

# Appendix B – Checklist

## Teacher/Aide Checklist

<b>Activities Before Test Administration</b>	
<input type="checkbox"/>	1. Carefully read this <i>Quick Start guide</i> as well as any local directions you have been given. Resolve any questions you might have with your School Coordinator.
<input type="checkbox"/>	2. Inform students of testing.
<input type="checkbox"/>	3. Establish an appropriate setting for test administration.
<input type="checkbox"/>	4. Verify the use of proctors or need for additional assistance.
<input type="checkbox"/>	5. Be aware of the alternate test site for students who may not finish their test by the end of the allotted test administration time.
<input type="checkbox"/>	6. Review the materials needed for testing.
<input type="checkbox"/>	7. Prepare students for online testing.
<input type="checkbox"/>	8. Know the troubleshooting process.
<b>Activities During Test Administration</b>	
<input type="checkbox"/>	1. Understand navigating in TestNav™.
<input type="checkbox"/>	2. Monitor student progress.
<input type="checkbox"/>	3. Know how to resume a student's test.
<input type="checkbox"/>	4. Administer the test in adherence with the specific directions for the test.
<b>Activities After Test Administration</b>	
<input type="checkbox"/>	1. Ensure all students are showing in a Completed status.
<input type="checkbox"/>	2. Teachers may view their students' score reports.