Test Session Checklist

This checklist summarizes activities that must be performed on test day. This is not a substitute for becoming familiar with all of the procedures described in the AIST Administration Manual.

Before Admitting Examinees
- Notify security and administrative personnel of your presence and test day schedule.
- Verify the reporting location, test rooms, break areas, and restrooms are unlocked.
- Post signs and/or staff to direct examinees to check-in and the test rooms.
- Set up check-in area.
- Check all test rooms to verify they are set up as instructed in the Administration Manual.
- Turn on all examinee computers.
  - Launch the ACT Unity app.
  - Resolve any system issues the automatic device check highlights.
- Conduct the staff briefing session.
- Distribute materials to the test rooms.

Admitting Examinees
- Verify the examinee’s identification.
- Mark the roster and have the examinee sign the check-in roster on the appropriate line.
- Show the examinee to the assigned seat.
- Confirm examinees are seated at their assigned workstations.

During Testing
- Direct all examinees to enter their Registration Code and Launch Code at the same time.
- During the test, complete the Seating Diagram at the end of the Administration Manual.
- Monitor test room.
- Document irregularities using the online Irregularity Report.
- Do not leave test room unattended at any time.

After Testing
- Collect materials from all test rooms.
- Dismiss examinees.
- Verify that all ACT Unity sessions have ended, and tests have been submitted.
- Clean and store white boards.
- Complete and return to ACT all seating diagrams, rosters, and irregularity forms.