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# 2023 – 2024 AZELLA Quality Assurance Observation Checklist of AZELLA Test Administrators and Proctors

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 and Reassessment). This form **must** be made available to ADE upon request.

AZELLA Assessment: Click or tap here to enter text. Date: Click or tap to enter a date.

District with Entity #: Click or tap here to enter text. School with Entity #: Click or tap here to enter text.

AZELLA School Test Coordinator’s Name: Click or tap here to enter text.

AZELLA District Test Coordinator’s Name: Click or tap here to enter text.

**Grade Level(s) of Test Administered:** Click or tap here to enter text.

**AZELLA Test Administrator’s/Proctor’s Name:** Click or tap here to enter text.

| A = Appropriate, I = Inappropriate, O = Other (please comment) | A | I | O |
| --- | --- | --- | --- |
| Inventoried testing materials before and after testing to verify accuracy and and returned all testing materials to the School Test Coordinator (STC) at the end of a testing session. “Other” comment: Click or tap here to enter text. |  |  |  |
| 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. |  |  |  |
| Test Administrator has a copy of the Test Administration Directions (TAD) printed or open on an electronic device. “Other” comment: Click or tap here to enter text. |  |  |  |
| 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. |  |  |  |
| Provides No. 2 pencils, erasers, and scratch paper to students (if appropriate). 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. |  |  |  |
| Students were seated appropriately in the testing room. (Plenty of space between students and/or dividers were used as to discourage sharing test information between students; appropriate student spacing for the 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. |  |  |  |
| Did not advise/encourage/coach students to guess at responses. “Other” comment: Click or tap here to enter text. |  |  |  |
| Follows procedures for testing as outlined in the TAD, including reading all directions to students. “Other” comment: Click or tap here to enter text. |  |  |  |
| Remains in testing room during entire testing time.  “Other” comment: Click or tap here to enter text. |  |  |  |
| 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. |  |  |  |
| 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. |  |  |  |
| Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions to the AZELLA STC immediately.  “Other” comment: Click or tap here to enter text. |  |  |  |
| Reports any unusual circumstances to the AZELLA STC immediately (e.g., suspicion of cheating).  “Other” comment: Click or tap here to enter text. |  |  |  |
| 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. |  |  |  |
| 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. |  |  |  |
| Does not allow electronic devices other than what is being used for the online version of the test. “Other” comment: Click or tap here to enter text. |  |  |  |
| Directions and sample items were explained sufficiently to the test takers. “Other” comment: Click or tap here to enter text. |  |  |  |
| Other than assistance with navigation tools for the online tests, 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. |  |  |  |
| Does not allow any students to continue online testing when the student reports an issue with the technology. Reports the technology issue immediately to the AZELLA DTC or the AZELLA STC. “Other” comment: Click or tap here to enter text. |  |  |  |
| Does confirm that online testing students’ 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 TAD. “Other” comment: Click or tap here to enter text. |  |  |  |
| 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. |  |  |  |
| Does not read any parts of the test to students except as indicated in the TAD. “Other” comment: Click or tap here to enter text. |  |  |  |
| Test Administrator notes which accommodations were provided and used during testing. “Other” comment: Click or tap here to enter text. |  |  |  |
| Does not ask students to explain how they got an answer. “Other” comment: Click or tap here to enter text. |  |  |  |
| Does not require students to redo any part of the test. “Other” comment: Click or tap here to enter text. |  |  |  |
| Does not construct answer keys for the assessment. “Other” comment: Click or tap here to enter text. |  |  |  |
| 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. |  |  |  |
| Does not store or save test items and test information on computers and 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. |  |  |  |