

Auditor Review of Basic Knowledge Test Administration

Audit Checklist for Observing the Testing Process

- Ensure that the Basic Knowledge Test Instructor Checklist is being used and followed
- Monitor that the testing protocols are being observed in a manner that preserves the integrity of the testing process
- Note any deviations of the proctoring guidelines
- Notify the proctor of any observed collusion and notes what action was taken
- Ensure the roster of attendees matches the electronic testing report
- If possible, observe the grading and storage process
- Is the test adequately proctored?
- Review classroom requirements such as posting of licenses and curricula

Audit Checklist for Reviewing Test Pilot Records

- Are testing materials stored in a locked cabinet?
- Are test results placed in the student record?
- Is the test administered more than once per student?
- Do test results include student and instructor signatures?
- Are different versions of the test being used?
- Are the reporting requirements being met?
- Is there a place to secure records?
- Are the passing grade stickers and answer sheets accounted for?
- Do they have a policy explaining the testing procedures?
- Are answer sheets from each student collected and filed appropriately?
- Are TSE certificates accounted for and used correctly (i.e. not pre-labeled)
- Are approved tests used?
- Are makeup tests given within 20 days of original test?
- Are students who fail required to pass the school's final exam prior to being issued a certificate?