

TEST SITE ADMINISTRATOR/TEACHER CHECKLIST

FADA End of Program Certification Assessment

NOTE: This checklist is to assist you in preparing for your industry credential assessment. The checklist should be reviewed at least a week prior to your test date.

- Have your technical staff complete the IT Checklist.
- Print your Test Roster and the Proctor Directions.
- Print and copy the Student Directions for each student. *Helpful hint:* To save paper, copy front to back and save your copies for any future FADA testing in your department.
- Print and cut the Test Tickets and give them to your proctor? *Helpful hint:* To save time for the proctor, staple one ticket to one copy of the Student Directions.
- Collect and place all test materials in a secure folder and meet with the proctor at least one week prior to your test date. Confirm the test date, location and times, share and review all directions, and answer any questions he/she may have.
- Have a plan for those students who finish early and share that plan with your proctor. **Students must remain quiet while other students finish testing!**
- Instruct your proctor to return all testing materials and shred all Test Tickets.

IEP ITEMS (If applicable)

- Did you make arrangements for students who need testing accommodations, i.e., extended time, oral, and/or small group?
- Did you give all required materials (Proctor Directions, Student Directions and Test Tickets) to the person(s) who will assist with the accommodations?
- Did you *discreetly* tell those students when and where they should go on test day?