

VIRGINIA *Standards of Learning Assessments*

AUDIT INFORMATION SHEET

Advance Notification to DDOT

The Virginia Department of Education has notified every Division Director of Testing (DDOT) that a school or schools within the division may be audited during the *Standards of Learning Assessments* Fall 2002 administration.

Audit Purpose

This audit is an integral part of the assessment process. The "Administration Audit" has two purposes. The first purpose is to ensure that divisions administer the test according to guidelines. The second purpose is to actively obtain ways to improve the assessment system by getting direct feedback from those who actually use the system at the division and school level. To achieve this, this on-site audit is being conducted today.

Audit Process

1. The Auditor has been assigned a grade and test subject to be audited today. The Auditor has been given directions to randomly select an Examiner to observe one testing session.
2. If possible, the Auditor will observe the distribution of testing materials to the selected Examiner.
3. The Auditor will remain with the Examiner for the entire testing session, including the return of testing materials to the School Test Coordinator (STC). During the testing session, the Auditor will complete an Observation Checklist. The Auditor should be unobtrusive in the classroom and should not be answering questions from the Examiner or students.
4. After the completion of the testing session, the Auditor will conduct a 15-30 minute post-test interview with the Examiner using a Post-Test Examiner Survey. The STC, principal, and DDOT are invited to be present for this interview. The Examiner will be asked to read the completed Observation Checklist and the Post-Test Examiner Survey, and then sign his/her name.
5. Following the Examiner interview, the Auditor will conduct a 15-30 minute interview with the STC using a Post-Test School Test Coordinator Survey. Other testing personnel (the Examiner, principal, DDOT) are invited to be present for this interview. The STC will be asked to read the completed survey and then sign his/her name.
6. A photocopy of all completed forms will be left with the STC. Also, a form titled "Evaluation of the Auditor and Audit Process" will be left with both the Examiner and the STC to obtain their input on the audit.
7. The Auditor will schedule and conduct a follow-up interview with the DDOT using a Post-Test DDOT Survey. Before the interview, the DDOT will be asked to read all of the completed audit forms from the school. Also, the DDOT will be given a photocopy of all completed forms. The "Evaluation of the Auditor and Audit Process" will be left with the DDOT.
8. Audit forms will be returned to Harcourt where a summary report of all information will be produced.

WE SINCERELY APPRECIATE YOUR COOPERATION!