

Algebra1, Literature, and Biology Keystone Examination Monitoring Form

Hello Test Administrator,

My name is _____, and I work in the School District Central Office. I have been assigned to monitor the Keystone Examination at your school. Please take a minute now to provide the information in the seven items below, and then return this form to me.

1) Your Name _____

2) Proctor Names (if any) _____

3) Do you teach the students who are testing in this room? (Y/N) _____

4) Do you teach a course that is the same as the subject currently being tested in this room? (Y/N) _____

5) Are the students in this room all special education or ELL students? (Y/N) _____ (Circle one or both, if yes.)

6) Please list any special accommodations being provided to students in the room:

7) Please show me the seating chart for this testing session.

The remainder of this document is for me to complete. Thank you for your cooperation!

School Name: _____ **Date:** _____ **Room #:** _____ **# Students** _____

Subject and Module Tested: _____ **Monitor Start Time:** _____ **Monitor End Time:** _____

The following practices are required/encouraged. Please check if the test administrator did the following:

- _____ Followed the published Directions for Administration.
- _____ Walked around the room to monitor students and encouraged them without assisting or coaching.
- _____ Actively monitored students to ensure that they were working in the correct section/module and bubbling in the answers in the correct section in the answer booklet.
- _____ Collected the testing materials when each student completed the test, rather than waiting for everyone to finish before collecting all the materials.
- _____ Provided evidence of a seating chart.

The following practices are prohibited. Please check if the test administrator did the following:

- _____ Altered, influenced, or interfered with a test response or instructed a student to do so.
- _____ Filled in any unanswered item or provided the actual answer to students.
- _____ Coached or provided feedback to the student relating to the content of the test, before, during or after the test.
- _____ Read any portion of the Literature assessment aside from the directions.
- _____ Left students unattended with test materials or allowed any student to leave the testing site for any reason with test materials.
- _____ Allowed students to look ahead to other sections before being instructed to do so.
- _____ Failed to follow the policy for securing test materials at the end of the testing session (if observed).
- _____ Administrated assessment to his/her students with no proctor in the room (i.e., #3,#4, and #5 above are "Y" but #2 is blank).

The use of the following is **prohibited**. Please check if any of the following were used.

- Dictionaries (except for ELL word-to-word dictionaries in Algebra 1 and Biology Exams.)
- Thesauruses
- Electronic spelling or grammar checkers/PDAs
- Pre-printed Graphic Organizers
- Cell phones, smart phones, cameras, personal computers and other electronic communication devices

Displaying instructional aids is prohibited in areas where students will be during testing. The **ONLY** allowed displays are:

- a) Keystone Algebra 1 Formula Sheet
- b) Keystone General Description of Scoring Guidelines for Algebra 1, Literature, and Biology
- c) Code of Conduct for Test Takers
- d) Information on test section (page & item numbers) and checking answers from Directions for Administration
- e) Emergency procedures

Please list anything (besides the above) that is posted/displayed on the classroom walls, windows, doors, hallways, or stairwells. (NOTE- If you list anything below, please report that to the Office of Assessment today.)

<p><input type="checkbox"/> There was no evidence of cheating, no violation of test procedures as described in the materials provided during training, and no prohibited items displayed.</p> <p><input type="checkbox"/> There was evidence of test administration practice that may have either compromised or violated appropriate testing procedures*.</p> <p>Please describe in detail:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Print Your Name: _____ Signature: _____ Date: _____

- Return this form to the Office of Curriculum, Instruction, & Assessment by one of the following methods:
- Scan and email to assessment@philasd.org
 - Deliver in person – 2nd Floor, Portal C, Suite 251, 440 N. Broad St.
 - Fax #: 215-400-4212. Attention: Office of Curriculum, Instruction, & Assessment

*** If there is evidence of a test security violation please call the Office of Assessment (215-400-5365) or e-mail assessment@philasd.org to report the violation immediately.**