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# Quest A+ Exam Preparation Checklist for Teachers

## Examination Administration, Alberta Education

### Exam Preparation Checklist for Teachers

- I have booked devices for the day of the exam and confirmed that they are operating correctly.
- I have checked that the devices have LockDown Browser installed if they are PCs or Macs, and for Chromebooks, there is a separate log in for Secured Exams on Quest A+ that has been configured by the Google Domain Manager.
- I have a list of my student's Alberta Student Numbers.
- I have completed a trial run with my students.
- I have accessed the "Test Dashboard" under "Teacher Tools" and am familiar with how to monitor students and print written responses if necessary.
- I have a contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while exams are being written using technology.
- I have a stapler and extra staples for students writing written response exams.

**Please refer to the GIB for checklists to assist in preparing to administer provincial exams.**

**PAT** - <https://www.alberta.ca/assets/documents/ed-pat-general-information-bulletin.pdf>

**Diploma** - <https://www.alberta.ca/assets/documents/ed-diploma-exam-general-information-bulletin.pdf>

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