

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: Recover School District/FirstLine Schools | |
|---|-----|
| School Name: Langston Hughes Academy | |
| Test Observed: Math / ELA | |
| Date/Time of Observation: 4/25/2016 | |
| Spring 2016 Test Administration and Procedures | |
| Test administrators were trained in test security. | Yes |
| Test materials were kept in a secure location with limited access. | Yes |
| The school followed procedures for the check-in and checkout of secure materials. | Yes |
| The classrooms were adequately prepared for testing. | Yes |
| Test administrators followed proper procedures for administering the assessment. | Yes |
| The school followed proper procedures for distribution of test administrator’s manuals and oaths of security. | Yes |
| 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:

| District Name: RSD-FirstLine | |
|---|--------------------------------------|
| School Name: Langston Hughes Academy | |
| Test: LEAP | |
| Spring 2016 Test Administration and Procedures | Applicable to District/School |
| Test administrators were trained in test security. | Yes |
| Test materials were kept in a secure location or too many people had access to secure test materials. | Yes |
| The school had proper procedures for the check-in and check-out of secure materials. | Yes |
| The classrooms were adequately prepared for testing. | Yes |
| Test administrators followed proper procedures for administering the assessment. | No |
| Test administrators received a test administrator’s manual prior to the day of testing. | Yes |
| The school had proper procedures in place for administering tests for students with accommodations. | Yes |

Items: Test administrators followed proper procedures for administering the assessment.

Findings: Rulers and protractors were not submitted until five minutes after the start of the test. All materials should be distributed in line with the directions.