# Assessment Observation

## Background

Districts will now be required to conduct observations of the following assessments:

* Content area assessment, Alaska Science Assessment
* Content area assessment, Alaska System of Academic Readiness (AK STAR)
* Content area alternate assessments (i.e. DLM)
* English language proficiency (ELP) assessment (i.e. WIDA ACCESS for ELLs)
* English language proficiency alternate assessment (i.e. ALT ACCESS)

The purpose of these observations is to see assessment administration as it happens in order to ensure that school personnel involved in test administration adhere to test security and test administration guidelines. Adherence to these guidelines provides a standardized administration for all students and therefore valid and reliable insights from assessment results.

The minimum requirement for observations is one observation per school per assessment. For example, if a school administers the content area assessments, the ELP assessment, and the alternates for each assessment, a minimum of five observations would be required – a minimum of one observation per assessment. If a school does not administer an assessment, for instance the ELP assessment, an observation would not be required for that assessment. Only one assessment session per assessment needs to be conducted. This means only one assessment session for Alaska Science Assessment and AK STAR, one domain of ACCESS for ELLs and only one testlet for DLM needs to be observed.

The observations should be conducted by another employee of the district who has been trained in test administration such as a site administrator. The observer must remain in the testing room for the duration of the assessment session.

## Conducting an Observation

The observations can be conducted using the Assessment Observation Form. Districts may also provide additional district-level oversight by creating their own observation from. If a district elects to create their own form, it must contain at a minimum the elements present on the Assessment Observation Form. That is, a district may for their own purposes add to, but not subtract from or drastically modify, the Assessment Observation Form.

In order to adhere to electronic devices policy, the Assessment Observation Form must be printed and completed by hand.

### Instructions of Complete the Observation Form

To complete the observation form:

1. Complete the top portion of Assessment Observation Form, which contains general information about the assessment session:
* **School Information**: The district and school where the observation is occurring
* **Assessment Information**: The name of the assessment, the content area or domain assessed, and whether the administration is computer-based or paper-based
* **Staff**: the names of Building Test Coordinator, Test Administrator, and any other staff present in the room

This information is useful for tracking assessments, observations, and any irregularities or mis-administrations that may occur during assessment.

1. The next portion of the Assessment Observation Form presents a series of categories to observe. Mark “Yes” if the category accurately describes the administration of the assessment; mark “No” if it does not. If the category is not applicable to the assessment that is being observed, mark “NA”. In the space allotted, provide additional comments to help a reader understand the administration of the assessment. A comment is required for any category marked “No” or “NA.” Categories are broken up into the following sections:
	1. **Preparing the Environment**: Observe the testing environment to ensure it has been set up properly.
	2. **During/After Assessment**: Observe to ensure that all policies and procedures are properly adhered to.
2. After the observation is complete, the observer must print their name and sign the observation form. The form must be kept on file along with other assessment materials.

### Other Considerations

In order to avoid distraction and disruption during testing, the observer should be present but unassuming in the test center. “Present but unassuming” includes the following:

* Observers must follow all test administration and security practices.
* Observers may not use phones, laptops, or electronic devices in testing rooms.
* Test administrators, and therefore observers, may not work on tasks or paperwork unrelated to the assessment observation.
* Observers should stand in the back of the room.
* If moving through the room is required, be mindful not to hover over students testing.
* Observers must complete all lines of the form.
* Observers must not leave the testing area until the session is complete and all secure materials have been collected and inventoried.

**Assessment Observation Form**

**Spring 2024**

# School Information:

| **District** |  | **School:** |  |
| --- | --- | --- | --- |

# Assessment Information:

| **Date and Time:** |  | **Grade Level(s):** |  |
| --- | --- | --- | --- |

# Assessment and Content Area Being Assessed:

**AK STAR**

[ ]  ELA

[ ]  Math

**Alaska Science Assessment**

[ ]  Science**DLM**

[ ]  ELA

[ ]  Math

[ ]  Science

**ACCESS for ELLs**

[ ]  Reading

[ ]  Listening

[ ]  Writing

[ ]  Speaking

**Alternate ACCESS for ELLs**

[ ]  Reading

[ ]  Listening

[ ]  Writing

[ ]  Speaking

| **Computer- or Paper-Based Assessment:** | [ ]  Computer [ ]  Paper |
| --- | --- |
| **Number of Students Being Assessed in the room:** |  |

# Staff:

| **Building Test Coordinator:** |  |
| --- | --- |
| **Test Administrator:** |  |
| **Are there additional staff in the room?** | [ ]  No [ ]  Yes, please list name and role below: |

Please provide additional comments. A comment must be provided if ‘No’ is marked in any category.

| **Preparing The Environment** | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| The test administrator is a school district employee trained to administer the assessment. |  |  |  |
| The test administrator is prepared for the session with all of the necessary materials. |  |  |  |
| All classroom materials that may assist students in taking the test are covered or concealed. |  |  |  |
| “TESTING: DO NOT DISTURB” and “NO ELECTRONIC DEVICES” signs are posted in an appropriate location. |  |  |  |
| The space used for testing has adequate lighting, adequate heating, and a quiet atmosphere for students. |  |  |  |
| Students are provided pencils, erasers, and scratch paper. |  |  |  |
| Students are provided enough space to prevent answer sharing and an adequate writing surface to use scratch paper. |  |  |  |
| \*\*Students are provided the required universal tools (calculators on allowable grade levels and parts of the assessment, highlighters, noise blocking headphones if requested, etc.). |  |  |  |

Please provide additional comments. A comment must be provided if ‘No’ is marked in any category.

| **During/After Assessment** | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| The test administrator follows established procedures for eliminating the use of personal electronic devices during the assessment session.  |  |  |  |
| The test administrator does not play music or soundscapes during the assessment. |  |  |  |
| The test administrator reads the script exactly as it is written. |  |  |  |
| The test administrator actively monitors students testing by circulating the room. |  |  |  |
| Restroom trips and breaks are adequately supervised. |  |  |  |
| Students were not left unattended at any time, for any reason, during testing |  |  |  |
| During assessment, only trained staff involved in assessment administration are present in the assessment environment. |  |  |  |
| \*\*The test administrator allows handheld calculators on allowed parts **only**,according to the calculator policy. |  |  |  |
| Students were provided access to ONLY resources permitted for each specific assessment. |  |  |  |
| The test administrator ensured standardized conditions with no coaching or prompting. |  |  |  |
| The test administrator was aware of which students had accommodations and administered accommodations appropriately. |  |  |  |
| The test administrator documented and reported any unexpected challenges that arose during testing. |  |  |  |
| \*The test administrator assists students with using technology to answer test questions without providing any unscripted assistance. |  |  |  |
| As students complete the assessment, the test administrator follows local procedures for maintaining a quiet environment and for dismissal. |  |  |  |
| After testing, test administrator inventories all secure materials and returns them to Building Test Coordinator immediately after testing has completed. |  |  |  |

\*Applicable to computer-based assessments only.

\*\*Applicable to paper-based assessments only.

Observer’s Printed Name Observer’s Signature