

# Test Administration

## Test Supervisor's Role

---

### Prior to Test Administration

- Read the *Guide d'administration* in full.
- Provide students with information about the test: day, time, duration of each session, and materials they must bring to the sessions, as outlined in the *Guide d'administration*.
- Make arrangements for students who are late or who finish the test before the end of the allotted time.
- See to preparations for the test.
- Distribute the *Cahier de préparation* to students on the date identified in the *Guide d'administration* and inform them of the procedures for the preparatory activities.
- For all inquiries pertaining to test administration, contact the Administration Officer responsible for the project by calling the telephone number listed in the *Guide d'administration*.

### During Test Administration

- Remain in the test room for the duration of each test session.
- Ensure that all test material supplied by the Department is secured **under lock and key** after each session.
- Ensure that students always have the same identification number on their booklets.
- Circulate in the test room regularly to verify that the students are working strictly with the documents supplied or permitted.
- Adhere to all testing policies and procedures.
- Fill out the *Rapport d'administration* and the *Questionnaire pour l'enseignante ou l'enseignant de français* after each test session.
- Forward to the Department the requested booklets in preparation for the training session.

# Test Administration

## Test Supervisor's Role

---

### Following the Last Test Session

- Indicate each student's participation status on the *Formulaire de participation*.
- Fill out the students' demographic data forms.
- Sign the *Rapport d'administration*.
- Forward the documents requested by the Department.
- If applicable, forward all documents required to the local marking site.
- Direct any questions concerning local marking to the local marking coordinator in your division.