



Assessments

2022 – 2023 AZELLA Quality Assurance and Ethical Practices for Test Security Observation Checklist for the AZELLA School Test Coordinator

The AZELLA District Test Coordinator must observe every AZELLA School Test Coordinator (STC) once during each AZELLA Test administration (Placement and Reassessment). This form, digital or hard copy, must be made available to ADE upon request.

Assessment (Select one): **Placement** or **Reassessment**

Date of Completion:

AZELLA District Test Coordinator:

AZELLA School Test Coordinator:

District Name and Entity #:

School Name and Entity #:

AZELLA School Test Coordinator	Yes	No
Completed the mandatory Test Security and Ethics Training provided by the AZELLA District Test Coordinator.		
Keeps a copy of the Testing Schedule for the school site.		
Keeps a list of staff who have access to the test registration system(s) and student testing site(s) and their user roles.		
Explains the reporting processes for breach of security for all staff.		
Maintains the confidentiality of all student information consistent with FERPA.		
Follows the procedure established by the AZELLA DTC to ensure that Test Administrators are aware of accommodations that will be provided to Students with Disabilities (SWD) in accordance with their IEP or 504 plans and approved by ADE.		

Observing AZELLA School Test Coordinator Monitoring School Building, Test Administrators, and Proctors	Yes	No
Testing environment: bulletin board displays, fact tables, charts and diagrams, and other instructional materials that may give assistance or advantage to students during testing have been removed or covered.		
Test Administrators verifies that all students' personal electronic devices are turned off when entering the testing environment and remain turned off during testing. All staff personal electronic devices are silenced or turned off during testing.		
Test Administrators provide all appropriate and necessary accommodations to SWD		
Confirms there are no more than 6 students in the testing room at a time are completing the online Stages III – V Speaking Test. Exception- a larger setting i.e., cafeteria/library- must provide min. 6' space around each student testing for Speaking test, must reference TAD for specifications.		
Beginning of test sessions: Test Administrators and Test Proctors confirm that each student assigned to the testing session has the correct Student Test Book (S I & II) or is the correct student with the correct Testing Ticket (S III - V).		
Beginning of test sessions: Directions read to student are only from the Test Administration Directions manual.		
Test Administrators and Test Proctors are up and moving around the room monitoring students.		
Test Administrators and Test Proctors do not disclose and/or discuss the content of any portion of the test content with each other, other staff, and students.		
Test Administrators and Test Proctors do not allow students to access and/or share any portion of the test content prior to, during, or after the test administration.		
Test Administrators and Test Proctors do not coach, influence and/or change students' answers.		
District Test Coordinators, Test Administrators, Test Proctors, staff, and students do not photocopy, transcribe, or duplicate any portion of the test materials.		
End of test units are submitted only by the student . In the rare instance that the student cannot do it, ADE approval is REQUIRED for the Test Administrator to submit a test unit.		
Test Administrators collect all testing materials , including students' used scratch paper, before dismissing students . Students' used scratch papers must be shredded at the end of the testing day.		
All testing materials are placed in a secure, locked location and all students have signed out of the electronic devices used for online testing with the TestNav platform.		
Reports any breach of test security to the AZELLA District Test Coordinator immediately.		

Notes: