



Quality Assurance Checklist for Secure Testing

District: _____

School: _____

Principal: _____

Building Coordinator: _____

Assessment Observed: ☐ WY-TOPP ☐ WY-ALT ☐ ACCESS for ELs ☐ WIDA Alternate ACCESS

Date of Visit: _____ Rooms Visited: _____

Staffing Concerns/Comments/Questions:

Test Monitoring Processes:

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | 1. Is there a designated, limited-access storage area for storing secure materials? |
| ☐ | ☐ | ☐ | 2. Is there 'Do not disturb' or 'Testing in Progress' signage posted? |
| ☐ | ☐ | ☐ | 3. Are instructional materials and/or student work removed/covered in all testing rooms? |
| ☐ | ☐ | ☐ | 4. Is the testing room free from noise or interruptions? |
| ☐ | ☐ | ☐ | 5. Is the session ID posted and/or available for all students to reference? |
| ☐ | ☐ | ☐ | 6. Are students only using Universal Tools or resources allowed per formal education plans? |
| ☐ | ☐ | ☐ | 7. Monitoring personnel have received details regarding the school's process for entering accommodations/supports into the testing platform? |
| ☐ | ☐ | ☐ | 8. Are test administrators reading the test instructions and script verbatim? |
| ☐ | ☐ | ☐ | 9. If test administrators are speaking, are they only clarifying instructions? |
| ☐ | ☐ | ☐ | 10. Are test administrators remaining with the students and actively monitoring the test room? |
| ☐ | ☐ | ☐ | 11. Are student seating arrangements created in a manner to discourage inappropriate behavior? |
| ☐ | ☐ | ☐ | 12. Monitoring personnel have received details regarding the process used to collect test materials, including test tickets and scratch paper, before dismissing students? |
| ☐ | ☐ | ☐ | 13. Monitoring personnel had the opportunity to see Building Assessment Security documentation as detailed in the WY Assessment Security Guide? |
| ☐ | ☐ | ☐ | 14. Assessment Security Assurance form completed and submitted annually to the WDE? |

Comments/Concerns:

Date: _____ Monitoring Staff: _____