



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, School Administrators, Corporation Test Coordinators

From: Lynn Schemel, Director of Assessment

Date: March 4, 2022

Subject: Spring 2022 IREAD-3 Onsite Monitoring

The Indiana Department of Education (IDOE) Office of Student Assessment (OSA) will be conducting onsite and virtual monitoring visits during the Spring 2022 IREAD-3 testing window.

The purpose of monitoring is to ensure fidelity of the test administration and test security requirements. Schools are identified for monitoring based on previously submitted test irregularities, test security concerns, failure of a Corporation Test Coordinator (CTC) to complete required training by designated deadlines, failure to return secure test materials by required deadlines, Data Forensic Analysis concerns, and a random sample derived from statewide data. A minimum of 10 school sites will be monitored during most test administration windows. Monitoring is an expectation defined for states from the United States Department of Education.

Prior to the start of each testing window:

- CTCs must review the Monitoring Checklist (see Appendix B of the 2021-2022 Indiana Assessments Policy Manual);
- CTCs must notify staff that monitoring may occur at selected sites across the state during test administration windows; and
- CTCs must provide a copy of the Monitoring Checklist to administrators and School Test Coordinators (STCs) to prepare for monitoring visits.

During each testing window:

- Virtual: Monitors send an online meeting link to the school principal 24 hours prior to the monitoring visit. The principal must notify the STC so they can ensure all requested documentation is prepared during the online visit.
- Onsite: One or more IDOE monitors will notify school front office staff of their arrival. Monitors will request to speak with the School Test Coordinator (or a designee);
- Virtual and Onsite: Monitors complete a Monitoring Checklist document (see Appendix B of the Indiana Assessments Policy Manual) based on their review of school documentation regarding training, test schedules, and security practices.

After each testing window:



## Indiana Department of Education

---

Dr. Katie Jenner, Secretary of Education

- The CTC will receive a copy of the completed Monitoring Checklist with OSA feedback within two weeks following the designated testing window.
- In the event that a monitoring topic receives a rating of “0” or “1,” the CTC will be required to submit a corrective action plan addressing any areas of concern.

For additional information, please refer to Section 2 and the Monitoring Checklist in Appendix B of the [2021-2022 Indiana Assessments Policy Manual](#), and contact the Office of Student Assessment via email at [INassessments@doe.in.gov](mailto:INassessments@doe.in.gov) or via phone at 317-232-9050 with any additional questions.