MUST DO LIST

*BEFORE TEST BEGINS*

1. Double check test booklets and answer booklets against list. Notify guidance of discrepancies.
2. Erase board cleanly or cover other items
3. On the board write the following:
   1. Test Administrator-Your Name
   2. District- Swampscott
   3. School- Swampscott High School
4. Post the Do Not Disturb sign on your door. (Yellow)
5. Ensure room is quiet, free of noise, properly ventilated.
6. Take attendance
7. Collect cell phones (make sure they are turned off) or ask students to take them out, turn them off, and place in their backpacks (which should be far away from students).
8. Have students read and sign the Student Responsibilities during MCAS Testing forms- return them to crate after.
9. Write on the board the number of the questions that students will answer during that test session.
10. Students may not begin the test until 8:30 a.m.
11. After test starts, be sure to record where students are sitting using the seating chart provided in the important documents folder.

The test officially begins when you pick up the Test Administration Manual and begin reading instructions for the session.

Submitted by Swampscott High School

Contact Lytania Mackey at [mackey@swampscott.k12.ma.us](mailto:mackey@swampscott.k12.ma.us) with questions.