



Galena Park Independent School District
 Assessment and Accountability Department
 14705 Woodforest Blvd. Houston, Texas 77015
 Phone (832)386-1051

District Monitor Checklist for State Assessments 2020-2021

Complete one form per campus visit on state assessment days. This form is intended to assist you in identifying state assessment required components and MUST be submitted to the Assessment and Accountability Department. All irregularities or suspected irregularities that you observe MUST be reported to the campus testing coordinator and the Assessment and Accountability Department (x 1051).

Monitor's Name: _____ **Date:** _____

Campus Name: _____ **Time of Visit:** _____

Test(s) Observed: STAAR STAAR Alt2 TELPAS TELPAS Alt EOC

Campus Testing Coordinator Available: Yes No **Campus Principal Actively Monitoring:** Yes No

State Assessment Materials and Information	Yes	No	N/O
State testing information is available in the front office.			
Access to secure materials is very limited (CTC and principal must be on the list).			
2020-2021 Secure Material Storage Sign is posted outside the storage room.			
Secure materials are kept in locked storage when not in use.			
Material Control Form is being used to check materials in and out to test administrators.			
Materials are counted and verified during check in and out.			
Student room assignments are posted in prominent/visible locations (secondary campuses).			
Assistance is being provided to students to locate their correct testing site.			

State Assessment Test Sites	Yes	No	N/O
Classroom doors are unlocked			
Testing "Do Not Disturb" signs are posted outside all testing rooms.			
Ratio of 1 test administrator for every 30 students is maintained in large group setting.			
Rooms are quiet, well lit, and ventilated.			
Hall monitors are strategically located and actively monitoring. (Not on cell phones or reading)			
Restroom monitors are in place and actively monitoring. (Not on cell phones or reading)			
No bells are sounded for at least the first four hours of the day (5 hours for English EOC)			
Students supervised and monitored during restroom breaks and lunch to ensure no discussion of test contents.			
Students have ample work space; desks are cleared of all materials except what is needed or required for testing.			
Test administrators are ACTIVELY MONITORING (no instructional work allowed).			
Bulletin boards and instructional displays that might aid students during testing are covered or removed.			
NO CELL PHONES. Students have checked their phone in with the test administrator and signed the cell phone contract. <i>The ONLY exceptions are for the campus testing coordinator, principal, and district lead monitors; however, the phones will need to be on silent or vibrate in order not to disrupt the testing environment and may NOT be used in testing rooms.</i>			
Computers are OFF while students are testing. The only exceptions are for online testing or for displaying an online timer/clock.			

Note: If you encounter a testing irregularity, please speak with the campus test coordinator and / or contact the District Testing Dept. (ext. 1051)

