

THE UNIVERSITY OF THE STATE OF NEW YORK  
**THE STATE EDUCATION DEPARTMENT**

Test Security Unit  
89 Washington Avenue  
Room 152  
Albany, New York 12234

518-473-5261 (FAX)



***Checklist for Monitoring Examination Security for  
2012-13 ELA and Math Examinations***

*School Name:* \_\_\_\_\_

*BEDS Code:* \_\_\_\_\_

*Street Address:* \_\_\_\_\_

*City, Zip:* \_\_\_\_\_

*Name of Monitor:* \_\_\_\_\_

*Date of Visit:* \_\_\_\_\_

*Time Arrived:* \_\_\_\_\_

*Time Departed:* \_\_\_\_\_

*Exam(s) Observed:* \_\_\_\_\_

\_\_\_\_\_

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## **Brief Review of Key State Testing Requirements**

### **All Proctors Must:**

- ▶ Familiarize themselves with the directions for administering and proctoring NYS 3-8 assessments.
- ▶ Abide by the Department's rules for administering examinations.
- Each proctor must sign the Deputy and Proctor Certificate to indicate that the rules and regulations for administering examinations were properly observed.
- Circulate around the room during the administration of each examination to ensure that students are recording their responses to examination questions in the proper manner.

### **Proctors Can Point Out:**

- When students have left one or more answers blank.
- If students do not appear to be recording answers in the right place.
- If students have provided more than one answer for a single multiple-choice question.

### **Prohibited Testing Conduct:**

#### **Before Testing DO NOT:**

1. Access secure test booklets and answer sheets prior to the time allowed by state rules;
2. Copy, reproduce, or keep, any part of secure exam materials; or
3. Review test booklets in order to:
  - a. Determine and record correct responses for use during testing.
  - b. Create pre-test lessons or discussions with students about concepts being tested.
  - c. Create a "cheat sheet" for students to use in taking the test, including sharing of formulas, concepts, or definitions, necessary for the test.

#### **During Testing DO NOT:**

1. Give students any clues or answers, including:
  - a. Coaching students about proper answers.
  - b. Defining terms and concepts included in the test.
  - c. Pointing out wrong answers to a student, or suggesting that the student reconsider or change the recorded response.
  - d. Reminding students during testing of concepts they learned in class.
  - e. Making facial or other non-verbal suggestions regarding answers.

2. Allow any student more time to take the test than is allowed for that student; or
3. Leave any materials displayed in the room containing topics being tested or write on the board formulas, concepts, or definitions, necessary for the test.

**After Testing DO NOT:**

1. Review an answer sheet for wrong answers and return it to a student with instructions to change or reconsider the wrong responses;
2. Alter, erase, or in any other way change a student's recorded responses after the student has handed in his/her test materials; or
3. Re-score portions of the test in order to add points so the student will pass.

**New for NYS 3-8 Testing**

***At the beginning of each test session, proctors must read the following statement to all students taking State tests:***

You cannot have any communications devices, including a cell phone, with you during this test or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones.
- Blackberry devices and other PDAs.
- iPods and MP3 players.
- iPads, tablets, and other eReaders.
- Laptops, notebooks, or any other personal computing devices.
- Camera or other photographic equipment.
- Headphones, headsets, or in-ear headphones such as ear buds.
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me or a school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now? [*Proctor: repeat list of devices.*] This is your last opportunity to do so before the test begins.

In the event one of these devices is found, the proctor is to direct the student to turn the device off immediately. The proctor should collect the device, notify the school administrator as soon as possible, and allow student to finish the test. The Principal makes the final determination whether the test is invalidated.

## **Mandatory Reporting of Testing Improproprieties by Adults**

The Department's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved in the administration and scoring of State tests. School officials and personnel are required to report any incident of testing misconduct by an educator or other adult involved in testing. Reports should be made via the TSU website at <http://www.highered.nysed.gov/tsei> by submitting the incident report form located on the main page under "Report Educator Test Fraud." The following are examples of improper testing conduct that must be reported to the TSU:

- Impromptu lessons to students before the exam based on review of exams opened that day.
- Changing student answers.
- Commenting to students regarding the sufficiency or correctness of their responses.

## EXAMINATION SECURITY CHECKLIST FOR TESTING MONITORS

### PRE-ADMINISTRATION

☐ Yes    ☐ No

The sealed packages containing the test booklets are stored in their original shrink wrapped packaging in a safe or vault which is inaccessible to unauthorized persons.

If No, explain why

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☐ Yes    ☐ No

The sealed packages of test booklets are not opened until the test administration date, just early enough to permit the distribution of materials before the scheduled starting time.

If No, explain why

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### TEST ADMINISTRATION

☐ Yes    ☐ No

Teachers who are administering the tests received copies of the appropriate directions for administering prior to the administration date and are familiar with their content.

If No, explain why

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☐ Yes    ☐ No

The person administering the examinations read aloud to students the statement in the *Directions for Administering* that prohibits the use of communication devices.

If No, explain why

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☐ Yes    ☐ No

The supervision of students during the administration of the examinations appears to be adequate to discourage and detect the use of cellular telephones and other electronic communication devices.

If No, explain why

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☐ Yes      ☐ No

The proctors appropriately monitor the test administration, making sure all students are working independently.

If No, explain why

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☐ Yes      ☐ No

The proctors ensure that students complete their exams in the appropriate allotted time and are afforded the allowable prep time at the beginning of each exam. (Note-students with disabilities and English Language Learners may be eligible for extended time.)

If No, explain why

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☐ Yes      ☐ No

The proctor's communications to students, prior to and during the exams, are limited to those communications allowed by State protocols. They do not include coaching or providing cues to the answers.

If No, explain why

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☐ Yes      ☐ No

As soon as the testing of each session is completed, the principal must arrange for the collection and secure storage of **all** used and unused test books (regular, translated, large type, and braille) and used answer sheets.

If No, explain why

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## STUDENTS WITH DISABILITIES TESTING ACCOMMODATIONS CHECKLIST

☐ Yes    ☐ No

Based on interview and/or observation, it has been verified that the principal or his or her designee has reviewed each student's IEP or 504 Plan and made adequate arrangements prior to the State assessment date for each student to have the specified testing accommodations.

If No, explain why

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☐ Yes    ☐ No

Based on interview and/or observation, it has been verified that each student's proctor has ensured that the specific testing accommodations required for each student with a disability were provided on the State assessment date(s).

If No, explain why

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☐ Yes    ☐ No

Based on interview and/or observation, it has been verified that the principal-approved accommodations (for students who incurred disabilities no more than 30 days prior to the test administration) were provided in the case of \_\_\_\_\_ students and were limited to:

*(number of students)*

- Extending the time limit
- Administering the test in a special location
- Recording answers in an approved manner

If No, explain why

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## ENGLISH LANGUAGE LEARNERS TESTING ACCOMMODATIONS CHECKLIST

☐ Yes      ☐ No

Based on interview and/or observation, it has been verified that the principal or his or her designee has reviewed all ELL's needs with their teachers and has made arrangements prior to the State assessment date for each eligible student to be provided appropriate testing accommodations.

If No, explain why

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☐ Yes      ☐ No

Based on interview and/or observation, it has been verified that each student's proctor has ensured that each ELL testing accommodations were provided on the State assessment date(s).

If No, explain why

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Testing accommodations for ELL's were limited to:

☐ Yes      ☐ No

- Time extension
- Separate location
- Bilingual dictionaries and glossaries
- Simultaneous use of English and alternative language editions (Math Assessments only)
- Oral translation for lower incidence languages (not permitted for ELA Assessments)
- Writing responses in native language (not permitted for ELA Assessments)

If No, explain why

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