

**Career and Technical Education  
Assessment Monitoring and Accountability  
Site Checklist**

**Students**

|  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| <b>Able to access the assessment</b> <ul style="list-style-type: none"> <li>• Able to access assessment and begin test within reasonable time</li> </ul>   |            |           |
| <b>Able to access and navigate the online test without difficulty</b> <ul style="list-style-type: none"> <li>• Appears to be taking the test without having issues with online screens/mechanics of testing website</li> </ul> |            |           |
| <b>Student Prohibited Behavior</b><br>Were there any instances of inappropriate or prohibited student behavior?  |            |           |
| <ul style="list-style-type: none"> <li>• Communicate or collaborate in any manner with another student. This includes written, electronic, verbal, or gestured forms of communication.</li> </ul>                              |            |           |
| <ul style="list-style-type: none"> <li>• Copy, request, or accept another student's answers or receive any form of help in answering questions.</li> </ul>   |            |           |
| <ul style="list-style-type: none"> <li>• Use any material or equipment that is not expressly permitted by the directions found in the assessment administration manual for that test.</li> </ul>                               |            |           |
| <ul style="list-style-type: none"> <li>• Answer an assessment question or any part of an assessment for another person, or provide assistance to another student before or during an assessment.</li> </ul>                    |            |           |
| <ul style="list-style-type: none"> <li>• Return to previously administered sections of the assessment when informed by the administrator to stop work in that section.</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Use unauthorized equipment such as a calculator (where not allowed), or a communication or information storage device (i.e. pagers, cell phones, PDAs).</li> </ul>                    |            |           |
| <ul style="list-style-type: none"> <li>• Engage in any other practice that has the potential of erroneously affecting the student's score or the score of another student.</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Disrupt other students taking the exam.</li> </ul>  |            |           |
| <b>Comments:</b>   |            |           |

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**Proctor**

**Preparing for Administration**

|   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| <ul style="list-style-type: none"> <li>• Participated in proctor training specific to the assessment, if available.</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Does not teach any courses in the program area in which students are being assessed.</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Reviewed the Proctor Guide for Online Student Assessment</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Verified that a user code and password has been received for all students. Students must have a unique user code and password in order to access the online assessment.</li> </ul> |            |           |
| <ul style="list-style-type: none"> <li>• Verified the number of sessions for administration.</li> </ul>   |            |           |
| <ul style="list-style-type: none"> <li>• Verified with the Site Coordinator if any accommodations will be needed during administration for students with disabilities.</li> </ul>   |            |           |
| <ul style="list-style-type: none"> <li>• Verified the URL address to access the online testing system.</li> </ul>   |            |           |
| <ul style="list-style-type: none"> <li>• Verified that all workstations to be used have been properly configured.</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Verified that technical support will be available at the site during administration.</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Verified that non-programmable calculators, scratch paper, and pencils will be available to the students during the assessment session.</li> </ul>                                 |            |           |
| <b>Comments:</b>  |            |           |

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**Administration Day**

|   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| <ul style="list-style-type: none"> <li>• Verified that the workstations have non-programmable calculators, scratch paper, and pencils as needed.</li> </ul>   |            |           |
| <ul style="list-style-type: none"> <li>• Accessed the online assessment at each workstation so that the testing homepage is displayed when students arrive for their assessment (if applicable).</li> </ul>           |            |           |
| <ul style="list-style-type: none"> <li>• Ensured that students do not have access to assessment content, questions, or prompts prior to administration of assessment.</li> </ul>                                      |            |           |
| <ul style="list-style-type: none"> <li>• Provided each student with their unique user code and password as they enter the room.</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Ensured that students are able to log in to assessment system.</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Ensured students have all logged in under correct name and user code.</li> </ul>   |            |           |
| <ul style="list-style-type: none"> <li>• Remained in assessment room at all times.</li> </ul>   |            |           |
| <ul style="list-style-type: none"> <li>• Ensured students remain in assessment room at all times unless extenuating circumstances are present and then only allow one student to leave the room at a time.</li> </ul> |            |           |
| <ul style="list-style-type: none"> <li>• Prohibited electronic communication and information storage devices.</li> </ul>  |            |           |
| <ul style="list-style-type: none"> <li>• Managed students who arrive late or finish early so that there is not a disruption to other students taking the assessment.</li> </ul>                                       |            |           |
| <ul style="list-style-type: none"> <li>• Reported any incidents or questionable student behavior to site assessment coordinator.</li> </ul>   |            |           |
| <ul style="list-style-type: none"> <li>• Proctor has not assisted students by direct or indirect means during testing in identifying or providing correct or incorrect answers.</li> </ul>                            |            |           |
| <ul style="list-style-type: none"> <li>• Maintained student confidentiality at all times.</li> </ul>  |            |           |
| <p><b>Comments:</b></p>   |            |           |

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**Testing Environment**

|  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| Has ample lighting <ul style="list-style-type: none"> <li>• there is enough light to be able to read instructions and test</li> </ul>                                    |            |           |
| Has ample space <ul style="list-style-type: none"> <li>• there is enough working space between students</li> <li>• students cannot easily see neighbor's work</li> </ul> |            |           |
| Is quiet <ul style="list-style-type: none"> <li>• students only talk when they raise hands and ask questions</li> </ul>  |            |           |
| Accommodations as specified in IEP/401 (discuss with site coordinator) are provided  |            |           |
| Manages the classroom <ul style="list-style-type: none"> <li>• students in seats taking the assessment</li> <li>• students quiet</li> </ul>                              |            |           |
| <b>Comments:</b>   |            |           |