School Contact Checklist

Before Assessment Day

- ❑ Select a test administrator (which may be yourself) and (if not yourself) review assessment logistics with them. Provide them with the link to the PIRLS administration website. If possible, contact the IT specialist to review technical requirements, in case their help is needed with installation or troubleshooting.
- ❑ Distribute the letter and brochure to inform parents/guardians of the upcoming assessment.
- ❑ Ensure you have received the Assessment Script by mail and assessment forms by email about a week before assessment day.
- ❑ Check the assessment materials with the test administrator to ensure that they are correct. If any documents are incorrect or missing, contact the PIRLS administrative team.
- ❑ Distribute School and Teacher Questionnaire Login Forms to designated staff.
- ❑ Distribute Home Questionnaire Login Forms to participating students.
- ❑ Ensure a classroom with compatible devices is booked for assessment day.
- ❑ Run the *PIRLS Player* with the test administrator (if not yourself).

On Assessment Day

- ❑ Provide the test administrator (if not yourself) with all relevant documents and equipment to administer the assessment.
- ❑ With the test administrator, set up the room and the devices that will be used.
- ❑ Help the test administrator if they are having any problems during administration.
- ❑ After administration is complete, complete the Student Participation Rates Form with the test administrator to determine if a makeup session is needed. If so, prepare for a makeup session as soon as possible.

Immediately After the Assessment

- ❑ Document the completion of the School and Teacher Questionnaires on the School and Teacher Questionnaire Tracking Form.
- ❑ Verify that all administration forms are completed accurately and fully.
- ❑ Return the completed forms by email to CMEC.