

May 16, 2016

Phillis Wheatley Community School
2300 Dumaine St
New Orleans, LA 70119

During the spring 2016 testing administration, a third party monitor visited your school to observe school testing practices. The visit included classroom observations and an interview with a school test coordinator. The monitor has drafted this report to share feedback from this visit in alignment with state policies.

The checklist below reflects the monitor’s feedback for your school and whether there are any areas that require an investigation conducted by your district test coordinator in accordance with Bulletin 118 and your district test security policy. Any such investigation completed by the DTC should be shared with the LDE, who will determine if further investigation is needed. An answer of “Yes” to the questions below means that your school was observed to be following testing procedures as required by the LDE.

District/CMO Name: Recovery School District / Firstline Schools	
School Name: Phillis Wheatley Community School	
Test Observed: LEAP	
Date/Time of Observation: 4/27/16	
Spring 2016 Test Administration and Procedures	
1. Test administrators were trained in test security.	Yes
2. Test materials were kept in a secure location with limited access.	Yes
3. The school followed procedures for the check-in and checkout of secure materials.	Yes
4. The classrooms were adequately prepared for testing.	Yes
5. Test administrators followed proper procedures for administering the assessment.	Yes
6. The school followed proper procedures for distribution of test administrator’s manuals and oaths of security.	Yes
7. The school followed proper procedures in administering tests for students with accommodations.	Yes

If any of the above areas need investigation, please find details below: