# RIDE NECAP MONITORING INTERVIEW QUESTIONS:
## *District* Test Coordinator

**District Test Coordinator** (TC)**:**　　　_____

**District:**　　　_____

**Date:**　　　_____

**RIDE Monitor:**　　　_____

| | Yes | No | Question | Notes |
|---|---|---|---|---|
| **BEFORE Testing** | ❏ | ❏ | Did you establish a district-wide testing schedule?<br>**NOTE:** *If yes, ask for a copy and/or description of the process used. If no, ask how schools' schedules were established.* | |
| | ❏ | ❏ | Do you have a protocol for ensuring that all students assigned to your district are tested, *including* those receiving services at out-placement facilities located both in-state and out-of-state?<br>**NOTE:** *If yes, ask for a copy and/or description.* | |
| | ❏ | ❏ | Did you attend one of RIDE's NECAP Test Coordinator Workshops?<br>**NOTE:** *If no, ask if District TC read the NECAP Test Coordinator Manual this year.* | |
| | ❏ | ❏ | Do you require all School TCs/Principals to attend one of the Test Coordinator Workshops?<br>**NOTE:** *If no, ask how District TC ensures School TCs/Principals are properly trained.* | |
| **DURING Testing** | ❏ | ❏ | Do you monitor whether schools in your district administer the NECAP tests in accordance with RIDE's policies and procedures?<br>**NOTE:** *If yes, ask how. If no, ask why not.* | |
| | ❏ | ❏ | Do you have a district-wide protocol for processing student exemption requests?<br>**NOTE:** *If yes, ask for a copy and/or description.* | |
| | ❏ | ❏ | Do you have a district-wide protocol for handling disruptions (e.g., fire drills) during testing?<br>**NOTE:** *If yes, ask for a copy and/or description.* | |
| | ❏ | ❏ | Do you have a district-wide protocol for students who need extended time during testing and/or for students who need to make up missed sessions?<br>**NOTE:** *If yes, ask for a copy and/or description.* | |

| | Yes | No | Question | Notes |
|---|---|---|---|---|
| **AFTER Testing** | ❑ | ❑ | Do you have a district-wide protocol for documenting and reporting test security issues/violations?<br><br>**NOTE:** *If yes, ask for a copy and/or description. If no, ask how testing issues/violations are handled.* | |
| | ❑ | ❑ | Do you maintain copies of completed and/or filed "*District Assurances*" forms such as Form 2 (*Parent/Guardian Consent Form*) or Form 3 (*Treating Physician/Mental Health Worker Form*)?<br><br>**NOTE:** *If yes, ask to see examples. If no, ask where they are filed.* | |
| | ❑ | ❑ | Do you maintain copies of completed and/or filed "*Principal's Certification of Proper Test Administration*" forms for each tested grade?<br><br>**NOTE:** *If yes, ask to see examples (there should be one per grade for each school in the district). If no, ask where they are filed.* | |
| | ❑ | ❑ | Do you maintain copies of completed and/or filed "*Affirmation of Test Security*" forms of all personnel in the district who have (or have had) access to testing materials?<br><br>**NOTE:** *If yes, ask to see examples. If no, ask where they are filed.* | |
| | ❑ | ❑ | Do you have any comments/questions/concerns about NECAP? | |

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