

AUDIT FORM – North Carolina Testing Programs

Test Date: _____

Test (circle one): End-of-Grade Writing Assessment Field Test (_____)
End-of-Course (subj: _____) Competency
Computer Skills HS Comprehensive IPT (A or B)
Other (_____)

School: _____

Grades Audited: 3 4 5 6 7 8 9 10 11 12 Other

Administrator: _____

Proctor(s): _____

Based on the applicable Test Administrator’s Manual, the Testing Code of Ethics, and the Testing Security and Protocols for School Personnel manual, my review of the testing procedures indicates that:

This test was conducted in accordance with the accepted practices of standardized testing.

This testing session had some problems, as follows: _____

Signature of Auditor: _____

Printed Name of Auditor: _____

Note: The auditor must observe only. It is improper to offer advice, opinion, or interpretation of procedures. If a problem or question arises, the test administrator must contact the school’s testing coordinator for resolution.

Things to look for when auditing Schools:

- ___ Are a Test Administrator and Proctor(s) in each testing room?
- ___ Are the Test Administrators providing a positive test-taking climate?
- ___ Are there adequate supplies of testing materials (scratch paper, calculators, rulers etc.) available for every student in the test session?
- ___ Did the Test Administrators read the test directions to the students verbatim from the Test Administrator's Manual and follow instructions as provided?
- ___ Do the Test Administrators and Proctor(s) remain in the room and move quietly among the students checking for the misalignment of student answers?
- ___ Do Test Administrators offer students procedural assistance only as permitted?
- ___ Is there is a written "testing plan" in the school office which describes the organization of the test sessions, assignments, schedules, etc.?
- ___ Did students receive any instruction related to test-taking strategies or the concepts measured by the tests during, or on the morning prior to, the test administration session?
- ___ Are classroom displays that provide test-taking strategies or any information regarding the content or concepts being measured by the test covered or removed?
- ___ Are there any noises or disruptions in the testing session?
- ___ Is each testing site indicated so that those in the hallways will not create any outside disturbances during the test session?
- ___ Are the class bells are turned off school-wide or in the testing rooms?
- ___ Are any visitors allowed in any testing site while testing is being conducted? (Auditors are not considered visitors)
- ___ Are the windows on the test site doors uncovered? Are the doors unlocked?
- ___ Are the School Test Coordinators accessible for assistance or questions from the Test Administrators?
- ___ Are test materials properly controlled, distributed, and collected?
- ___ Are the time guidelines established in the Test Administrator's Manual carefully followed?
- ___ Are any breeches of the Testing Code of Ethics noted?