

District Testing Monitor Form

Monitor's Name _____

Date _____

Campus _____

Time _____

<u>General Campus Overview</u>	True	False	N/A
• Hallways are orderly and quiet during testing.	___	___	
• Campus has a system for monitoring restrooms during testing (only one student in the restroom at a time).....	___	___	
• Principal and campus test coordinator are monitoring testing sessions.....	___	___	
• Testing rooms could be observed from the hall or the rooms were unlocked for monitoring access	___	___	

Classrooms (Testing) Rooms

- Testing signs are posted on each room where testing is in progress.
- No testing session had more than 30 students per test administrator.
- Test administrators are actively monitoring students.
- Test administrators are not reading test or student responses.
- Bulletin boards and instructional displays that might aid students during testing are covered or removed.
- The testing rooms are quiet, well lighted, well ventilated, and comfortable.
- Each student has enough space in which to work.....
- Students remain seated during testing, except when they are acquiring or returning authorized materials or are going to the restroom with permission.....
- Students are not observed conversing while test booklets are open.....
- Students are not using a cell phone or text messaging in the testing room during testing
- Only students are observed using erasers on test documents.
- Students that are finished are quiet and not disturbing other students still testing (reading book, etc.).
- Test administrators are not observed enforcing test taking strategies.
- Students are not allowed to use unauthorized accommodations..
- No testing session was observed without a trained test administrator in the room at all times

Good Practices Observed:

Concerns:

Other Comments:

Signature of Monitor

Test Monitor Log

Campus: _____

Date: _____

Room / Teacher	Record the time of each observation. Place a check mark in the box if Active Monitoring (AM) is observed. In not, fill out last column.			Not Active Monitoring		
	Observation 1	Observation 2	Observation 3			
	Time	Time	Time	Obs. 1	Obs. 2	Obs. 3
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