School Name:	Date of Observation: Observer Name:
School Environment	**Observations**
1. "Testing in Progress" signs posted at entrance of school. Yes ☐ No ☐	
2. Secure location for material storage. Yes ☐ No ☐	
3. Procedures in place for returning tests to secure location daily. (tests can't be left in classrooms) Yes ☐ No ☐	
4. Halls are clear. Yes ☐ No ☐	
5. Use of restroom procedures are in place. Yes ☐ No ☐	
6. Procedures in place for students who do not finish in the allotted time. Yes ☐ No ☐	
Classroom Environment	**Observations**
1. "Testing – Do Not Disturb" sign on classroom door. Yes ☐ No ☐	
2. Walls clear of any materials that might assist students while testing. Yes ☐ No ☐	
3. Students are testing without talking. Yes ☐ No ☐	

Active Proctoring	Observations
1. Sign-in sheets are in use (for middle school and high school). Yes ☐ No ☐	
2. Directions are read as scripted in the Test Administration Directions. Yes ☐ No ☐	
3. Test form code has been bubbled on answer document. Yes ☐ No ☐	
4. Proctor is observing the students while they test. Yes ☐ No ☐	
5. Proctor is quietly walking around the room. Yes ☐ No ☐	
6. No electronic devices in student possession or in use. Yes ☐ No ☐	
Testing Accommodation	**Observations**
1. Student's accommodation not impacting other students. Yes ☐ No ☐	
2. Access to word-to-word translation dictionary for ELL students. Yes ☐ No ☐	
3. Only Standard Accommodations being used. Yes ☐ No ☐	