



*FALL 2002: Writing Tests*

**CHECKLIST FOR CLASSROOM OBSERVATION**

<b>Date:</b> _____ (Month, Day, Year)
<b>School Name:</b> _____
<b>Division:</b> _____

<b>Name of Auditor:</b> _____	<b>Name of Examiner:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

**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*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**DESCRIBE THE TESTING SESSION**

	Grade 8	End of Course
English: Writing (multiple-choice)		
English: Writing (direct writing)		

**2. Complete the following in regard to the setting for test administration:**

<b>a.</b>	What kind of group is being tested? <input type="checkbox"/> Typical classroom <input type="checkbox"/> Large-group setting (i.e., cafeteria or auditorium)	What is the size of the group? <input type="checkbox"/> Less than 25 <input type="checkbox"/> More than 25
How many Proctors are present? _____		
<b>b.</b>	Does each student have enough desktop/table space for an open test booklet and answer booklet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>c.</b>	Is seating arranged to discourage student copying?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>d.</b>	Are there any instructional materials visible that might influence student performance in testing? (include charts, chalkboard displays, bulletin board materials related to test content)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>e.</b>	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)	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Not observed
<b>f.</b>	Were the test booklets (if a multiple-choice session) or writing prompts (if direct writing) handed out as described in the <i>Examiner's Manual</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>g.</b>	<i>(If a direct Writing session:)</i> Did the Examiner count the Writing prompts and complete the cover sheet that was enclosed in the package of Writing prompts?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>h.</b>	Did the Examiner read the directions from the <i>Examiner's Manual</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>i.</b>	Did the Examiner have to add any further explanation for the directions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>j.</b>	Did students ask questions related to the mechanics of the test?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>k.</b>	Did students ask questions about the sample items?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>l.</b>	Did any individual student's question cause the Examiner to explain something to the entire class?  <i>If YES, what was it?</i>  _____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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m. Did the Examiner respond to questions within the guidelines specified in the *Examiner's 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?  Yes  No  
 N/A  
If so, how was this accomplished?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
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

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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: \_\_\_\_\_

**After the Testing Session**  
**SOL Writing 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

**After the testing session, accompany the Examiner to observe the return of materials to the STC.**

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:*  Yes  No
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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3.

AUDITOR: Please note any additional comments/concerns/observations.

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