

Be sure your test staff:

- ◆ **Reads the Administration Manual**

- ◆ **Understands their roles and responsibilities**

- ◆ **Knows what to do on test day**

- ▶ where and when to report
- ▶ how to identify and seat examinees
- ▶ how to administer the tests
- ▶ what to do if an irregularity occurs
- ▶ what to do with the test materials