



# RIDE NECAP MONITORING INTERVIEW QUESTIONS

## School Test Coordinator/Principal

**Test Coordinator (TC)/Principal:** \_\_\_\_\_

**District:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RIDE Monitor:** \_\_\_\_\_

		Yes	No	Question	Notes
<b>BEFORE Testing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did you inventory test materials when they were delivered? <b>NOTE:</b> <i>If yes, ask to see inventory list and/or other documentation. If no, ask who did inventory and whether he/she also applied labels.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a secure storage area for test materials? <b>NOTE:</b> <i>If yes, ask to see it and ask who has access. If no, ask how materials are secured.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a protocol for distributing test materials and collecting them at the end of testing? <b>NOTE:</b> <i>If yes, ask for a copy and/or description.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did you attend one of RIDE’s NECAP Test Coordinator Workshops? <b>NOTE:</b> <i>If no, ask if the TC/Principal read the NECAP Test Coordinator Manual this year.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did you train your teachers to administer the NECAP assessment? <b>NOTE:</b> <i>If yes, ask when, where, how training was conducted. If no, ask who did the training and when, where, how training was conducted.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did all teachers/staff who have access to test materials sign an <i>Affirmation of Test Security</i> form? <b>NOTE:</b> <i>If yes, ask to see copies. If no, ask why not.</i>	
<b>DURING Testing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is your school administering the NECAP tests in accordance with the posted testing schedule? <b>NOTE:</b> <i>Ask to see a copy of the schedule.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you and your Test Administrators/Teachers familiar with the term, “Active Proctoring”? <b>NOTE:</b> <i>Please explain if TC/Principal is unfamiliar.</i>	

	Yes	No	Question	Notes
<b>DURING TESTING</b> (continued)	<input type="checkbox"/>	<input type="checkbox"/>	Do you monitor your Test Administrators/Teachers to ensure they actively proctor during testing sessions? <b>NOTE:</b> <i>If yes, ask how. If no, ask why not.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you ensure that test materials are collected, inventoried, and secured at the end of each testing day? <b>NOTE:</b> <i>If yes, ask how. If no, ask why not.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a procedure in place for handling disruptions during testing? <b>NOTE:</b> <i>If yes, ask for a copy and/or description. If no, ask why not.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you understand what is and is not permissible on classroom walls while students are testing? <b>NOTE:</b> <i>If yes, ask for permissible and non-permissible examples. If no, please explain and give examples.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a protocol for documenting student testing accommodations? <b>NOTE:</b> <i>If yes, ask for a copy and/or description. Also ask specifically about what TC/Principal instructs Test Administrators/Teachers to do when students need <u>extended time</u>.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a small group/one-on-one testing location? <b>NOTE:</b> <i>If yes, ask how materials are transported. If no, ask how students requiring these accommodations are tested.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a protocol for student exemptions and makeup testing? <b>NOTE:</b> <i>If yes, ask for a copy and/or description. If no, ask why not.</i>	
<b>AFTER TESTING</b>	<input type="checkbox"/>	<input type="checkbox"/>	Do you inventory all test materials prior to shipping them back to Measured Progress? <b>NOTE:</b> <i>If yes, ask for a copy and/or description of procedure for returning materials. If no, ask why not.</i>	
	<input type="checkbox"/>	<input type="checkbox"/>	Do you have any comments/questions/concerns about NECAP?	

**RIDE Monitor Comments** (use other side if necessary):