



Virginia Alternate Assessment Program (VAAP) Test Administration Monitoring Checklist

The individual monitoring the VAAP test administration at the school is to complete the following checklist. The completed checklist will be maintained in the office of the Division Director of Testing (DDOT) with other test records associated with the VAAP test administration. The Office of Student Assessment at the Virginia Department of Education (VDOE) may request that the division submit the completed checklist for review.

Division:		School:	
Principal:		School Test Coordinator (STC):	
Test Examiner:		Test Proctor (if present):	
Monitor:		Monitor's Title:	
Observation Date:		Grade & Content Area:	

Pre-Observation Interview with School Test Coordinator (STC)

Item	Yes	No	Comments
Student Testing Tickets, Examiner's Copies, Student Materials, and other secure materials were stored in a secured, locked, limited access location.			
There was an organized plan for distributing and returning assessment materials on each day of testing.			
The STC ensured proper equipment (computers, assistive technology, etc.) was available and working before beginning testing.			
The STC had a signed VDOE <i>Test Security Agreement</i> for everyone that had or will have access to the test.			
Staff were trained in test administration practices and had access to the Test Implementation Manual (TIM) and/or Examiner's Manual.			



Item	Yes	No	Comments
The school VAAP test schedule was created and fell within the specified range of dates for the division's VAAP test window.			
There was a plan in place for how to handle any identified irregularities following state and local policies.			
There was a plan in place to verify students were receiving the correct supports, testing conditions, and accommodations (as documented in current IEPs) for the VAAP assessment.			
Students were given the opportunity to prepare for testing using practice items in TestNav or paper copies.			
A Student Test Plan was prepared for each student based on the student's individual needs.			
Advanced access for testing conditions and interpreting/transliteration accommodation was given no more than 24 hours prior to scheduled test dates.			
Advance access for Alternate Representation of Response Option was given no more than 4 school days (96 hours) prior to scheduled test dates.			

Test Administration Observation

Item	Yes	No	Comments
The testing environment was secured, and the student was positioned so that curricular information that could provide an advantage during testing was not accessible.			
Test materials were not accessible by other students either visually or audibly.			
Desks/tables were clear of all materials except what was allowed in the Examiner's Manual.			



Department of Student Assessment and Accountability

Item	Yes	No	Comments
The STC provided the Examiner with the Student Testing Ticket and Examiner's Copy and Student Materials.			
When applicable, the Examiner provided access to testing conditions in accordance with the Examiner's Manual.			
When applicable, the Examiner provided manipulatives that the student was familiar with and routinely used in instruction in accordance with the Examiner's Manual.			
When applicable, testing accommodations as documented in the IEP were provided in accordance with the Examiner's Manual.			
The Examiner read the directions for administering the test exactly as provided in the Examiner's Copy or <i>Examiner's Supplement for Students with Visual Impairments</i> .			
During testing the student indicated item responses and the Examiner recorded the answers on the Examiner's Copy or entered them into TestNav. (Please indicate in the Comments section the method the student used for recording responses.)			
Once the current test session was completed, all materials used for testing were returned to the STC in accordance with the Examiner's Manual.			
Examiner's Copy and Student Materials and any other testing materials were returned to a locked storage area after testing by the STC.			
The VAAP transmittal form was completed and signed for each instance in which the test materials were obtained from and returned to the STC.			



Post-Observation Comments

1. Describe any testing irregularities observed and explain how they were resolved. Irregularities that cannot be resolved locally need to be reported to VDOE.

2. What test administration questions were posed to you by the STC, Examiner, or Proctor?

3. Please indicate what, if any, response or feedback you provided to the individual(s). If the response was found in documentation provided by VDOE, indicate the source of that information.

4. Provide other comments, including best practices or areas of concern you observed:

Monitor's Statement:

As the individual completing this monitoring checklist, I am aware of the policies and procedures necessary to administer these assessments in accordance with the manuals and test security guidelines provided by the Virginia Department of Education.

Monitor: _____
Signature _____

Date: _____

Printed Name _____