



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Maurice "Mo" Green, Superintendent of Public Instruction

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March 19, 2025

TO LEA Superintendents
Charter School Directors

FROM Michael Maher, Chief Accountability Officer *MM*
Division of Accountability

Tammy Howard, Senior Director *TH*
Office of Accountability and Testing

TEST ADMINISTRATION MONITORING AND SECURITY EFFORTS

The North Carolina Department of Public Instruction (NCDPI) recognizes the efforts of Public School Units (PSUs) in maintaining secure and standardized testing environments and appreciates the ongoing commitments to upholding testing integrity. In collaboration with these efforts, the NCDPI Office of Accountability and Testing provides continuous test security training, regional accountability and testing support to all PSUs, and comprehensive announced monitoring visits in schools throughout the state. This memo addresses the implementation of unannounced monitoring, test administrator and proctor requirements, prohibited cell phone use during a test session, and other best practices for test security.

Unannounced Monitoring

In continued efforts to ensure state tests are administered fairly, consistently, and equitably, the NCDPI will implement unannounced test administration monitoring visits beginning May 1, 2025. The schools selected for monitoring will be identified by stratified sampling and prior monitoring visits outcomes.

The test administration monitoring visits will include observation of either a full or partial assessment day and may include the following activities:

- Observing testing policies and procedures applied by the school test coordinator, test administrators, and proctors (when utilized), e.g., online test logins, test administration monitoring, appropriate storage of electronic devices.
- Monitoring the school's testing environment.
- Monitoring appropriate use of approved accommodations (i.e., Individualized Education Programs [IEP], Section 504 Plans, English Learner Plans, transitory impairment documentation, *Review of Accommodations Used During Testing Forms*).
- Monitoring the reporting of testing irregularities (if applicable).

If necessary, interviews may be scheduled after a test administration monitoring visit via Microsoft Teams.

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A checklist will be completed by the monitor while at the school and the school system will receive a letter of review accompanied by a copy of the checklist within thirty school days of the visit. If necessary, the monitor will indicate in the letter if concerns were noted during the in-person visit as well as expectations for remedying the concerns. In some situations, when concerns are noted, the feedback will include plans to monitor the site again.

Proctor Requirements

Beginning with spring 2025 end-of-grade and end-of-course testing, test administrators cannot be assigned to a testing session for a subject they currently teach. If this requirement is not doable, the test session must have a proctor as well as a test administrator. These requirements will affirm testing protocols are followed with fidelity, ensuring that reported test scores accurately reflect student achievement and support state and local accountability measures.

Prohibition of Cell Phones in a Test Session

Ensuring proper use of approved electronic devices during testing and prohibition of electronic devices not approved for use during test administrations are critical to valid test administrations. To assist schools with these efforts, beginning with the 2024–25 school year, when logging on to an end-of-course test session students see the following statement on the screen:

When taking this test, I will only use electronic devices approved by the test administrator. If I am in possession of any other electronic device not approved by the test administrator during testing, my test will be declared a misadministration.

Recommended Best Practices

As a reminder, and as stated in the Test Coordinators' Handbook, test security best practices include:

- Appropriate training of all test administrators and proctors (if utilized).
- Use of proctors in all test administrations. When that is not doable, it is strongly recommended a roving proctor is assigned to no more than three test settings at a time.
- Ensuring all staff members follow correct processes and procedures during test administrations.

In preparation for spring testing, the NCDPI Office of Accountability and Testing is offering office hours to answer questions districts or schools may encounter while preparing test administration plans. Office hours have been scheduled for:

Wednesday, March 26, 2025, from 2:30 p.m.–3:00 p.m.
<https://ncgov.webex.com/meet/shannon.jordan>

Friday, March 28 from 10:00 a.m.–10:30 a.m.
<https://ncgov.webex.com/meet/shannon.jordan>

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In addition to the office hours, if you have any questions about the implementation of unannounced test administration monitoring or test security best practices, please contact your regional accountability office.

Thank you for your support and partnership in ensuring security adherence to security protocols and processes that ensure valid interpretations of the test data.

MM:TLH:slj

c: Maurice Green, State Superintendent
Maria Pitre-Martin, Deputy State Superintendent
Derrick Jordan, Chief Operations Officer, Division of Operations
Ashley Baquero, Director, Office of Charter Schools
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Regional Accountability Coordinators
LEA and Charter School Test Coordinators