RIDE NECAP MONITORING INTERVIEW QUESTIONS
School Test Coordinator/Principal

Test Coordinator (TC) **/Principal:** _____

District: _____

School: _____

Date: _____

RIDE Monitor: _____

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

	Yes	No	Question	Notes
DURING Testing (continued)	❑	❑	Do you monitor your Test Administrators/Teachers to ensure they actively proctor during testing sessions? **NOTE:** *If yes, ask how. If no, ask why not.*	
	❑	❑	Do you ensure that test materials are collected, inventoried, and secured at the end of each testing day? **NOTE:** *If yes, ask how. If no, ask why not.*	
	❑	❑	Do you have a procedure in place for handling disruptions (e.g. fire drills) during testing? **NOTE:** *If yes, ask for a copy and/or description. If no, ask why not.*	
	❑	❑	Do you understand what is and is not permissible on classroom walls while students are testing? **NOTE:** *If yes, ask for permissible and non-permissible examples. If no, please explain and give examples.*	
	❑	❑	Do you have a protocol for assigning and documenting student testing accommodations? **NOTE***: If yes, ask for a copy and/or description..*	
	❑	❑	Do you have a protocol for students who need extended time during testing? **NOTE:** *If yes, ask where students are taken and how materials are transported. If no, ask how students requiring extended time are accommodated.*	
	❑	❑	Do you have a protocol for requesting student exemption from testing and/or for students who need to make up missed sessions? **NOTE:** *If yes, ask for a copy and/or description. If no, ask how these situations are handled.*	
AFTER Testing	❑	❑	Do you inventory all test materials prior to shipping them back to Measured Progress? **NOTE:** *If yes, ask for a copy and/or description of procedure for returning materials. If no, ask why not.*	
	❑	❑	Do you have any comments/questions/concerns about NECAP?	

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