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# Understanding Auditing Protocols and the School Inquiry Form

*Governor's Office of Student Achievement*

February 2016

# Presentation Overview

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- Academic Auditing Overview
- Erasure Analysis Overview
- School Inquiry Form Overview
- School Inquiry Form Components
- Additional Resources
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# Academic Auditing Overview

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- The Governor's Office of Student Achievement is charged under O.C.G.A § 20-14-35 with inspecting academic records of schools to ensure that education institutions are faithful to performance accountability requirements.
- O.C.G.A § 20-14-36 calls for GOSA to recommend and the State Board of Education adopt written procedures for audits.
- Since 2009, GOSA has conducted an annual erasure analysis of state assessments to ensure that assessments are administered with fidelity. The results of this analysis are presented to the SBOE each February.
- In 2015, GOSA expanded the auditing program in collaboration with GaDOE Data Collections to audit student enrollment records submitted by LEAs to ensure accuracy.

# Erasure Analysis Overview

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## DRC Erasure Analysis

- The erasure analysis counts test items where an answer choice was erased and replaced with another answer choice. Two sets of erasures are analyzed—all erasures and wrong-to-right erasures where an incorrect answer choice was erased and replaced with the correct answer choice.
- All test items, including embedded field-test items, are included.

## *EOG Flagging Criteria (Grades 3-8)*

- Five percent or more of classrooms in a school are flagged at four standard deviations or greater, OR
- One classroom is flagged at seven standard deviations or greater.

## *EOC Flagging Criteria (Grades 7-12)*

- One classroom is flagged at five standard deviations or greater.

# Erasure Analysis Overview

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## GOSA Desktop Audit

- GOSA conducts a desktop audit to determine a possible explanation for the flag that would remove the need for further inquiry using indicators that include but are not limited to:
  - Number of classrooms flagged in each school and whether the flagged classrooms had different test administrators;
  - Total erasures and number of wrong-to-right (w-t-r) at the classroom level, including student-level data to determine whether erasures are concentrated in a small number of students;
  - The severity of the flag (how high the standard deviations are above the threshold);
  - Percentage of total classroom erasures changed from w-t-r;
  - Type of school; and
  - History as a school of concern and previous monitoring/auditing visits.

# Erasure Analysis Overview

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After analysis, GOSA staff make one of two determinations:

- Supplementary data reviewed sufficiently explains the reason for the flag. No further inquiry is required.
- Supplementary data reviewed does not sufficiently explain the reason for the flag. Further inquiry is required, and the school is moved to the next phase.

Schools requiring further inquiry must fill out the school inquiry form, available at: <https://gosa.georgia.gov/webform/georgia-milestones-erasure-analysis-school-inquiry-form>

# School Inquiry Form Overview

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–The school inquiry form allows LEAs to describe the reasoning for the flag and the steps taken to reduce the likelihood for future flags.

- The form must be filled out and submitted by district level personnel.
- A separate form must be filled out for each identified school.
- All answers must be entered in one session.
- **Forms must be submitted by March 21 at 5:00 PM.**

–Once received, GOSA will review it to determine whether the inquiry can be closed or if further information is required.

–GOSA will notify the LEA Superintendent and Assessment Director by email of inquiry closure or next steps within 30 days on the deadline.

# School Inquiry Form Questions

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The form requires the following identifying information:

- LEA Number (Identification number assigned by GaDOE)
- LEA Name
- School Number (Identification number assigned by GaDOE)
- LEA Director of Assessments Name
- LEA Director of Assessments Phone Number
- LEA Director of Assessments Email
- School Principal Name
- School Testing Coordinator Name



# School Inquiry Form Questions

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1. During the 2015 test administration, did the school have a test security plan in place? Discuss, in detail, how the plan was followed with fidelity.

- This information can be provided by school test coordinator.
- This answer should describe how tests were administered at the school.

# School Inquiry Form Questions

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2. Please attach a copy of the test security plan.

- If the school and LEA have separate plans, then the plan used by the school should be uploaded.

# School Inquiry Form Questions

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3. Describe the 2015 test administration training at the school. Was differentiated training provided for the different test formats (paper and pencil, online, small group, accommodations, etc.)?

- Differentiated test administrator training is required by GaDOE (STC Handbook, Pgs. 32 and 50).

# School Inquiry Form Questions

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4. How was the test administered for each subject and grade level (paper and pencil, online, or combination of both)?

- Different protocols govern different test formats/modes.
- The test plan should align with district and state protocols.

# School Inquiry Form Questions

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5. Did teachers administer tests to students in their current classrooms? Describe how proctors were used during test administration.

- Classrooms refer to groups of students as reported to testing vendor under a particular “header” or teacher last name.
- The answer should identify whether the teacher administering the test is the teacher of record.

# School Inquiry Form Questions

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6. Describe how tests were distributed and collected at the school daily (central location, by cart, etc.)?

- Establishes method of test distribution and chain of custody of test materials.

# School Inquiry Form Questions

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7. Describe any irregularities that occurred during testing.

- Explanation should give a clear picture of each irregularity.
- Examples of irregularities:
  - Students getting bodily fluids on a testing document.
  - Students talking or looking at another student's test.
  - Students completing different sections of the test.
  - Test Administrator (TA) “coaching” students during test.
  - TA's spending too much time at a student workstation (online).
  - Use of unauthorized personal electronic devices (i.e. cell phones, tablets, etc.).

# School Inquiry Form Questions

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8. Describe the location where secure test materials were stored. List, by name and title, the individuals with access to secure test materials.

- Identifies chain of custody for documents.
- Identifies any access issues.



# School Inquiry Form Questions

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9. Why did the flagged classrooms' erasure data vary significantly from the State norm? Discuss what the district learned about the test administration in the school's flagged classrooms.

- The explanation and evidence should support data variance.
- The answer should explain why a full investigation is not warranted.

# School Inquiry Form Questions

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10. Describe test policies implemented during the 2015 test administration at the flagged school. What new policies, if any, will be implemented as a result of this inquiry?

- Identifies policies that may have had an impact on testing.
- Ensures policies have been considered for future test administrations.

# School Inquiry Form Questions

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11. I certify to the best of my knowledge that I am authorized to submit this form on behalf of my LEA and that the information provided is accurate.

- Identifies the person who submitted the Inquiry Form.
- This person should be someone other than personnel from the school requiring further inquiry.

# School Inquiry Form Reminders

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## Submission Reminders

- The form must be filled out and submitted by the district level personnel.
- A separate form must be filled out for each identified school.
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- Forms must be submitted by March 21 at 5:00 PM.

Once received, GOSA will review it to determine whether the inquiry can be closed or if further information is required.

GOSA will notify the LEA Superintendent and Assessment Director by email of inquiry closure or next steps within 30 days on the deadline.

# Additional Resources

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Additional information can be found under Academic Auditing Resources by clicking the following link:

<http://gosa.georgia.gov/academic-auditing>

# Contact Information

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