




STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

January 22, 2019

TO: Deputy Superintendent
Complex Area Superintendents
Public Charter School Executive Director
Principals (All)
Public Charter School Directors (All)

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Assessment Monitoring Site Visits**

The Assessment Section regularly conducts school site visits during statewide assessment testing windows to observe test administrations and to gather information from school test coordinators about state assessment administration training, management and practices. These visits provide an opportunity for Assessment Section staff and designees to see the testing process in action as well as to identify practices and policies where improvements can be made. The information gathered during these visits is used to improve the testing experience for all those involved while at the same time ensuring the validity and reliability of the assessments.

During Assessment Monitoring Site Visits, Assessment Section staff and designees will observe whether school practices align with state assessment policies and guidance. For example, monitors will note whether:

- All cell phones and other electronic devices are stored in a secure location and are not accessed at any time by students or adults during testing;
- Bulletin boards, posters and other materials containing content-related information are not visible in the testing room;
- Students are properly seated in the testing room and engaged in the testing process;
- Test administrator follows guidance provided in the Test Administration Manual (TAM) (e.g., reading the appropriate test directions);
- Documentation of test administrator/proctor trainings such as sign-in sheet lists indicating dates and time of the trainings;
- Students who require testing accommodations are provided those accommodations;
- Students who require designated supports (or other accessibility features, e.g., administrative considerations for the WIDA ACCESS) are provided those supports;
- Test administrators and proctors are not interfering with or prompting student responses in any manner;

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- Test administrators and proctors are not pacing or artificially restricting student progress during testing sessions (i.e., students should not be told to answer only a limited number of questions within a testing session);
- Test administrator and proctor monitor students during testing; and
- Proper distribution, collection and storage of secure test materials, such as test tickets and scratch paper.

Schools are selected for assessment monitoring site visits based upon several factors. Some schools are selected randomly while others are selected based upon test administration concerns noted in prior years. Since any school may be selected for a site visit, all public and public charter schools should anticipate the presence of an assessment monitor during the administration of the Smarter Balanced, HSA-Alt, HSA Science, Biology 1 EOC exam, KĀ'EO, The ACT, NAEP and the ACCESS for ELLs assessments at any time during the respective testing windows. Visits may be unannounced or arranged with minimal lead time to ensure that observations are made of typical practice. Observations of typical test practice will be used to improve test coordinator and test administrator trainings. A summary of the site visit will be made available to the principal upon request.

If you have any questions, please contact Brian Reiter, Assessment Section, at (808) 733-4100 or via Lotus Notes email.

RL:br

c: Assistant Superintendents
State Public Charter School Commission
Assessment and Accountability Branch