

Basic Knowledge Test Instructor Checklist

This checklist must be completed for each exam.

School Name: _____ School License #: _____

Exam Date: _____ Number of Students: _____

Preparation

- Submit the 1st electronic completion report within 7 days of course start date
- Report the exam date on the 1st completion report
- Ensure seating is available with desk space for each student
- Review exams for notes from previous students and remove them
- All exam materials are stored in a secured, locked cabinet
- Remind students that they must bring their instruction permit to class on the day of the test

Before The Test

- Establish and maintain **absolute security and accountability** of all testing materials
- Have all students sign an attendance sheet or student record on the day of the test
- Positively identify all students by inspecting their instruction permit
- Whenever possible, arrange to alternate rows of seating and maintain sufficiently wide spacing between test takers
- Explain what will happen if cheating occurs
- All knapsacks, coats, laptop bags, watches, tape recorders, and cameras should be stored and cell phones silenced and left with the instructor
- Explain the test procedures and explain what to do when finished with the exam.
- Describe procedures for bathroom breaks and emergencies.
- Issue any necessary testing materials (e.g. pencils and answer sheets) prior to issuing the exams
- Ensure that all answer sheets are completely filled out with student name, permit number, test version, date of test, and test control number
- Distribute tests individually so that adjacent students do not have the same test version
- Do not allow late entry once the test begins
- Do not allow non-testers into the exam area

During The Test

- Are the test start and end times reported accurately?
- Are test conditions quiet and controlled?
- Do not allow students to work on other tasks while the test is being administered
- Remain in the room throughout the test
- Devote your undivided attention to observing that the exam rules are being followed
- Do not engage in other tasks during the test
- Do not allow any type of open book testing

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- Document who may be cheating and what action was taken
- Do not allow questions about test content (e.g. If a student thinks a test item is misprinted or incorrect, instruct them to answer it to the best of her/his ability)
- Remain vigilant to prevent any cooperation or collaboration among test takers
- Walk around the room
- Be careful not to render inadvertent instructor assistance
- No one leaves the room with any testing materials
- Warn students whose behavior is disturbing others
- Warn students before time expires
- Stop the test when time has expired

After the Test

- Collect each test and answer sheet individually
- Ensure that all answer sheets are completely filled out with student name, permit number, test version, date of test, and test control number
- Make sure that there are no missing tests
- Ensure that tests have not been altered and that no pages are missing
- Void any altered tests
- Secure all testing materials in a locked cabinet
- Make sure nothing has been left behind
- Identify students who need a make-up test due to absence
- Students that fail the basic knowledge test are required to pass the school's regular final exam prior to being issued a certificate (without the 099 sticker)
- Account for all 099 stickers issued
- Verify that only pilot program students with passing scores receive the 099 sticker
- Place the 099 sticker in the lower left corner of the completion certificate
- Provide feedback on the test pilot and tell parents and students how to complete the pilot survey
- Submit the 2nd electronic completion report within 20 days of administering the basic knowledge test (as well as any second testing sessions conducted)

Sign below and keep an original for each test session.

I (Instructor name) _____ have read, understood, and implemented this Basic Knowledge Test Instructor Checklist.

Instructor signature and date: _____.

Instructor License Number: _____