

**Louisiana Department of Education Test Security**  
**Real-Time State Assessment Administration Monitor Note-Taking Guide**

Monitor Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_  
Parish/District: \_\_\_\_\_  
Charter Organization: \_\_\_\_\_  
School: \_\_\_\_\_ Site Code: \_\_\_\_\_  
Principal: \_\_\_\_\_  
School Test Coordinator: \_\_\_\_\_  
Assessment to be Monitored (Subject/Section): \_\_\_\_\_ Grade Levels: \_\_\_\_\_

**INSTRUCTIONS FOR REAL-TIME MONITORS UPON ARRIVAL**

Upon entering the school, explain that you are there to conduct test administration monitoring and request to be introduced to the Principal.

Were you required to sign in on a visitor log? Yes No

Were you required to present a valid government-issued photo identification? Yes No

Were you required to show your monitoring authorization letter? Yes No

Name of school representative that granted you admission to the school: \_\_\_\_\_

**TESTING MATERIALS IN SECURE LOCATION UPON ARRIVAL**

As soon as possible after completing school check-in procedures, request to be directed to the room where testing materials are stored.

- Note the time you first arrived at the room where testing materials are stored: \_\_\_\_\_
- Upon arriving at the room where testing materials are stored, note the room number or other room identifier: \_\_\_\_\_
- Was the room locked and secure upon your arrival? Yes No
  - If not, explain: \_\_\_\_\_  
\_\_\_\_\_
- Was any person present inside the room upon your arrival? Yes No
  - If so, identify the people present in the secure room: \_\_\_\_\_  
\_\_\_\_\_
- How many doors and windows are in the room? \_\_\_\_\_
- Are all access points lockable? Yes No
  - If not, explain: \_\_\_\_\_  
\_\_\_\_\_

**INTERVIEW THE SCHOOL TEST COORDINATOR**

Identify and introduce yourself to the School Test Coordinator (STC). Identify a time when the STC is available for you to complete the interview – you will need approximately 15 minutes. Note that the STC may not be available upon your arrival.

**A. TESTING MATERIALS IN SECURE LOCATION: Secure Storage Area for Testing Materials**

- Did STC unlock the secure storage area or witness the secure storage area being unlocked? Yes No  
What time was the secure storage area unlocked? \_\_\_\_\_
- Identify all persons with keys to secure storage area: \_\_\_\_\_  
\_\_\_\_\_
- Is there a master key to the building that works on the secure storage area? Yes No  
If so, identify all persons that have the master key: \_\_\_\_\_
- Date school received testing materials: \_\_\_\_\_

5. Person(s) who received and signed for receipt of testing materials: \_\_\_\_\_
6. Is the secure room used for any purpose other than receipt, distribution, collection, organization and storage of testing materials?      Yes      No  
If so, explain: \_\_\_\_\_  
\_\_\_\_\_

**B. TEST ADMINISTRATION AND SECURITY TRAINING**

7. Did STC attend training for test administration and security procedures?      Yes      No  
If not, explain: \_\_\_\_\_  
\_\_\_\_\_
8. Did all school staff participating in testing receive training in test administration and security procedures?      Yes      No  
If not, explain: \_\_\_\_\_  
\_\_\_\_\_
- If so, on what date? \_\_\_\_\_  
Who delivered training to school staff? \_\_\_\_\_  
Where did training take place: \_\_\_\_\_

**C. TESTING STAFF AND ROOM ASSIGNMENTS**

9. What time is testing scheduled to begin today? \_\_\_\_\_
10. In how many rooms will regular assessments be administered today? \_\_\_\_\_
11. In how many rooms will assessments with accessibility features and/or accommodations be administered today? Identify the rooms. \_\_\_\_\_  
\_\_\_\_\_
12. Is the school conducting make-up testing today?      Yes      No  
If so, starting at what time and in which rooms \_\_\_\_\_  
\_\_\_\_\_
13. Identify the staff who assign students to each testing room and the process for assigning students to each room: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Explain procedure for assigning Test Administrators (TAs) and Proctors, if needed, to each testing room: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. If the school is administering End of Course tests, are any TAs or Proctors administering tests to any students for whom they are the teacher of record for that subject area?      Yes      No  
If so, please identify the test and testing rooms where this will occur: \_\_\_\_\_  
\_\_\_\_\_

**D. OATH OF SECURITY & TEST ADMINISTRATOR MANUAL DISTRIBUTION**

16. Did each Test Administrator receive a Test Administration Manual prior to testing?      Yes      No  
If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. How will STC collect the oath of security signed by each Test Administrator? \_\_\_\_\_

**E. PROCEDURES FOR ADMINISTERING TESTS FOR STUDENTS WITH ACCOMMODATIONS**

18. Do any students testing today require accessibility features or accommodations?      Yes      No

19. Explain how the STC knows which students should receive which accessibility features and/or accommodations. \_\_\_\_\_

20. Explain how the STC communicates the student-specific accessibility features and/or accommodations to each TA administering tests to students who will use accessibility features or receive accommodations. \_\_\_\_\_

21. Did each TA receive training on the administration of tests to students using accessibility features and/or receiving accommodations? Yes No

If not, explain: \_\_\_\_\_

If so, describe the training: \_\_\_\_\_

**F. PROCEDURES FOR CHECK-IN AND CHECK-OUT OF SECURE MATERIALS Distribution of Testing Materials to the Testing Rooms**

22. How were testing materials distributed? Select one of the following:

- a. STC distributed testing materials by personally delivering them to each testing room.
- b. STC distributed testing materials by having the same person(s) *other than the STC* deliver the materials to each testing room.
- c. STC distributed testing materials by requiring TAs and/or Proctors to pick them up from a centralized distribution origination location and bring them to the testing room where they will administer the test.
- d. None of the above. Explain: \_\_\_\_\_

23. Identify each person that participated in the distribution of testing materials and the role of that person in test administration: \_\_\_\_\_

Monitor should select one testing room to visit prior to the distribution of testing materials to students within the test room and prior to the start of testing, and monitor should remain in that testing room to observe the distribution of testing materials and the start of the test. Monitors may either remain in the same room for the duration of testing or observe in several rooms, if it is possible to do so without disrupting testing. Observation of testing room (Complete this section of guide for each testing room observed.)

**IMPORTANT REMINDER—DO NOT WRITE DOWN THE NAMES OF ANY INDIVIDUAL STUDENTS. IT IS PERMISSIBLE TO WRITE STUDENT INITIALS.**

**A. TESTING ROOM OVERVIEW**

1. Testing room number or other room identifier: \_\_\_\_\_
2. Observation Start Time: \_\_\_\_\_
3. TA Name: \_\_\_\_\_
4. Proctor Name (if applicable): \_\_\_\_\_
5. If there are more than 30 students in the testing room, are both a TA and Proctor present?      Yes      No
6. Grade Level: \_\_\_\_\_
7. Subject: \_\_\_\_\_
8. Computer Based Test (CBT) or Paper and Pencil Test (PPT) (Circle One) (*If CBT, be sure to complete Section D below.*)
9. Monitor present in testing room prior to distribution of testing materials and prior to start of test?  
Yes      No  
*If not, skip to Section C.*  
*If so, remain in room until after test has started and complete Section B. Remain in the classroom for the duration of testing.*

**B. PROCEDURES FOR STARTING TEST ADMINISTRATION**

10. Did the TA and/or Proctor take steps prior to testing to ensure that no student used a cell phone or other electronic device during testing?      Yes      No  
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Describe where students kept their personal belongings during the test: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Describe how the TA and/or Proctor ensured each student received the correct test and/or the correct testing ticket (for CBT): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Were testing materials pre-marked with student identifiers before distribution?      Yes      No
14. TA directly read instructions from correct Test Administration Manual at least once? (Note: TAs are allowed to clarify directions. TAs should read instructions verbatim the first time and then if students are confused, re-word into more student-friendly terms)      Yes      No  
If not, explain: \_\_\_\_\_  
\_\_\_\_\_
15. TA answered student questions prior to starting test in accordance with instructions in Test Administration Manual?      Yes      No  
If not, explain: \_\_\_\_\_  
\_\_\_\_\_

16. Identify the timing device used by TA to time testing session: \_\_\_\_\_
17. Where in the room is the timing device located? \_\_\_\_\_
- \_\_\_\_\_
18. Monitor should time the testing session using a digital timing device and start the timer at the exact same time that the TA starts the timing device in the testing room. Note the start time of the test according to official timing device in room: \_\_\_\_\_

**C. PROCEDURES FOR ADMINISTERING ASSESSMENT: Testing Room Layout and Testing Conditions**

19. Outside of testing room properly posted with testing notice?    Yes    No  
If not, explain: \_\_\_\_\_
- \_\_\_\_\_
20. Does TA have a copy of the current Test Administration Manual for the portion of the assessment being administered?    Yes    No  
If not, explain: \_\_\_\_\_
- \_\_\_\_\_
21. Walls of testing room stripped of all academic content, whether removed or covered?    Yes    No  
If not, explain: \_\_\_\_\_
- \_\_\_\_\_
22. Is the testing room a usual classroom setting?    Yes    No  
If not, explain and describe regular purposes and/or functions of room used for testing (e.g., lunchroom, cafeteria, library, computer lab, auditorium, etc.): \_\_\_\_\_
- \_\_\_\_\_
23. Testing room and hallway outside testing room sufficiently quiet during testing?    Yes    No  
If not, explain: \_\_\_\_\_
- \_\_\_\_\_
24. Total number of students in testing room: \_\_\_\_\_
25. Describe student seating arrangements: \_\_\_\_\_
26. Sketch a diagram of the seating arrangements on the back of this page.
27. Sufficient space between students to ensure that they cannot see each other's screens (CBT) or answer documents?    Yes    No  
If not, explain: \_\_\_\_\_
- \_\_\_\_\_
28. Adequate space for testing materials and writing?    Yes    No  
If not, explain: \_\_\_\_\_
- \_\_\_\_\_
29. Extra pencils, erasers and scratch paper available to students in room?    Yes    No
30. Any students using calculators during test? (Note: some tests require calculators.)    Yes    No  
If so, identify the type of calculator, the section of the test, and whether or not the student is using a calculator as an approved accessibility feature or accommodation: \_\_\_\_\_
- \_\_\_\_\_
31. Did you observe any students admitted to testing room after test started?    Yes    No  
If so, explain: \_\_\_\_\_
- \_\_\_\_\_

**D. PROCEDURES FOR ADMINISTERING ASSESSMENT: Computer-Based Testing**

32. School administering a Computer-Based Test today? Yes No

*If not, skip to Section E.*

33. Did the TA ensure that testing tickets remained secure? Yes No

If not, explain: \_\_\_\_\_

\_\_\_\_\_

34. Describe any precautions taken to ensure that students cannot view the work of students seated around them (i.e. visual barriers such as desktop carrels).

\_\_\_\_\_

35. Did you observe students log in? Yes No

If not, explain: \_\_\_\_\_

\_\_\_\_\_

36. Was each student able to successfully log in to start the testing session? Yes No

If not, explain the problem and how it was resolved: \_\_\_\_\_

37. Did a technical problem (local computer or network) delay the start of testing for any student? Yes No

If so, explain the problem and how it was resolved: \_\_\_\_\_

\_\_\_\_\_

38. Did a technical problem (local computer or network) interrupt any student's test? Yes No

If so, explain the problem and how it was resolved: \_\_\_\_\_

\_\_\_\_\_

39. If you observed the conclusion of the final testing session for the day in that testing room, did the TA collect test tickets and scratch paper before allowing students to leave their seats or before dismissing students from the room? Yes No

If not, explain: \_\_\_\_\_

\_\_\_\_\_

40. If the TA provided a break between testing sessions, did the TA collect test tickets and used scratch paper and store them in a secure location during the break? Yes No

If not, explain: \_\_\_\_\_

\_\_\_\_\_

41. Upon concluding testing and exiting the testing session, was any student permitted or instructed to re-open a prior testing session? Yes No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**E. ADMINISTERING TESTS FOR STUDENTS WITH ACCOMMODATIONS: Accommodated Testing**

42. Any students receiving accessibility features and/or accommodations in testing room? Yes No

*If not, skip to section F.*

43. If so, identify ALL types of accessibility features and/or accommodations that you observe in use, by placing a check mark next to the item below:

- Extended Time
- Small Group
- Text-to-Speech
- Human Reader
- Human Voice MP3
- Answers Recorded
- Transferred Answers
- Assistive Technology
- Large Print
- Communication Assistance
- Directions in Native Language
- Other: \_\_\_\_\_

44. Identify all school staff providing accessibility features and/or accommodations to students in testing room, other than TA: \_\_\_\_\_

45. Any students receiving accessibility features and/or accommodations in same testing room with students who are **not** receiving accommodations? (Note: This is permitted in policy as long as it does not disturb other students.) Yes No

If so, explain steps taken to prevent disruption to other students: \_\_\_\_\_

46. If any school staff are providing reading accessibility features and/or accommodations, are they reading assessment content in an appropriate, non-suggestive manner? Yes No

If not, explain in detail: \_\_\_\_\_

**F. PROCEDURES FOR ADMINISTERING ASSESSMENT: TA, Proctor and Student Conduct During Testing**

47. From what positions in the testing room did you make observations during testing? \_\_\_\_\_

48. Did TA move about the room during testing? Yes No

49. If there is a Proctor in the room, did the Proctor move about the room during testing? Yes No

50. Did either the TA or the Proctor leave the testing room during testing? Yes No

If so, identify the TA or Proctor and note the time the person left the room: \_\_\_\_\_

Did another trained school staff member substitute for the TA or Proctor during the person's absence from the testing room? Yes No

If so, identify the substitute who covered for the assigned TA or Proctor: Note the time the assigned TA or Proctor returned to the testing room: \_\_\_\_\_ If this happened more than once, for each occurrence, answer each of the same questions in item 50 on the back of this page.

51. Did the TA or Proctor do any of the following during testing?

a. Use a cell phone, smart phone, computer tablet or other mobile electronic device? Yes No

b. Appear to attempt to read any of the test booklets or student responses therein during testing? Yes No

c. Point at any part of a student's testing materials during testing? Yes No

d. Appear to make any type of hand signals directed at any student during testing? Yes No

e. Appear to coach or prompt student responses in any manner whatsoever? Yes No

If so, explain in detail (Note: Not all instances would be violations, but record and describe any instances of the above): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

52. Did you observe any of the following interactions between the TA or Proctor and students during testing?

- a. Any student initiated communication with the TA or Proctor during testing?      Yes      No
- b. The TA or Proctor frequently interacted with any particular student during testing?      Yes      No
- c. The TA or Proctor handed an object to a student during testing?      Yes      No

If so, explain in detail (Note: Not all instances would be violations, but record and describe any instances of the above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

53. Were there any disruptions to testing by a student and/or outside event or noise?      Yes      No

If so, explain: \_\_\_\_\_

\_\_\_\_\_

54. Did any student become ill during testing such that the student's test was interrupted?      Yes      No

If so, explain: \_\_\_\_\_

\_\_\_\_\_

55. Did you observe any of the following student actions during testing?

- a. Any student asked to be excused from the testing room during testing?      Yes      No
- b. Any student asked to be excused from the testing room more than once during the same testing session?      Yes      No
- c. Any student initiated communication with another student during testing?      Yes      No
- d. Any student attempted to look at another student's testing materials during testing?      Yes      No
- e. Any student appeared to be making any type of hand signals during testing?      Yes      No
- f. Any student made what appeared to be intentional sounds during testing, including tapping, mouth clicking or any other noises?      Yes      No
- g. Any student exchanged or attempted to exchange any paper or other item with another student during testing?      Yes      No
- h. Any student appeared to use a smartphone or other electronic device during testing?      Yes      No
- i. Any student attempted to access a backpack or personal belongings during testing?      Yes      No
- j. Any student appeared to be seeking coaching or prompting from a TA or Proctor during testing?      Yes      No

If so, explain in detail (Note: Not all instances would be violations, but record and describe any instances of the above—use the back of the page if necessary.): \_\_\_\_\_

\_\_\_\_\_

56. Did you witness any unusual event or conduct by any person during testing that was not addressed above?

Yes      No

If so, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



57. Did you make any observation during testing that you believe required the completion of an irregularity report?      Yes      No

a. If so, identify the school staff and/or student(s) involved and describe the incident(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Did you observe the creation of an irregularity report for this incident?      Yes      No

c. If so, identify the school staff who provided information for the creation of the irregularity report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**G. PROCEDURES FOR ADMINISTERING ASSESSMENT: Conclusion of Testing Session in Testing Room**

58. Time monitor returned to testing room for conclusion of testing session (if applicable), according to official timing device in room: \_\_\_\_\_

59. Is official timing device in testing room consistent with time on monitor's personal digital timing device?

Yes      No

If not, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

60. Did the TA or Proctor provide a verbal warning to students prior to expiration of testing session?      Yes      No

61. Did the TA or Proctor promptly instruct students to stop testing upon the expiration of testing session, according to official timing device in room?      Yes      No

If not, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

62. Note the time the TA or Proctor instructed students to stop testing, according to the official timing device in the testing room: \_\_\_\_\_

63. Did all students promptly stop working on the test after being instructed to stop testing?      Yes      No

If not, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

64. Describe the process that the TA and Proctor used to collect testing materials upon the conclusion of the testing session: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

65. Where did the TA and/or Proctor place completed testing materials after collecting them from students? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[REMEMBER TO COMPLETE THIS SECTION IN ITS ENTIRETY FOR EACH TESTING ROOM OBSERVED]**

**PROCEDURES FOR CHECK-IN AND CHECK-OUT OF SECURE MATERIALS**

**Collection and Return of Testing Materials from Testing Rooms to Secure Rooms**

1. How were testing materials collected from each testing room? Circle one of the following:
  - a. STC collected testing materials by personally collecting from each testing room.
  - b. STC collected testing materials by having the same person(s) *other than the STC* collect the materials from each testing room.
  - c. STC collected testing materials by requiring TAs and/or Proctors to return them from each testing room to the secure room where testing materials are stored.
  - d. None of the above. Explain: \_\_\_\_\_  
\_\_\_\_\_
  
2. Identify each person that participated in the collection and return of testing materials and the person's role in the process: \_\_\_\_\_  
\_\_\_\_\_

When testing materials are being collected and returned from testing rooms, one monitor should remain with the STC at the collection location and another monitor should track the materials as TAs and Proctors return them from each testing room. The monitor tracking testing materials should track as many sets of testing materials as possible.

**TESTING MATERIALS IN A SECURE LOCATION FOLLOWING TESTING**

1. Describe how completed testing materials are organized and stored within the secure room following their collection and return from testing rooms to the secure room: \_\_\_\_\_  
\_\_\_\_\_
  
2. Wait until the STC finishes any remaining test administration related work and all access points to the secure room are closed and locked. (Note: If make-up testing is occurring, it may not be possible for monitors to observe the conclusion of testing or when the room is locked. If this is the case, please make a note below next to item number 3.)
  
3. Who locked the secure room following the conclusion of testing? \_\_\_\_\_  
\_\_\_\_\_

**CONCLUDE MONITORING**

1. Advise the STC and Principal that monitoring is complete.
2. Follow all procedures required by school to sign out.
3. Note the time you departed the school: \_\_\_\_\_
4. Transpose any handwritten notes from note-paper onto this monitoring guide.
5. Ensure that all relevant sections of monitoring guide are complete, including an "Observation of Testing Room" section for each testing room that was monitored.