

DISTRICT INTERNAL CONTROL AUDIT of STATE ASSESSMENTS REPORT 2016 STAAR March

District Internal Control Auditor Name _____

Campus Name _____

Date _____ Start Time _____ End Time _____

Auditor Requirements: ___ Attended DICA Training ___ Signed Oath ___ Completed Modules

Campus Principal and Campus Test Coordinator must be informed of the purpose and scope of visit.

Campus Interview	Evidence Provided		
Verify that the following documents are signed and certificates are present	Yes	No	N/A
1. Campus Principal <input type="checkbox"/> Oath <input type="checkbox"/> Certificates for Modules			
2. Campus Test Coordinator <input type="checkbox"/> Oath <input type="checkbox"/> Certificates for Modules			
3. All Test Administrators <input type="checkbox"/> Oath <input type="checkbox"/> Certificates for Modules			
4. All Hallway and Relief Monitors <input type="checkbox"/> Oath <input type="checkbox"/> Certificates for Modules			
5. All District Personnel Assigned to Campus <input type="checkbox"/> Oath <input type="checkbox"/> Certificates for Modules			
6. Secure Storage Form <input type="checkbox"/> Signed (copy sent to Assess. Dept.)			
7. Secure Storage Area <input type="checkbox"/> Locked when not in use <input type="checkbox"/> Signs Posted <input type="checkbox"/> Testing Personnel Only			
8. Materials Control Forms <input type="checkbox"/> Signed by Test Administrators and CTC or administrator			
9. Seating Charts <input type="checkbox"/> Signed and Completed by Test Administrator			
10. STAAR Accommodations Test List <input type="checkbox"/> Completed by CTC (SpEd, 504, STAAR L, STAAR A)			
11. Training Agenda and Sign in <input type="checkbox"/> Completed by CTC			
Inspect campus policies/procedures for state assessment administration	Evidence Provided		
Look for evidence of the following:	Yes	No	N/A
<input type="checkbox"/> Procedures for collecting cell phones are evident and effective			
<input type="checkbox"/> All computers in testing areas not being used for testing are turned off (if "turned on" contact principal for immediate action)			
<input type="checkbox"/> Testing: Do Not Disturb Signs are posted on classroom doors, hallways, testing areas			
<input type="checkbox"/> Test Administrators are using Test Administrator Manuals and student test ticket protocols during the test administration			
<input type="checkbox"/> All desks or computers used for testing are clear of books and other materials not required for the test (backpacks, water bottles, purses, and all other student items should be placed in a particular area of room away from st's)			
<input type="checkbox"/> Hall monitors are <u>actively monitoring</u> students and test areas			
<input type="checkbox"/> All testing areas are free from instructional displays)			

(In situations where the campus must relocate examinees, the area to which the students will be moved should also be checked.)

<input type="checkbox"/> Is CTC using Material Control Forms when issuing test materials and when collecting materials			
	Evidence Provided		
	Yes	No	NA
<input type="checkbox"/> Are Test Administrators the only ones transporting test materials to and from the testing areas.			
<input type="checkbox"/> Are campus administrators ensuring that test booklets are properly secured and monitored while students are taking breaks/lunch.			
<input type="checkbox"/> Evident that Test Administrators are ACTIVELY MONITORING during the test administration			
<input type="checkbox"/> Evident that Campus Principal and Campus Test Coordinator are monitoring that the test administrators are actively monitoring examinees. <input type="checkbox"/> frequently <input type="checkbox"/> seldom			
<input type="checkbox"/> Are students being monitored properly during breaks, lunch, etc. <i>(School has a system for monitoring restrooms during testing .)</i>			
<input type="checkbox"/> Evident that each testing room has an authorized Test Administrator at all times during the administration of the test.			
<input type="checkbox"/> Is testing environment free from distractions, unauthorized materials, and unauthorized electronic devices. <i>(testing environment should be comfortable, quiet, well ventilated, and has adequate lighting)</i>			
<input type="checkbox"/> Are students remaining seated during testing, except when they are acquiring or returning authorized materials or are going to the restroom with permission.			
<input type="checkbox"/> Are students observed conversing with other students during the test administration.			
<input type="checkbox"/> Can testing rooms be observed from hall and rooms are unlocked for monitoring access. <i>(windows must not be completely covered, there must be visibility inside the classrooms for monitoring purposes)</i>			
<input type="checkbox"/> Are testing personnel observed using a cell phone or any electronic device in testing room			
<input type="checkbox"/> Are students observed using a cell phone or any electronic device in testing room			
<input type="checkbox"/> Did you observe that students that are finished testing are quiet and not disturbing other students still testing			
<input type="checkbox"/> Are clocks or timers being used to monitor test time to ensure that time limits are followed			
<input type="checkbox"/> Did you observe test administrators communicate (orally & in writing) the amount of time left to test			
<input type="checkbox"/> Lunch periods were supervised by trained testing personnel			
<input type="checkbox"/> Evidence of students being issued testing materials for the STAAR administration:			
Alg. I - graphing calculators, scratch paper Biology- scientific calculator			
ELA: -dictionaries			
Campus Assessment Team in place: test plan submitted to the Assess. Dept. ___yes ___no <input type="checkbox"/> CTC <input type="checkbox"/> Sp. Ed. <input type="checkbox"/> Bil. <input type="checkbox"/> 504 <input type="checkbox"/> Assistant Principal (Middle and High Schools only)			
Confirm that the Asst. Principal, Attendance Clerk, and liaisons are working collaboratively with student attendance, specifically, absent students. Evidence of Form 4 and 4a are being used for documentation. Coding of student is verified: OE= present for testing OEA=absent for testing			

Identify effective procedures/processes observed

Identify area/areas for growth
