

AZELLA Test Administrator and Proctor Observation Checklist – 2021-2022

This form must be completed by the AZELLA District Test Coordinator and/or the School Test Coordinator for every Test Administrator and Proctor once during each AZELLA Test administration (Placement, SAFT, and Reassessment). This form must be made available to ADE upon request.

Assessment: Click or tap here to enter text.

Date: Click or tap to enter a date.

District: Click or tap here to enter text.

School: Click or tap here to enter text.

District Test Coordinator: Click or tap here to enter text.

School Test Coordinator: Click or tap here to enter text.

| A = Appropriate, I = Inappropriate, O = Other (please comment) | A | I | O |
|---|--------------------------|--------------------------|--------------------------|
| Enter the Test Administrator/Proctor Name: Click or tap here to enter text. | | | |
| Inventoried testing materials before and after testing to verify accuracy, and returned all testing materials to the School Test Coordinator at the end of a testing session. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensured the security of test materials while they are in the testing site before, during, and after testing. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Test Administrator has a copy of the Test Administration Directions printed or open on an electronic device. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensured that the testing room is appropriately prepared: adequate student workspace, proper lighting, good ventilation, sufficient number of desks and chairs in good condition, instructional materials (e.g., posters, word walls, charts, diagrams, etc.) removed or covered, and chalkboards/whiteboards are free of any writing except for test procedure information. Ensures that desks are clear of everything except test materials. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provides No. 2 pencils, erasers, and scratch paper to students (if appropriate). "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Did not require students to use scratch paper, to show their work, or to use the online tools (e.g., the highlighter tool). "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Students were seated appropriately in the testing room. (Plenty of space between students or dividers were used as to discourage sharing test information between students; appropriate student spacing for the Stages III-V online Speaking Test so that multiple student responses are not recorded for an individual student's test responses. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Did not advise/encourage students to guess at responses. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Follows procedures for testing as outlined in the Test Administration Directions book, including reading all directions to students. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Remains in testing room during entire testing time. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains control of testing situation and keeps students on task. Actively circulates and monitors students throughout the testing session(s) to discourage misconduct and to be available to answer student questions. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Avoids standing by a student's desk too long or touching a student, as this may be distracting. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions to School Testing Coordinator immediately. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reports any unusual circumstances to School Test Coordinator immediately (e.g., suspicion of cheating). "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monitors students with disabilities and 504 Plan students who may require closer observation than other students or who need special assistance. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not allow students to leave the test room unless there is an emergency/health issue, restroom need. Test Administrator follows procedures for students needing to leave the testing room during testing. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not allow electronic devices other than what is being used for the Stages III-V online version of the test. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Directions and sample items were explained sufficiently to the test takers. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other than assistance with navigation tools for the Stages III-V online test, the Test Administrator does not respond to questions during testing that would aid the student in responding to an item or advise/encourage the student to edit or change a response. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not allow any students to continue online testing when the student reports an issue with the technology. (Stages III – V) Reports the technology issue immediately to the District/School Test Coordinator. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does confirm that Stages III – V student microphone headsets are working properly during the first 3 sample questions prior to allowing students to begin the online Speaking Test items as directed in the Test Administration Directions. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not teach, coach, or cue students on actual test items before, during, and/or after the test administration. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not read any parts of the test to students except as indicated in the Test Administration Directions. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Test Administrator notes which accommodations were provided and used during testing. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not ask students to explain how they got an answer. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not require students to redo any part of the test. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not construct answer keys for the assessment. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Collected all scratch paper, if used, from students after testing was completed. Used scratch paper is securely shredded at the end of the testing day. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not store or save on computers, other electronic and personal storage devices; test items may not be physically shared with others, and may not be shared via email, social media, or any electronic file sharing systems; or reproduced by any means. "Other" comment: Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |