

Minnesota Statewide Assessments Monitoring List

This list outlines the areas that MDE monitors will observe or discuss during a monitoring visit of WIDA ACCESS or MCA administrations. The posting and accuracy of the school's testing calendar will be evaluated while scheduling the visit.

Interview with District/School Assessment Coordinator

- Are secure test materials kept in locked storage areas with limited staff access? Be prepared to show the MDE monitor where test materials are stored and describe who has key access to the storage area.
- How do staff receive training or information, prior to testing, on the processes that are specific to your school or district (for example, process for breaks or where to pick up materials)?
- What is the process for tracking which student tested with which Test Administrator/Test Monitor and tracking other trained staff present in the testing room? Be prepared to show an example of this tracking for the testing room observed.
- What is the process for providing assistance to Test Administrators/Test Monitors during testing (for example, for technical issues, answering questions, or unexpected situations)?
- What is the process for noting things that happen during testing (for example, misadministrations, unexpected situations, and security violations)?

Observations

- Test Administrators/Test Monitors collect secure materials on the day of testing from locked storage or materials are securely handed off to them (at no time are materials left unattended).
- Online test items are not visible until time of testing; test booklets/books remain closed until students are instructed to begin.
- All materials related to explicit language instruction or the language expectations of an academic content area (WIDA ACCESS) or all academic or instructional materials (MCA) on walls or desks are covered or taken down, even if not related to the domain/subject being tested.
- All devices not used for test administration are collected or put away and turned off, including cell phones, other mobile devices, smart glasses, and other wearable technology.
- Only materials authorized for use during testing are on student desks during the administration.
- Student questions about directions or testing procedures are answered before testing begins.
- Throughout test administration, directions are provided in line with guidance in the applicable *Test Administrator Script* (WIDA ACCESS) or *Testing Directions* (MCA), including providing scripted instructions.
- Only students who are testing or who finished testing during the current testing session are present in the testing room.
- Designated staff members are available to Test Administrators/Test Monitors for troubleshooting, providing assistance, and answering questions.

- The testing room is supervised by at least one trained district staff member at all times.
- If a student who has not finished testing needs to leave the room (for example, to visit the restroom or due to illness), only one student is allowed to leave at a time or there is a plan in place for staff to monitor multiple students.
- If a student needs to leave the room, the online test is exited/content is covered (items not viewable) or the test booklet/book is closed. The test is resumed/uncovered or materials are reopened upon return.
- Students are allowed to work at their own pace without being pressured to finish or slow down.
- Test Administrators/Test Monitors actively monitor test administration by moving through the room and observing that students are working independently.
- Student questions during testing are addressed appropriately using the *Test Administrator Script* (WIDA ACCESS) or *Testing Directions* (MCA).
- The Test Administrator/Test Monitor maintains order, the testing room is quiet, and disruptions are kept to a minimum.
- There is one Test Administrator/Test Monitor for approximately every 30 students for WIDA ACCESS Reading and Listening and MCA, or there is one Test Administrator for every 15 students for WIDA ACCESS Writing. (Note: To ensure students feel comfortable in the testing environment, MDE does not observe WIDA ACCESS Speaking tests. If districts are monitoring WIDA ACCESS Speaking, ensure there is one Test Administrator for every 5 students.)
- Enough space is allowed between students in the testing room to ensure students work independently. If space is limited, barriers/screens may be used, or additional Test Administrators/Test Monitors may be present. (Note: To ensure students feel comfortable in the testing environment, MDE does not observe WIDA ACCESS Speaking tests. If districts are monitoring WIDA ACCESS Speaking, ensure there is enough space between students so that each student's headset is recording only their speech.)
- When students finish testing, the school's process is followed with minimal disruption.
- If students remain in the testing room once they are finished with testing, these students work on appropriate paper materials, read a paper book, or sit quietly. Even when a student has completed testing, any type of device use is prohibited.
- Secure test materials are collected at the end of the testing session and properly secured.
- Test Administrators/Test Monitors account for all materials before returning them to the District or School Assessment Coordinator or designated staff member.