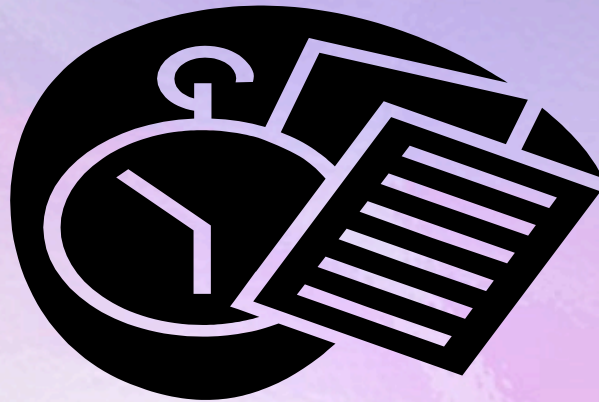


# TEA Test Monitoring 1...2...3...



**How to Survive and Thrive**

# 'Twas the Night before Testing

- We slept very well.
- All campuses had been trained.
- All tests had been counted.
- All rooms were prepared, we were not going to fail.



# **The Morning of Testing**

- **TEA monitor arrives.**
- **Think Positive!**
- **Be Positive!**

# District Audit Actions

## Inspected:

- District secure test storage.
- Inventory & shipping records of test material.
- Campus Coordinator & Principal training and sign-in documentation.

# District Audit Actions

## Reviewed:

- Oaths of security (district & campus).
- District policies/procedures for ensuring security
- District Coordinator's oath
- District Coordinator's annual training session certificate

# District Audit Actions

## Reviewed:

- System for receiving materials from Pearson
- System for distributing materials to campuses
- System for receiving materials from campuses.

# District Audit Actions

## Checked:

- For evidence of duplication (none-district orders CD.)
- Documentation of DC cross-training.

# District Audit Actions

## Discussed:

- District policies and procedures for maintaining TAKS documentation for 5 years: incident/irregularity reports w documentation, inventory/shipping records, oaths, and seating charts
- Training power point and training material.

# Campus Audit Actions

## Inspected:

- Sign-in documentation for campus training.
- Copies of security oaths
- Test materials storage area.
- Inventory and shipping records of test materials

# Campus Audit Actions

## Discussed:

- Training power point & training handout provided by district
- System for receiving test materials from district.
- Existing campus policies/procedure for ensuring security of test materials and maintaining required documents for 5 years.

# Campus Audit Actions

## Verified the following:

- Duplication (no evidence)
- Testing rooms free of distractions and comfortable
- TA followed script verbatim
- Use of seating charts



**I know and  
follow the  
rules.**

# Campus Audit Actions

## Verified the following:

- Authorized TA present at all times
- Testing signs posted
- Rooms available for observation and not locked
- No more than 30 students per TA



# Campus Audit Actions

## Verified the following:

- Principal and CTC monitoring
- Students seated during testing
- Students not conversing
- No use of cell phones



# Campus Audit Actions

## Verified the following:

- Only students using erasers
- Students quiet when finished
- Use of state-supplied charts & rulers
- Use of graphing or scientific calculators.



# Campus Audit Actions

## Observed:

- Distribution of test materials to students by TA and active monitoring by TA.
- Restroom breaks—sign-in sheets w monitors at each restroom
- Cell phones put in envelopes as students enter classroom.



# Are we communicating?

- Make sure all Campus Coordinators understand the importance of training and reading the manuals.
- Be sure you are available for questions.

# **Read the Manuals**

- **Mark the Manuals**
- **Tab the Manuals**
- **Know the Manuals**

**No Exceptions!**

**Thank you, Mr. Know-it-all!**

**Remember it's okay not to  
know everything —**

**However, you must know  
where to go to find the  
answers.**

**[http://ritter.tea.state.tx.us/pmi/  
testmonitoring.html](http://ritter.tea.state.tx.us/pmi/testmonitoring.html) (Test  
Monitoring Manual)**