**FALL 2002: Writing Tests**

**CHECKLIST FOR CLASSROOM OBSERVATION**

<table>
<thead>
<tr>
<th>Date:</th>
<th>____________________________ (Month, Day, Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Division:</td>
<td>_____________________________________________</td>
</tr>
</tbody>
</table>

| Name of Auditor: | ____________________________ | Name of Examiner: | ____________________________ |
| Signature: | ____________________________ | Signature: | ____________________________ |

**PRIOR TO THE TESTING SESSION**

1. Describe the method used to select the Examiner you will observe:

   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

2. Observe the check-out of test materials from the School Test Coordinator (STC) to the Examiner you will be observing. Complete the following in regard to this observation:

   a. Did the STC use the *Examiner's Test Booklet Daily Transmittal Form / Affidavit* to check materials out to the Examiner?
      - [ ] Yes
      - [ ] No
      - [ ] Not observed (explain why:) __________________________

   b. Was the checking out of test materials accomplished in a central location or did the STC take the materials to the classroom?
      - [ ] Central site
      - [ ] Classroom
      - [ ] Other: ______________________________________________________
      - [ ] Not observed (explain why):
        __________________________________________________________________
        __________________________________________________________________
2. Complete the following in regard to the setting for test administration:

<table>
<thead>
<tr>
<th></th>
<th>Grade 8</th>
<th>End of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>What kind of group is being tested?</td>
<td>What is the size of the group?</td>
</tr>
<tr>
<td></td>
<td>Typical classroom</td>
<td>Less than 25</td>
</tr>
<tr>
<td></td>
<td>Large-group setting (i.e., cafeteria or auditorium)</td>
<td>More than 25</td>
</tr>
<tr>
<td></td>
<td>How many Proctors are present?</td>
<td>_____________</td>
</tr>
<tr>
<td>b.</td>
<td>Does each student have enough desktop/table space for an open test booklet and answer booklet?</td>
<td>Yes</td>
</tr>
<tr>
<td>c.</td>
<td>Is seating arranged to discourage student copying?</td>
<td>Yes</td>
</tr>
<tr>
<td>d.</td>
<td>Are there any instructional materials visible that might influence student performance in testing? (include charts, chalkboard displays, bulletin board materials related to test content)</td>
<td>Yes</td>
</tr>
<tr>
<td>e.</td>
<td>On the demographic page of the answer booklets, did the Examiner instruct students to fill out certain items and to skip the sections that a teacher should fill out? (Areas that students should not fill out include Limited-English Proficient, Disability Status, Special Test Accommodations, Testing Status, Title I, and SOA Adjustment)</td>
<td>Yes</td>
</tr>
<tr>
<td>f.</td>
<td>Were the test booklets (if a multiple-choice session) or writing prompts (if direct writing) handed out as described in the Examiner’s Manual?</td>
<td>Yes</td>
</tr>
<tr>
<td>g.</td>
<td>(If a direct Writing session:) Did the Examiner count the Writing prompts and complete the cover sheet that was enclosed in the package of Writing prompts?</td>
<td>Yes</td>
</tr>
<tr>
<td>h.</td>
<td>Did the Examiner read the directions from the Examiner’s Manual?</td>
<td>Yes</td>
</tr>
<tr>
<td>i.</td>
<td>Did the Examiner have to add any further explanation for the directions?</td>
<td>Yes</td>
</tr>
<tr>
<td>j.</td>
<td>Did students ask questions related to the mechanics of the test?</td>
<td>Yes</td>
</tr>
<tr>
<td>k.</td>
<td>Did students ask questions about the sample items?</td>
<td>Yes</td>
</tr>
<tr>
<td>l.</td>
<td>Did any individual student’s question cause the Examiner to explain something to the entire class?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*If YES, what was it?*
OBSERVATION CHECKLIST FALL 2002 WRITING TESTS

m. Did the Examiner respond to questions within the guidelines specified in the Examiners Manual? □ Yes □ No
   Note any exemplary responses OR responses that concerned you:
   ____________________________________________
   ____________________________________________
   ____________________________________________

n. In what way did the Examiner explain your presence to the students?
   ____________________________________________
   ____________________________________________
   ____________________________________________
   □ Not explained in my presence

During the Testing Session
SOL Writing Test

Complete the following in regard to observations made in the testing area DURING the testing session:

1. (If a Direct Writing session:) Were a dictionary and scratch paper available to each student? □ Yes □ No □ N/A

2. (If a Direct Writing session:) Was it necessary for students to share dictionaries?
   If so, how was this accomplished?
   ____________________________________________
   ____________________________________________
   ____________________________________________
   □ Yes □ No □ N/A

3. Was the room quiet throughout the testing period? □ Yes □ No

4. Did the Examiner answer any individual student questions once testing began? □ Yes □ No

5. Did the Examiner monitor the classroom unobtrusively? □ Yes □ No

6. If there were Proctors or other adults present, did they monitor the testing by moving around the room unobtrusively? □ Yes □ No
## OBSERVATION CHECKLIST FALL 2002 WRITING TESTS

### 7. Were any of the following conditions observed during the testing session?

Check any that may apply and COMMENT AS NECESSARY BELOW.

- [ ] Student became ill during testing.
- [ ] Student was observed cheating during the testing session.
- [ ] Examiner or another adult appeared to provide improper assistance to student.
- [ ] An excessive disturbance or disruption occurred.
- [ ] A student's test booklet or used answer booklet is missing.
- [ ] Another situation that might affect a student's score occurred.

**Comments:**


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### 8. Did students remain in the test setting until ALL students completed the test?

- [ ] Yes
- [ ] No – 1
  
  Students were dismissed from the test setting when most students had finished. Those who had not finished remained in the room until they had finished testing.

- [ ] No – 2
  
  Once the majority of students had completed the test, those who had not finished were moved to a different location to complete testing.

Did you observe precautions taken during this move to:

a. maintain the security of test materials?

- [ ] Yes
- [ ] No. If "no," explain:
  
  ____________________________________________________________
  ____________________________________________________________

b. avoid interaction of students with each other or with learning materials?

- [ ] Yes
- [ ] No. If "no," explain:
  
  ____________________________________________________________
  ____________________________________________________________

### 9. After how many minutes did each of the following occur?

- First student finished the test: _______________________
- Approximately half of the students finished the test: ______________________
- All students completed the test: _______________________
Complete the following in regard to observations made in the testing area AFTER the testing session:

1. Were the following materials collected from students at the end of the test session?
   - (If a multiple-choice session) ALL COPIES of the test booklets
     - Yes ☐ No ☐ N/A ☐
   - (If a direct Writing session) ALL COPIES of the Writing prompts
     - Yes ☐ No ☐ N/A ☐
   - ALL students’ answer booklets
     - Yes ☐ No ☐ N/A ☐

2. NOTE: If it is not practical for the Examiner to return test materials immediately after the testing session, he/she is permitted to retain the materials in locked storage in the classroom/test site until the end of the school day.
   - If this is the case for the Examiner you have observed, check:
     - ☐ This Examiner did not return materials to the STC after this testing session.
   - Was locked storage available and used for this purpose?
     - Yes ☐ No ☐
   - If “no,” what measures were taken to ensure security of the materials?
     - __________________________________________________
     - __________________________________________________

If you responded to any part of this question, skip Question 3 and go on to the final section of this Checklist.

3. Did the STC verify that the Examiner returned ALL materials and initial the Examiner’s Transmittal Form?
   - Yes ☐ No ☐ N/A ☐

Auditor’s Concluding Comments

1. AUDITOR: Did you observe any practices during testing that you feel are exemplary and should be shared with others?
   - __________________________________________________
   - __________________________________________________
   - __________________________________________________

2. AUDITOR: Were there things that didn’t work well? (e.g., directions not clear) If yes, please explain:
   - __________________________________________________
   - __________________________________________________
   - __________________________________________________
3. AUDITOR: Please note any additional comments/concerns/observations.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________