

Test Administration

School Principal's Role

Prior to Test Administration

- Enter the dates and times of the test sessions into the school calendar (see **Test Schedule**).
- Ensure that all test documents have been received. Should the test material be incomplete or in insufficient quantities, you must immediately contact the Administration Officer responsible for the project by calling the telephone number listed in the *Administration Manual*.
- Keep test documents **under lock and key** between test sessions so as to ensure absolute confidentiality.
- Identify the teacher who will administer the test. The Department recommends that the test be administered by the Français teacher.

During Test Administration

- Keep broadcasting of school announcements to a minimum so as to limit distractions.