

MAP[®] Oversight Visit Form

This form is used to guide MAP oversight visits based on assessment administration practices documented on the MAP Requirements and Best Practice Guide (www.TheCenterForCharters.org/Assessments). Please record observations indicating if each practice was observed in all, some, or none of the assessment rooms. This form will be uploaded to Epicenter and may be shared with the school.

School: _____ Date: _____ Time in: _____ Time out: _____

Grade(s) testing: _____ Visit conducted by: _____

Requirements:

	All	Some	None
It is evident that proctors have been trained to administer the assessment properly and ethically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 1:15 proctor to student ratio is met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students do not have access to cell phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proctors remain in the room and carefully monitor testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students use the NWEA secure testing browser and not the standard browser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proctors are not providing hints or content guidance to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are not engaging with the internet while others are testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are not utilizing the Text-To-Speech-Reading Passage accommodation on the reading assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Assessment Coordinator is aware of the 5% retesting maximum and the Request to Exceed 5% Retested (Form A12) if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional information that describes the testing environment and provides additional details for the above ratings:



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Best Practices:	All	Some	None
Staff and students are well versed in test day procedures and expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students brought a book to read or an assignment that can be completed silently until other students have completed the assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students have blank scratch paper and a pencil for the math assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulletin board materials/support information related to potential test questions were covered or removed from the test administration environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restroom breaks occurred before the assessment began or on an emergency-only basis during the assessment. Distractions were kept to a minimum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students refrained from communicating with other students during the assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proctors and teachers are utilizing the Proctor Verification Form (Form A7) and Teacher Planning Form (Form A8) to assist with monitoring test environment protocols and ensure consistent test administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are completing an assessment reflection writing assignment and/or receiving feedback on their score upon the completion of the assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional information that describes the testing environment:			