Appendix A: CBT Checklist for Test Administrators

Please note: This checklist is provided as a summary only. It is essential that you thoroughly read this entire manual in order to ensure the proper administration and security of the online test.

TEST ADMINISTRATOR ACTIVITIES	
Before Testing	
	Read the *Test Administrator's Manual* (TAM).
	Have students take the practice test to become familiar with the testing interface and tools, as well as the various question types.
	Meet with the School Test Coordinator (SC) to review the testing schedule and the procedures in this manual.
	Obtain Student Print Cards and Session Access Codes from the SC for all students assigned to you.
	Secure scratch paper and pencils with erasers for each student you will be testing.
	Remember to charge laptops before testing.
During Testing	
	Post a "Testing—Do Not Disturb" sign on your classroom/lab door.
	Be sure that all students have comfortable and adequate computer workstations.
	Distribute Student Print Cards for each student assigned to you for testing.
	Post the Session Access Code for the test session at the front of the room.
	Monitor students to ensure they have logged on successfully and answer any procedural questions.
	Speak with your technology coordinator and/or Client Care Center about any technology-related issues that arise.
	If a student needs to leave the test room for any reason, be sure an escort is available to accompany the student to and from the test room.
After Testing	
	Collect the Student Print Cards, pencils, and scratch paper.
	Remove (erase) the posted Session Access Code.