## Assessment Monitoring Site Visits

The purpose of the Assessment Monitoring (test administration and accommodations) Site Visit is to observe the operation of test administration without interfering with the test administration. It is imperative that the monitoring be conducted in its natural setting without special preparation to accommodate the site monitor. The Assessment Section will use information collected from the site visits to improve future administrations of statewide assessments. Therefore, advance preparations on the part of the test coordinator and/or test administrator will defeat the purpose.

### INTRODUCTION

The following procedures should be used for all on-site visits during the administration of a statewide assessment. All Hawaii Department of Education staff and designees conducting site visits should have a copy of the appropriate Hawaii *Test Administration Manual(s)* located at: [alohahsap.org/](http://alohahsap.org/).

In most cases, the school principal will be contacted by a member of the Assessment Section in advance of the visit to alert the administration that a site monitor will be conducting an Assessment Monitoring Site Visit. The primary purpose of the visit is to gather information. If the site monitor is capable of providing support then that is acceptable. If the site monitor observes a testing violation, the person should not intervene directly at the time of the monitoring of a test session regardless of the extent of the violation.

The procedures below should serve as a general guide for the visit. Some modifications might be required in specific circumstances. Document any unusual circumstances using the *Caveon Core system.*

### PROCEDURE

1. An Assessment Section staff member sends an email to TC of school to be visited with cc: to principal and administrator of Assessment Section. This email message is to be sent to schools for announced visitations. The Assessment Section staff member follows up as soon as possible (within one week – i.e., if sent on Monday give until Friday).
2. When the TC replies with testing schedule the Assessment Section staff member coordinates date and time.
3. In advance of the visit, the site monitor is to fill out the letter of introduction with the site monitor’s information. Then, send to the administrator of the Assessment Section for approval. The site monitor is to keep one copy of the letter of introduction for his or her records and the other copy is kept in the site monitor’s visitation folder to show school personnel upon arrival. The site monitor should bring a hard copy of the TAM and UAAG to view or refer to during the observation of test administration.
4. An Assessment Section staff member will provide the site monitor with a list of students with accommodations and designated supports using TIDE.
	1. For Smarter Balanced Assessment, HSA Science Assessments, and EOC Exams:
		1. Option #1: Refer to the verified accommodations database for the appropriate school.
		2. Option #2: Use TIDE to identify whether or not students in the testing room require accommodations or designated supports within the testing system and whether or not they are or are not receiving those accommodations or designated supports as appropriate.
		3. Option #3: If you are unable to access TIDE, follow up with the Test Administrator after the testing session.
		4. Option #4: Observe the use of accommodations and designated supports to the best of your ability.
	2. For Kaiapuni Assessments:
		1. Option #1: Refer to the verified accommodations database for the appropriate school. (This database should include accommodations requested from Kaiapuni schools, as identified by UH.) If this list has not been incorporated into the Assessment Section verified accommodations database, you will need to refer to or request a list of students testing with accommodations from UH.
		2. Option #2: Contact the Test Coordinator beforehand to inquire if any of the classes are administering the assessment with accommodations.
		3. Option #3: If the Test Coordinator is unable to provide you with this information, follow up with the Test Administrator after the testing session.
		4. Option #4: Observe the use of accommodations and designated supports to the best of your ability.
5. The site monitor is to arrive with sufficient time to meet with the test coordinator prior to the start of testing. The site monitor must wear his/her DOE identification badge. If the visit is an announced site visit, the site monitor is expected to call the test coordinator at the school at least one day in advance to verify testing times and schedule for the visit (e.g., debrief with TC).
6. Upon arrival at the school, the site monitor is to check in at the office. Wait for the school staff to request the introduction letter, as this is part of the Caveon Checklist. If the school staff does request the introduction letter, the introduction letter is shared with the office staff and the original may remain in the main office or may be given to the test coordinator. If they do not request the letter during the morning introduction, the introduction letter may be offered at any point during the day. The office staff is to be informed that the site monitor is conducting either (1) an unannounced assessment monitoring site visit, or (2) a pre-arranged visit to observe the administration of statewide assessments and to gather information to help improve future administrations.
7. Site monitor’s cell phone must be turned to silent with no vibration during the test session. The site monitor should refrain from accessing his/her cell phone during the test session.
8. The site monitor should observe students, test administrators, and proctors as they arrive for testing. The site monitor should pay attention to any signs of confusion or disorganization and note instances when procedures are lax.
9. The site monitor is to examine the testing room. The *Test Environment and Security checklist* may serve as a guide for things to look for. The site monitor is to observe room arrangements and number and availability of test administrators and proctors. The site monitor is to observe how designated supports and accommodations for all students including special education students and English Language Learners are handled.
10. Site monitor will ask the TA to bring up the list of students in the test session to identify students with accommodations or designated supports.
11. After the testing begins, the site monitor is to observe the testing environment as discretely as possible and note comments using the *Caveon Core* system.
12. The site monitor should monitor at minimum one test session per school. The site monitor may also visit multiple test rooms in one test session. If the site monitor is there to monitor accommodations, site monitor should remain long enough to observe use of accommodations.
13. If appropriate at the conclusion of the observation, the site monitor may speak with the test administrator. Ask how secure materials are to be collected, where they will be stored, and how they will be destroyed. After thanking the teacher, suggest any additional feedback be noted in the *Assessment Monitoring Site Visit Survey*. The link will be sent to the test administrators and principals participating in the site visits.
14. Check back in with the office. Make sure to sign out, if needed. If necessary or desired, meet with the school test coordinator and/or principal. If the site monitor observes a potential breach incident, the site monitor will inform the test administrator at the end of the test session (before the students have left). If the test administrator takes no action, the observer should note who the student(s) is/are and share the information with the test coordinator. The site monitor will only intervene in cases of potential breaches of test security. During the debrief, the site monitor will inquire as to how the school plans to handle this incident. Keep the debrief short and to the point. Respect their time.
15. Offer them the opportunity to provide the Assessment Section with comments/suggestions for improvement in the procedures for the statewide assessment administration. Remember to express our appreciation for the opportunity to visit and to collect their feedback. If there is no opportunity for feedback to be collected at this time, ask them to complete the Test Administration Survey.
16. The *Caveon Core* system is to be used to record site monitor comments and notes from the visit (include your observations along with any comments/suggestions from the school staff). These comments/suggestions will be shared internally and entered into the *Caveon Core* system. You do not have to complete every element of the form. Site Monitors will not be responsible for generating a formal written report.
17. Site monitors will send out thank you letter to the test coordinator with cc: to principal with a link to survey (3 questions- what works well, what can be improved, and how).