

Onsite Assessment Monitoring

District:	School:
Superintendent:	Principal/Administrator:
Date of Site Visit:	

This checklist will be completed by NHED Staff at the onsite visit. Please have evidence of each of the items listed below available at that time. Evidence can be digital (i.e., posted on website) and/or hard copy.

✓	Monitoring Checklist	For NHED Use:
	1. Parents and guardians have been provided with notification about the statewide assessment(s) required for their child.	
	2. School testing schedules posted on school website and/or distributed to school personnel and student families.	
	3. All testing proctors, administrators, and any staff that have access to secure testing items have participated in all of the required trainings for test administration.	
	4. Parent exemption forms have been completed for students not participating in the statewide assessments. (For NH SAS, DLM, and SAT only.)	
	5. School/District has written procedures for administering statewide assessments and provides staff with the procedures prior to administering the assessments.	
	6. School/District has written procedures for how students are actively monitored and are prohibited from access to unauthorized electronic devices that allow availability to outside information, communication with other students, or photographing or copying test content, including but is not limited to any device with cellular, messaging, or wireless capabilities such as cell phones, iPods, cameras, and electronic translation devices and this written procedure is provided to staff.	
	7. School/District has written procedures that will ensure instructional materials are removed or covered, including but not limited to information that might assist students in answering questions that is displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas) and this written procedure is provided to staff.	
	8. Building or district administrator has reviewed testing environments to ensure that the procedures in step 7 are followed.	
	9. School/District has written procedures for test administration that includes the test proctor is to devote complete attention to the students being tested and to avoid involvement in paperwork or any other activity that distracts from actively proctoring the test, and this written procedure is provided to staff.	
	10. Building or district administrator has conducted observations of proctors administering the statewide assessments to ensure that the procedures in step 9 are followed.	
	11. Accommodations and designated supports are determined by a student’s educational team and these accommodations and supports are documented and tracked to ensure they have been provided appropriately.	
	12. Students identified as English Language Learners have accommodations that are determined by a student’s educational team and are documented.	
	13. Students taking the Alternate Assessments (DLM, Alt. ACCESS) have an Accommodations and Alternate Assessment Decision Making Worksheet that has been completed by the student’s educational team.	
	14. The Test Security Assurances 2023 for Proctors is signed by all testing proctors, administrators and any staff that have access to secure testing items for either NHSAS, DLM Alternate Assessment, SAT or ACCESS.	
	15. The Test Security Assurances 2023 for Building Principals is signed by the building principal.	
	16. The Test Security Incident Notification Form is submitted with this checklist if an incident occurred prior to the onsite monitoring visit for either NHSAS, DLM Alternate Assessment, SAT or ACCESS.	

For NHED Use:

Comments:
NHED signature: _____ Date: _____