

5.0 AFTER Completion of Each Day of Testing

5.1 Checklist of Tasks for Test Administrators to Complete AFTER Testing

This section describes activities Test Administrators must complete after testing.

Day of Testing	Reference
<input type="checkbox"/> Ensure all materials have been returned after testing.	Section 5.2
<input type="checkbox"/> Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2
<input type="checkbox"/> Stop test sessions in Pearson Access (this task may be completed by your School Test Coordinator).	Section 5.3

5.2 Return Materials to the School Test Coordinator

The following are materials that must be returned to the School Test Coordinator:

- *Test Administrator Manual* (after all tests are completed)
- Student testing tickets
- Mathematics reference sheets (if locally printed)
- Accommodated test materials
- Used and unused scratch paper