

# Test Administration

## School Principal's Role

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### Prior to Test Administration

- Enter the dates and times of the test sessions into the school calendar (see **Test Schedule**). **All students within a school must write the test at the same time.**
- Identify the teacher who will administer the test. The department recommends that the test be administered by the *Français* teacher.
- Should the test material be incomplete or in insufficient quantities, you must immediately send an email to BEFEvaluation@gov.mb.ca.
- Keep test documents **under lock and key** between test sessions so as to ensure absolute confidentiality.

### During Test Administration

- Keep broadcasting of school announcements to a minimum so as to limit distractions.
- Ensure that no one has access to test materials between sessions.