

Assessment Audit Checklist

The following may be observed during Assessment Audits at the Building Level.

Security Procedures:

- School has standardized security procedures, copies of any forms used may be requested;
- School has secure location used for materials storage before and after testing;
- School has secure method of inventory management established; copies of any logs or other documentation used may be requested.

Building Testing Procedures:

- Halls and common areas are free of instructional and/or reference materials;
- Building wide testing schedule has been established; copy of testing schedule may be requested;
- Security procedures are in place – unused materials remain secure, disturbances are at a minimum and testing sites have “do not disturb” or “testing in progress” signage.

Classroom Testing Procedures:

- All instructional and reference materials have been removed or covered;
- Student seating has been arranged to discourage inappropriate behaviors;
- Students have clean areas and all necessary materials for testing;
- Test materials are handed out in a secure and appropriate manner;
- Test administrators (teachers) are familiar with time limits and test schedules;
- Test materials are handled in a secure manner within the classroom;
- Proctors are available to assist test administrators with testing procedures.