

**TEMPLATE FOR DISTRICT/SCHOOL USE**  
**Test Administration Observation Checklist**

<b>Assessment:</b>	<b>Date of Observation:</b>	<b>Completed by:</b>
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Grade	Test Location/ Room Number	Proctor Name	Instructional materials, charts, posters, and other items that might assist students are removed or covered	Students are seated with enough space between them to minimize the chance of viewing each other's screens	Student desks and surrounding areas are clear of materials not needed for testing—cell phones, notebooks, backpacks, etc.	Proctor is actively monitoring students' progress by walking around the room during testing