

## ITEM/ACTIVITY

- ☐ Reconfirm assessment date(s), testing group(s) schedule, and number of available devices/rooms.
- ☐ Print and review all received assessment materials.
  - ☐ Ensure that the materials received electronically have been printed: (i.e., one Student Tracking Form and one Session Report Form for each group, one Student Login Form for each student in the group(s), and one Student Participation Rates Form for the school).
  - ☐ Double-check that all necessary forms have been printed. Bundle each set of materials by each separate group. Place all bundles in one envelope together.
- ☐ Review the Student Tracking Form for each planned group.
  - ☐ In the Group Number column, enter the number of the group to which each student belongs. Group composition is based on individual school logistics: the school contact may choose to move a student from one group to another group at a later date.
  - ☐ Complete missing information and correct any errors.
  - ☐ Follow the instructions provided in [Special Education Needs](#) to identify students who will not participate in PISA as a result of a lack of appropriate accommodations. The test administrator will use a pencil to write in the corresponding code on the Student Tracking Form and seek approval from CMEC with respect to non-participating students due to special education needs.
  - ☐ Identify students who will not participate due to parental refusal or who are not enrolled at the school anymore (refer to codes at the bottom of the form).
- ☐ Discuss procedures for notifying students and parents/guardians about the assessment.
- ☐ Discuss arrangements for school staff and IT specialist assistance for each assessment session.
 

*Note: A school staff member, such as a guidance counsellor, must be present in the assessment room to support the test administrator during the administration. We strongly recommend that the school's or school board's IT specialist be present on assessment day to help the test administrator with setting up devices and troubleshooting, if necessary (e.g., in case there are internet connectivity issues).*
- ☐ Discuss assessment and other relevant procedures and protocols:
  - ☐ Review travel plans, including directions, parking, etc. Confirm any school check-in requirements (e.g., required identification, check-in location, COVID-19 forms and personal protective equipment [PPE]).
  - ☐ Go over procedures for students who:
    - ☐ arrive too late to the assessment and cannot be included;
    - ☐ become ill or must attend to an urgent matter during the assessment;
    - ☐ need to use the toilet or temporarily leave the session.
  - ☐ Review protocol for emergency drills or other activities that may interrupt the assessment session.
  - ☐ Confirm the process for student dismissal, following the assessment.

- ☐ Schedule a time to meet with the test administrator on the morning of the assessment to prepare the assessment room and student devices (at least 1 hour before the assessment session) as well as a time to meet after all the assessment sessions are completed to discuss any needed makeup session and review how the assessment session(s) went.
- ☐ Reserve a space for the test administrator to fill out the required forms if the assessment room is not available after the assessment session.
- ☐ After your pre-assessment meeting, make sure that all the assessment materials are placed back in the envelope and store the envelope in a **secure location** at your school until the assessment date.