Virginia
Standards of Learning Assessments

_____

Auditor:

1. Complete this form <u>after</u> the classroom observation and <u>after</u> you have observed the return of materials.

2. Rather than conduct a verbal interview, it is acceptable to allow the Examiner to read and complete this form. However, in the event that the Examiner has questions or needs clarification, <u>you must remain with the Examiner while she or he completes the form</u>.

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VIRGINIA Standards of Learning Assessments
ENGLISH: WRITING TEST

POST-TEST EXAMINER
PROTOCOL

General Information

Date: _____ (Month, Day, Year)

School: _____

Division: _____

Examiner's Name: _____

Examiner's Signature: _____   My signature indicates that I have reviewed this document.

Auditor's Name: _____

Auditor Signature: _____

AUDITOR: In your completion of this protocol, did you meet with the Examiner only?

☐ Yes ☐ No

If no, who else was in attendance?

<u>**Name**</u>	<u>**Position**</u>
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: The Examiner is to begin on Page 3.

Information about Your Training
Prior to Testing

1. Were you provided training by your STC on:

Your overall responsibilities as an SOL Examiner?	☐ Yes	☐ No
Security requirements?	☐ Yes	☐ No
Test dates and schedule?	☐ Yes	☐ No
Preparation of your testing site?	☐ Yes	☐ No
Participation of students with disabilities and/or Limited-English proficient students?	☐ Yes	☐ No
Coding of demographic information on the students' answer booklets?	☐ Yes	☐ No
Conducting test administration in standardized conditions?	☐ Yes	☐ No
Use of Proctors?	☐ Yes	☐ No
Identifying and handling testing irregularities?	☐ Yes	☐ No
Handling emergencies?	☐ Yes	☐ No
Completing the SSID sheet?	☐ Yes	☐ No
Assembling materials after testing?	☐ Yes	☐ No

Were there any aspects of your training that you felt were particularly effective in preparing you for this administration?

_____
_____
_____

If more training was needed, please provide specific suggestions:

_____
_____
_____

Information about Activities and Preparation Prior to the First Day of Testing

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2. | Did you read the *Examiner's Manual*? ☐ Yes ☐ No

When? _____(Month, Day, Year)

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3. | Did you complete and return the *Examiner's Test Security Agreement* to your STC prior to the beginning of today's testing session? ☐ Yes ☐ No

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4. | Did you receive the *Examiner's Manual* for review prior to the first day of testing? ☐ Yes ☐ No

If "yes," when: _____

Did you find this early receipt useful? ☐ Yes ☐ No ☐ N/A

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5. | Did you receive answer booklets prior to testing to allow time to complete demographic information? ☐ Yes ☐ No

If "yes," when: _____ (Month, Day, Year)

Did you find this early receipt useful? ☐ Yes ☐ No ☐ N/A

6. Were you aware that students are not to complete the following demographic information:

	Yes	No
Limited English Proficient?	☐	☐
Disability Status?	☐	☐
Special Test Accommodations?	☐	☐
Testing Status?	☐	☐
SOA Adjustment?	☐	☐
Title I?	☐	☐

Did you complete any of the above information prior to today's testing session? If "no," when will this information be completed by you or another adult? _____   ☐ Yes ☐ No ☐ N/A

Did students complete the remaining demographic information (such as name, birthday, gender, and so on) themselves?   ☐ Yes ☐ No ☐ N/A

Were the instructions in the *Examiner's Manual* for completion of the demographic page helpful to you?   ☐ Yes ☐ No ☐ N/A

Do you feel that the instructions for completing the demographic data which were dictated to students were appropriately worded?   ☐ Yes ☐ No ☐ N/A

Comments:
_____
_____
_____

Information about Activities Today

7. Did you receive any test booklets or writing prompts prior to this morning?   ☐ Yes ☐ No

8. Was today the first day of testing for this group of students? *(If yes, skip to question 9)*   ☐ Yes ☐ No

Were the answer documents that your students used given to you today by your STC? If "no", where were the answer documents stored since the previous testing session?   ☐ Yes ☐ No
_____
_____
_____

9. Whether prior to or during the testing session, were there questions asked by students that were difficult for you to answer?   ☐ Yes ☐ No
_____
_____
_____

10. Regarding the students to whom you administered the test today: Are you the regular teacher of this group of students?   ☐ Yes ☐ No

11. If you did not return test materials directly to your STC after today's testing session, have you made arrangements to return the materials to the STC no later than the end of the day? ☐ Yes ☐ No ☐ N/A

Information about Activities Conducted and/or Planned Subsequent to Today's Testing Session

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12. Have you already inspected the students' answer documents from today's testing for improper marks or damage? ☐ Yes ☐ No

If not, are you familiar with the instructions for this that are in the *Examiner's Manual*? ☐ Yes ☐ No

13. Are the instructions in the *Examiner's Manual* about completion of answer booklets clear regarding the following:

use of "Testing Status" grid? ☐ Yes ☐ No

the requirement that an answer booklet be completed for <u>every student enrolled in the grade</u>? ☐ Yes ☐ No

completion of the SSID sheet? ☐ Yes ☐ No

preparing a bundle of scorable answer booklets? ☐ Yes ☐ No

The Examiner's Suggestions

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14. In what way could test materials be packaged differently to make your job easier?
_____
_____
_____

15. What specific suggestions do you have for the improvement of the *Examiner's Manual*?
_____
_____
_____

16. What other information and/or materials would be useful to you in your role as Examiner?
_____
_____
_____

17. In regard to the sample test items provided in the test booklets: Were these items sufficient to enable students to understand their task? ☐ Yes ☐ No

If "no", please explain:_____
_____
_____

Fall 2002 SOL Writing Test, Post-Test Examiner Protocol

18. Were any of the directions in the *Examiner's Manual* confusing to you or to your students? ☐ Yes ☐ No

If so, please explain:_____
_____
_____

19. As a result of your experiences in the Fall 2002 administration of the SOL Writing test, what changes would you consider making in your own procedures for the next administration?

_____
_____
_____
_____

20. Do you have other suggestions for changes in the test administration procedures? If so, please explain:

_____
_____
_____
_____

PLEASE REVIEW FOR COMPLETENESS, THEN SIGN ON PAGE 1.

NOTE: THIS FORM WILL BE PHOTOCOPIED AND LEFT WITH THE SCHOOL TEST COORDINATOR.

THANK YOU!