

Monitoring Form
For Use in Computer-Based Test (CBT) Administrations

School Name _____ School # _____

Assessment Program _____ Test Subject _____ Room # _____

Number of Students _____ Number of Proctors _____ Number of Computer Workstations _____

Please check your response to each of the following questions based on your observations and information provided by the Test Chairperson and/or Test Administrator.

		Yes	No	Not Observed
1.	Were materials being stored in a secured (locked), limited access location?			
2.	Were Student Authorization Tickets distributed to and collected from students on a one-at-a-time basis?			
3.	Did the test administrator and/or proctor(s) circulate around the room while the students were working to actively observe the testing session?			
4.	Did the test administrator have a list of students assigned to test together?			
5.	Did the test administrator read the directions for administering the test exactly as given in the test administrator's manual?			
6.	Were time limits strictly enforced?			
7.	Were students prevented from viewing other students' computer screens during the testing session (i.e., placement of computers, visual blocks)? Please describe the method that was used:			
8.	Were any students accidentally exited from the CBT test session during your observation? 8a. If yes, how many? _____ students			
	8b. If yes, were the exited students resumed into the test session within 3 minutes?			
9.	Were hand-held calculators provided for students to use during the testing session?			
10.	Did students have sufficient room to use the work folders during the testing session?			
11.	Were paper reference sheets provided for students to use during the testing session?			
12.	Were all test materials collected and secured immediately after testing?			
13.	Did the test administrator or proctor verify that students had submitted their responses prior to dismissing them from the test session			

Comments: Please explain any procedures or occurrences that may have seemed unusual on the back of this form.

Print Monitor's Name: _____

Monitor's Signature _____

Date _____