Test Administrator Checklist

Before Assessment Day

- ❑ Meet with the school contact to review assessment logistics.
- ❑ Read information found on the PIRLS administration website to understand how to administer PIRLS and fill out the forms.
- ❑ Read and familiarize yourself with the Assessment Script.
- ❑ Run *PIRLS Player* with the school contact.

On Assessment Day

- ❑ Arrive about an hour before the assessment session to set up the room and the devices, with the help of the school contact and IT specialist (if possible).
- ❑ Set up each student's workstation and place a Student Login Form in front of each corresponding device.
- ❑ Log in each student on their device using their credentials OR wait for all students to be seated and then ask them to log in using their credentials shown on their Student Login Form.
- ❑ Follow and read the Assessment Script word-for-word to students.
- ❑ Complete the Student Tracking Form.
- ❑ Complete the Session Report Form.
- ❑ Complete the Student Participation Rates Form with the school contact to determine if a makeup session is needed.
- ❑ Ensure that PIRLS data for each student are uploaded.
- ❑ Collect all assessment materials and inform the school contact that the session is finished.

Immediately after the Assessment

- ❑ Review the Student Tracking Form and Session Report Form, and ensure both forms are filled out correctly.
- ❑ Help the school contact send completed forms back to CMEC by email.