



RIDE NECAP MONITORING INTERVIEW QUESTIONS

Test Administrator/Teacher

Test Administrator (TA) / Teacher: _____ Grade(s): _____

District: _____

School: _____

Date: _____

RIDE Monitor: _____

		Yes	No	Question	Notes
BEFORE Testing	<input type="checkbox"/>	<input type="checkbox"/>		Are you familiar with the <i>NECAP Do's and Don'ts of Test Taking</i> ? NOTE: <i>If yes, ask how they were familiarized.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>		Were you trained on how to administer the NECAP assessment? NOTE: <i>If yes, ask when, where, how, and by whom.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>		Did you sign the <i>Affirmation of Test Security</i> form? NOTE: <i>If yes, ask when it was signed and whether he/she has a copy.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>		Did you inventory your test materials once you received them? NOTE: <i>If yes, ask how the inventory was completed and whether it was documented. If no, then ask who did the inventory.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>		Did you read the <i>NECAP Test Administrator Manual</i> prior to administering the test to students?	
DURING Testing	<input type="checkbox"/>	<input type="checkbox"/>		Do you understand what <i>is</i> and <i>is not</i> permissible on classroom walls and desks while students are taking the test? NOTE: <i>If yes, ask for permissible and non-permissible examples.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>		Do you have any students who required testing accommodation(s)? NOTE: <i>If yes, ask how accommodations were assigned and how they were documented.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>		Are you administering the NECAP tests in accordance with the school testing schedule? NOTE: <i>Ask about the order in which tests were administered.</i>	

	Yes	No	Question	Notes
DURING TESTING (continued)	<input type="checkbox"/>	<input type="checkbox"/>	Do you have any students who required “extra time” to finish testing? NOTE: <i>If yes, ask if TA/Teacher assigned the T1 accommodation and whether it was assigned before testing began. If T1 was <u>not</u> assigned prior to testing, ask what protocol was used for those students who needed extra time to finish testing.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you have students who took the test(s) in a location other than your classroom? NOTE: <i>If yes, ask how materials were transported to ensure test security.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Are you familiar with the term, “Active Proctoring”? NOTE: <i>Please explain if TA/Teacher is unfamiliar.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you actively proctor all of your testing sessions? NOTE: <i>Ask for a copy and/or description of how they monitor students.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Does your school have a procedure for handling disruptions (e.g. fire drills) during testing? NOTE: <i>If yes, ask for a copy and/or description of procedure. If no, ask TA/Teacher if he/she has a classroom procedure.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you collect, inventory, and secure your test materials at the end of each testing day? NOTE: <i>If yes, ask for a copy and/or description of daily procedure. If no, ask how materials are accounted for and secured.</i>	
AFTER TESTING	<input type="checkbox"/>	<input type="checkbox"/>	Do you inventory all test materials prior to returning them to the test coordinator once all testing has been completed? NOTE: <i>Ask for a copy and/or description of procedure for returning materials.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you have any comments/questions/concerns about NECAP?	

RIDE Monitor Comments (use other side if necessary):