

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.)

_____ There was no evidence of cheating, no violation of test procedures as described in the materials provided during training, and no prohibited items displayed.

_____ There was evidence of test administration practice that may have either compromised or violated appropriate testing procedures*.

Please describe in detail:

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.**