Test Day Checklist

❏ Lockdown Browser

Confirm the Lockdown Browser is installed and system checks have been completed on each of the student testing machines.
"[Lockdown Browser Installation and Setup Instructions](#)"

❏ Students are all Rostered

Verify in ADAM that all of your students are in a class. This ensures that all students are enrolled into an Administration.
"[How do I ensure all students in my school are enrolled in a class?](#)"

❏ Student accommodations are correct

Verify in ADAM that any students with accommodations (TTS, Extended Time) are updated on the user record at least 30 minutes prior to starting the test.
"[How do I add Text to Speech or other accommodations to a student in ADAM?](#)"

❏ Print Student Assessment Tickets & Rosters

Print out the student assessment tickets & rosters and provide them to the proctors. These provide students what they need to log into an assessment session and proctors to enter the Proctor Dashboard.
"[How do I print Assessment Tickets and Rosters for Proctors](#)"

❏ Proctor preparation

Ensure proctors have been provided proctor documentation and/or given the opportunity to watch the Proctor Video.
"[Technology User Guide for Proctors](#)" - video "[Proctoring the Online Maine Science Assessment (6 minutes)](#)"