 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: