



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, School Administrators, Corporation Test Coordinators

From: Lynn Schemel, Director of Assessment

Date: February 13, 2023

Subject: SAT School Day Onsite Monitoring

The Indiana Department of Education's (IDOE's) Office of Student Assessment will be conducting onsite monitoring visits before, during, and after the SAT School Day assessment window from Monday, February 27, through Friday, March 10.

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 U.S. Department of Education.

Prior to the start of each testing window:

- CTCs must review the [Assessment Monitoring Checklist](#) (Appendix B of the [2022-2023 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 Assessment Monitoring Checklist to administrators and School Test Coordinators (STCs) to prepare for monitoring visits.

During each testing window:

- IDOE monitors will notify school office staff of their arrival and request to speak with the STC (or a designee);
- Monitors will complete the Assessment Monitoring Checklist based on their review of school documentation regarding training, test schedules, and security practices.

After each testing window:

- The CTC will receive a copy of the completed Assessment Monitoring Checklist with IDOE feedback within two weeks following the designated testing window.



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- 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 [2022-2023 Indiana Assessments Policy Manual](#), and contact IDOE’s [Office of Student Assessment](#) with any additional questions.