

District Assessment Monitoring Tool Application User Guide



APPLICATION DEADLINE APRIL 15TH

[CLICK HERE TO LOG INTO APPLICATION](#)

Districts will use this *District Assessment Monitoring Tool* to ensure that all federal assessment programs are conducted according to state and federal guidelines. The indicators provided are designed to assist districts with examining important areas of assessment training, test administration, and testing security for all students. In addition, the indicators focus on the use of accommodations for Special Education or Limited English Proficient Students.

State and Federal Assessments



All indicators are correlated to each state and federal assessments, not one specifically. Please complete indicators to reflect your district's assessment policies for all assessments. Districts will also need to describe the process in place for all subpopulations that exist in your district/school (as applicable).

State and Federal Required Assessments:

ISAT ELA and Math: Grades 3-8 and 10 (9 & 11 optional)

ISAT Science: Grades 5 and 7

EOCs (Biology or Chemistry): Once in High School

ISAT-ALT (NCSC) ELA and Math: Special Education students who qualify for the Alternate Assessment, grades 3- 8 and 11

ISAT Alt. Science: Special Education Students who qualify for the Alternate Assessment - Grades 5, 7, and 10

WIDA: Limited English Proficient (LEP) Students, grades K-12

IRI: Grades K-3

****All indicators must be complete in order to be in compliance.****

Logging In



Assessment Monitoring DEMO

[Home](#)

[Log On](#)

Welcome to Assessment Monitoring DEMO

At A Glance

Districts will use this Assessment Monitoring Tool to ensure that all federal assessment programs are conducted according to state and federal guidelines. The indicators provided are designed to assist districts with examining important areas of assessment training, test administration and testing security for all students. In addition, the indicators focus on the use of accommodations for Special Education or Limited English Proficient Students.

Districts must complete the Assessment Monitoring Tool by April 15th.

If you have questions about the Assessment Monitoring Tool, please contact the Division of Assessment at 208-332-6909



[More Info](#)

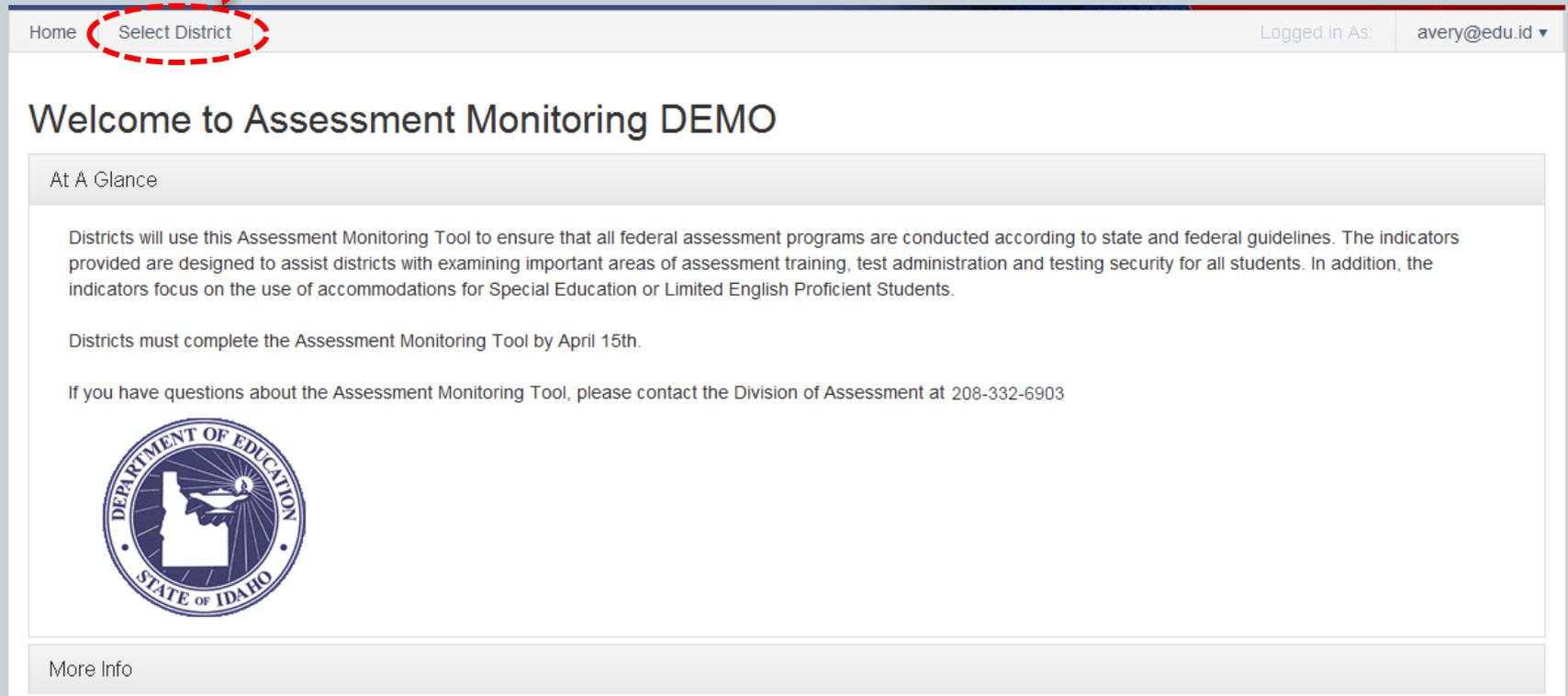
Log-on using the same username and password you would use for any ISEE application.

If you have trouble logging in please contact your ISEE District Manager.

Step 1 – Click on *Select District*



Once you have successfully logged in
– click on **Select District**



The screenshot shows a web interface with a navigation bar at the top. On the left, there are two links: "Home" and "Select District". The "Select District" link is circled in red, and a red dashed arrow points from the text above to it. On the right side of the navigation bar, it says "Logged in As: avery@edu.id" with a dropdown arrow. Below the navigation bar is a heading "Welcome to Assessment Monitoring DEMO". Underneath is a section titled "At A Glance" containing three paragraphs of text. The first paragraph explains the tool's purpose, the second states a deadline of April 15th, and the third provides contact information. At the bottom left of the content area is the Idaho Department of Education seal. At the bottom of the page is a "More Info" link.

Home **Select District** Logged in As: avery@edu.id ▼

Welcome to Assessment Monitoring DEMO

At A Glance

Districts will use this Assessment Monitoring Tool to ensure that all federal assessment programs are conducted according to state and federal guidelines. The indicators provided are designed to assist districts with examining important areas of assessment training, test administration and testing security for all students. In addition, the indicators focus on the use of accommodations for Special Education or Limited English Proficient Students.

Districts must complete the Assessment Monitoring Tool by April 15th.

If you have questions about the Assessment Monitoring Tool, please contact the Division of Assessment at 208-332-6903



More Info

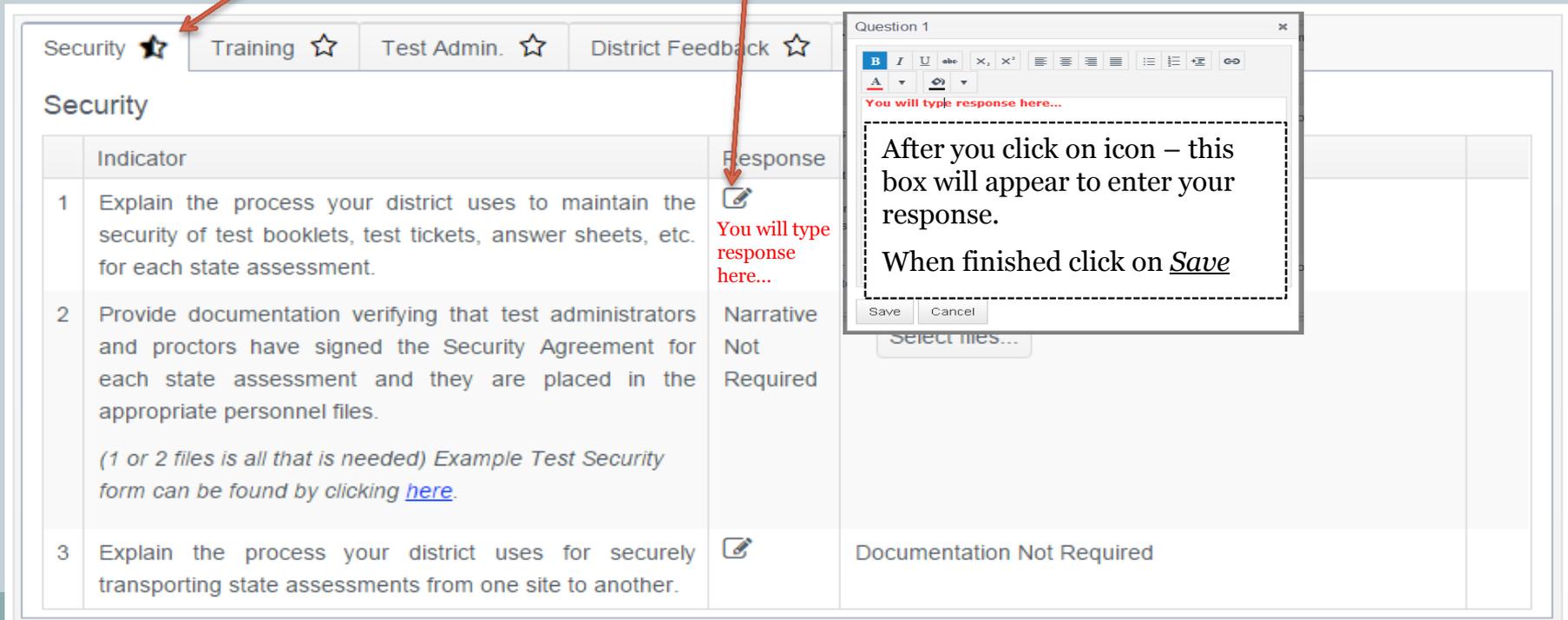
Step 2 – Start the Application



In order for the application to be in compliance and submitted, each tab will need to be completed. The star  will indicate the tab is “In Progress”

Note – Star will turn to a black lock  once application is submitted and will turn to a **green** star when all indicators have been accepted.

Click on the icon to enter your response



The screenshot shows the application interface with four tabs: Security, Training, Test Admin., and District Feedback. The Security tab is active and marked with a yellow star. Below the tabs is a table with three rows of indicators. The first row is selected, and a response editor window is open over it. The response editor contains a text area with a dashed border and a "Save" button.

Indicator	Response
1 Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.	 You will type response here...
2 Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files. (1 or 2 files is all that is needed) Example Test Security form can be found by clicking here .	Narrative Not Required
3 Explain the process your district uses for securely transporting state assessments from one site to another.	 Documentation Not Required

Question 1

You will type response here...

After you click on icon – this box will appear to enter your response.
When finished click on Save

Save Cancel

Select files...

Step 3 – Upload Files

Indicator 2 does not require a response. It does, however, require documentation. You will upload the necessary documents using the Select Files button.

	Indicator	Response	Documentation
1	Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.	You will type response here...	Documentation Not Required
2	Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files. (1 or 2 files is all that is needed) Example Test Security form can be found by clicking here .	Narrative Not Required	Assessment FAQ.docx
3	Explain the process your district uses for securely transporting state assessments from one site to another.		Documentation Not Required

After you've selected the appropriate files – click Upload Files

File is now uploaded – you can continue to upload or delete documents as needed

AssessmentMonitoring.docx 100%

**** Note – any type of file can be uploaded and there is not a limit on the number of files uploaded. There is a limit of 4MB on file size ****

Step 4 – Completing Each Tab



Once you have completed a tab move onto the next tab until each tab has the star indicating “In Progress”  . **Each tab must be complete in order to be in compliance.**

Security  Training  Test Admin.  District Feedback  Review/Submit

Security

	Indicator	Response	Documentation
1	Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.	 You will type response here...	Documentation Not Required
2	Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files. <i>(1 or 2 files is all that is needed) Example Test Security form can be found by clicking here.</i>	Narrative Not Required	<div style="border: 1px solid #ccc; padding: 5px;"><div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select files...</div><div style="background-color: #e0ffe0; padding: 2px; display: flex; align-items: center; justify-content: space-between;">  AssessmentMonitoring.docx100%</div></div>
3	Explain the process your district uses for securely transporting state assessments from one site to another.	 You will type response here...	Documentation Not Required

Step 5 – Reviewing Indicators



After you have filled out each tab click on the Review/Submit tab

Security ☆ Training ☆ Test Admin. ☆ District Feedback ☆ **Review/Submit** ☆

Security Ready for submission

Indicator 1 : Ready for submission

Indicator 2 : Ready for submission

Indicator 3 : Ready for submission

Training Warning: Missing response and/or documentation

Indicator 1 : Ready for submission

Indicator 2 : Ready for submission

Indicator 3 : Warning: Missing response and/or documentation

Test Admin. Warning: Missing response and/or documentation

Indicator 1 : Ready for submission

Indicator 2 : Ready for submission

Indicator 3 : Ready for submission

Indicator 4 : Ready for submission

Indicator 5 : Warning: Missing response and/or documentation

Indicator 6 : Warning: Missing response and/or documentation

Indicator 7 : Ready for submission

Indicator 8 : Warning: Missing response and/or documentation

Indicator 9 : Warning: Missing response and/or documentation

Indicator 10 : Ready for submission

District Feedback Ready for submission

Indicator 1 : Ready for submission

Indicator 2 : Ready for submission

Indicator 3 : Ready for submission

Indicator 4 : Ready for submission

Indicator 5 : Ready for submission

Indicator 6 : Ready for submission

Indicator 7 : Ready for submission

Indicator 8 : Ready for submission

Submit Selected

Step 6 – Review/Submit



When you are ready to submit your application click on the Review/Submit tab. Click on the box next to each **Title**. Checking the box indicates tab has been completed and is ready for submission.

A screenshot of a web application interface. At the top, there are five tabs: "Security", "Training", "Test Admin.", "District Feedback", and "Review/Submit". Each tab has a star icon. A red arrow points to the "Security" tab. Below the tabs, the "Security" section is highlighted in green. It contains a header "Security" with a checkbox and the text "Ready for submission". Below this are three sub-sections, each with a header "Indicator 1", "Indicator 2", and "Indicator 3" respectively, each followed by the text "Ready for submission".

If you missed an indicator a warning message will appear - *Warning: Missing response and/or documentation*. You will need to return to corresponding tab to complete indicator. Any incomplete indicator(s) will be out of compliance.

A screenshot of a web application interface. At the top, there are five tabs: "Security", "Training", "Test Admin.", "District Feedback", and "Review/Submit". Each tab has a star icon. The "Test Admin." tab is selected and highlighted in yellow. Below the tabs, the "Test Admin." section is highlighted in yellow. It contains a header "Test Admin." with a checkbox and the text "Warning: Missing response and/or documentation". Below this are three sub-sections. The first sub-section, "Indicator 1", is highlighted in yellow and circled with a red dashed line; it contains the text "Warning: Missing response and/or documentation". The second sub-section, "Indicator 2", is highlighted in green and contains the text "Ready for submission". The third sub-section, "Indicator 3", is highlighted in green and contains the text "Ready for submission".

Step 6 1/2 – Review/Submit (Continued)



After checking each box and are ready to submit, click the *Submit Selected* button

Training Ready for submission

Indicator 1 : Ready for submission

Indicator 2 : Ready for submission

Indicator 3 : Ready for submission

After submission, each tab will then be locked waiting for the SDE to review your application. You will be able to view your entries, but you will not be able to edit anything until the application has been reviewed by the SDE and returned to you with an indication of approval or a request for revisions.

Security Training Test Admin. District Feedback Review/Submit

Security

Indicator	Response	Documentation
1 Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.	 You will type response here...	Documentation Not Required
2 Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files. <i>(1 or 2 files is all that is needed) Example Test Security form can be found by clicking here.</i>	Narrative Not Required	AssessmentMonitoring.docx Size: 12670
3 Explain the process your district uses for securely transporting state assessments from one site to another.	 You will type response here...	Documentation Not Required

Step 7 – SDE Accepts or Returns



After your application has been reviewed by the SDE, the application will either be “accepted” or some or all indicators will need to be “updated/revised”.

Green star 
means
accepted.

Security 	Training 	Test Admin. 	District Feedback 	Review/Submit
Security				
Indicator	Response	Documentation		
1 Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.	 You will type response here...	Documentation Not Required		
2 Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files. <i>(1 or 2 files is all that is needed) Example Test Security form can be found by clicking here.</i>	Narrative Not Required	Select files...		
3 Explain the process your district uses for securely transporting state assessments from one site to another.	 You will type response here...	Documentation Not Required		

Step 7 1/2 – SDE Accepts or Returns

(Continued)



Red exclamation point ! means *update/revision needed*

Security	★	Training	!	Test Admin.	★	District Feedback	★	Review/Submit
----------	---	----------	---	-------------	---	-------------------	---	---------------

Training

Indicator	Response	Documentation	
1 Explain the process your district uses to train staff in the administration of each state assessment.	You will type response here...	Documentation Not Required	!
2 Provide documentation of any trainings provided for assessment staff in ethical practices, vendor or web applications, test security, and supports/accommodations associated with each state assessment. <i>(Evidence could include sign in sheets, agendas, method of training, etc.)</i>	Narrative Not Required	AssessmentMonitoring.docx Size: 12670 TrainingAssessmentMonitoring.docx Size: 12644	★
3 DATA QUALITY Because multiple state assessment programs pull from the ISEE Core, which is populated with district uploads, it is imperative that the data the districts submit is accurate and up-to-date. What is the standard protocol your district uses to ensure that the data in your student information system (SIS) is accurate and up-to-date? <i>Accurate ISEE uploads can reflect participation appeals, communication to district personnel, distributing testing materials, along with many other state programs.</i>	Narrative Not Required	<input type="text" value="Select files..."/> AssessmentMonitoring.docx 100%	★

Step 8 – Update and Revise



To review your request for revision, use your mouse to scroll/hover over each exclamation point – a blue dialog box will appear with the SDE request/comment.

A screenshot of the SDE interface. At the top, there are tabs for "Security" (with a green star), "Training" (with a red exclamation point), "Test Admin." (with a green star), "District Feedback" (with a green star), and "Review/Submit". Below the tabs is a table with columns for "Indicator", "Response", and "Documentation". The first row shows "Indicator 1" with a description about training staff, a response field with a red exclamation point and the text "You will type response here...", and "Documentation Not Required". A red arrow points from the exclamation point in the "Response" column to a blue dialog box that says "Feedback entered here admin@edu.id".

Indicator	Response	Documentation
1 Explain the process your district uses to train staff in the administration of each state assessment.	You will type response here...	Documentation Not Required
2 Provide documentation of any trainings provided for assessment staff in official practices under or web	Narrative	AssessmentMonitoring.d

SDE Comments/feedback can also be viewed under the Review/Submit tab

A screenshot of the SDE interface showing the "Review/Submit" tab. The tabs at the top are "Security" (green star), "Training" (red exclamation point), "Test Admin." (green star), "District Feedback" (green star), and "Review/Submit". Below the tabs, there are three sections: "Security Accepted for Review", "Training Accepted for Review", and a red section for "Indicator 1 : Returned for correction. Comment: Feedback entered here". Below that are "Indicator 2 : Submitted for Review" and "Indicator 3 : Submitted for Review".

Security Accepted for Review

Training Accepted for Review

Indicator 1 : Returned for correction.
Comment: Feedback entered here

Indicator 2 : Submitted for Review

Indicator 3 : Submitted for Review

Dialog box indicates information needed by respondent and will include the username (not email address) of SDE staff who reviewed this particular indicator.

Step 9 – Submit Updates/Revisions



After updating indicator, go to the Review/Submit tab and click on the box next to the **Title**. (Remember to click the box next to each title that will need to be re-submitted.)

A screenshot of a software interface showing a navigation bar with five tabs: "Security" (green star), "Training" (red exclamation mark), "Test Admin." (green star), "District Feedback" (green star), and "Review/Submit" (selected). Below the tabs, the "Training" indicator is highlighted in green and shows a checked box and the text "Ready for submission". Underneath, three indicator rows are listed: "Indicator 1 : Ready for submission" (green), "Indicator 2 : Submitted for Review" (grey), and "Indicator 3 : Submitted for Review" (grey). A red arrow points from the text above to the checked box in the Training indicator row.

Again, each tab under review will be locked until either accepted or returned by SDE staff.

A screenshot of the navigation bar from the previous image. The "Training" tab is now highlighted with a red dashed oval and contains a black padlock icon, indicating it is locked. The other tabs remain unchanged: "Security" (green star), "Test Admin." (green star), "District Feedback" (green star), and "Review/Submit".

Step 10 – SDE Approves Application



When your application has been accepted, an email notification will be sent and each tab will have a **Green** star  indicating acceptance.



Acceptance does not necessarily indicate that your district's assessment processes are in compliance with state and federal policies, just that you have fully complied with state assessment monitoring requirements and your responses have been accepted for review.

Step 11 – SDE Gives Feedback and Support



After your application has been successfully submitted and accepted, SDE staff will carefully review each indicator and provide assessment-specific feedback and support to your district, if applicable. Your district may be required to respond to this feedback (external to the monitoring tool) if serious concerns arise based on information submitted by your district.

An email notification will be sent and each tab will have a **green** comment box  when feedback is available.



It is hoped that the feedback provided by the SDE will be useful to you as you work to continuously improve your assessment systems. SDE technical support efforts related to assessment next year will also be informed by the information districts submit to the *District Assessment Monitoring Tool*.

Glossary



-  Tab Not Started; need to complete tab
-  In Progress; tab has been started but not submitted
-  Locked; waiting acceptance/return decision by the SDE
-  Update/Revise Original Response; view request for update/revision provided by SDE
-  Accepted; tab is complete and no further district action is required for this tab

Acceptance – information has been received by the SDE and is acceptable for review

Compliance – all tabs have been fully completed, submitted, and accepted by the SDE

Narrative not required – documentation upload is required; explanation of district process is not required

Documentation not required – detailed explanation of district process is required; documentation upload is not required

Three (3) year cycle – how often districts will be monitored; 1/3 of Idaho districts will be required to submit the application online. 10% of those districts will be randomly selected for an onsite monitoring visit

Synopsis



- The *District Assessment Monitoring Tool* has been developed to assist districts with refining and improving their assessment processes, training, and security.
- Staff from the Assessment and Accountability Division will use the monitoring tool to assist districts in strengthening district assessment programs.
- The goal of the Assessment and Accountability staff is not to use this tool as a reprimand, but rather to support districts in refining and improving their assessment procedures.
- The *District Assessment Monitoring Tool* will evaluate all state and federal assessments – *ISAT, ISAT Alt., IELA, and IRI*

Synopsis



- Districts will be evaluated in the following areas:
 - Security of the assessments
 - Assessments training and procedures
 - Use of accommodations for special education and LEP students
- Districts not completing the *District Assessment Monitoring Tool* will be in non-compliance with Federal and State Department Policy and will be added to the monitoring cycle for the following year.
- The District Test Coordinator, along with the district administrator/superintendent, is responsible for completing the *District Assessment Monitoring Tool*.

Contact



Karlynn Laraway – Interim-Director of Assessment
klaraway@sde.idaho.gov (*All assessments*)

Heidi Arrate – Program Specialist
harrate@sde.idaho.gov (*ISAT Science and EOCs*)

Vacant – Special Education State Assessment Coordinator
(*ISAT Alt.*)

Nancy Thomas Price – Comprehensive Assessment Coordinator
nthomasprice@sde.idaho.gov (*Interim/Formative/Summative Assessment*)

Stephanie Lee – Assessment Specialist
slee@sde.idaho.gov (*IRI*)