

## Test Administrator's Checklist

STEP BY STEP PROCEDURES	Check
Attend test administrator training.	
Sign the oath.	
Read the test administrator's manual.	
Prepare the room. (Remove or cover test info on walls, check light bulbs, provide desktop space, and check air conditioning.)	
Check out materials. Count the materials and sign the materials control form.	
Check roll before starting testing and report absentees to the office.	
Collect all calculator watches, palm pilots, and cell phones.	
Put out a "Do Not Disturb" sign.	
Check to see that all students are using a #2 pencil.	
Read the Cell Phone Policy.	
<b>Pass out test booklets and answer documents. Do not administer a test to a student who is not on your list or a student who does not have an answer document with his/her name on it.</b>	
Read all instructions to the students <u>word for word</u> . Do not have the students complete any portion of the bubbling, only write in the test form number. The name and demographic bubbles on precoded documents or documents with sticker labels should be left blank.	
Make a seating chart each day.	
Actively monitor the classroom during the test. (Do not read or work on your computer. Walk around the room. Be aware of students who are not working or students who are not reading the questions.)	
Keep your classroom quiet as some students finish earlier than others. Do not allow activities that would be incentive to finish early. Students may read or rest.	
Lock up tests when the class goes for a restroom break or to lunch. Monitor talking during breaks and at lunch.	
Remind students to bubble answer documents <b>before</b> turning in the test.	
Separate test booklets and answer documents as they are turned in.	
Mark the score code for that test. (S for score or A for absent)	
Check for additional marks that the student might have made in the demographics section or on the timing marks along the side. Notify campus coordinator.	
Use instructions in the manual if transcription is necessary.	
Count all materials before turning them in to the campus testing coordinator.	
Return test booklets to campus coordinator in numerical order.	
Keep all testing information confidential.	

I have completed all of the procedures on the checklist.

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_