

# Quest A+ Exam Strategies Checklist

## Examination Administration, Alberta Education

### Exam Strategies Checklist

- If you are writing a field test, communicate with school administration the dates of the test to make sure there are no scheduling conflicts with school activities. (ex. fire drills, pep rally's etc.)

### Device Preparation

- Book your computer lab or Chromebooks/devices well in advance of the exam, as well as, time for your students to practice ahead of the exam.
- Check all the devices to see if they work and connect properly to the internet and have LockDown Browser installed on PCs and Macs at least a week before the exam so you can contact your tech if you have any problems.
- Make sure you have a teacher computer connected to a printer to print written responses

### Student Readiness

- Complete practice tests and/or practice written response questions on Quest A+ to ensure the students are familiar with the application and question types
- Ensure students have their headphones and test the audio if they are using audio accommodations
- Have a mouse for students who may need one

### Student log in

- Obtain a list of your student's ASNs through your school's student information system or by asking your school's administrative staff
- For PC's and Macs, provide a bookmark for Quest A+ or a link to the URL in an accessible location so they can click on it, rather than type it

### During the exam

- Make sure you are logged into the "Test Dashboard" and have become familiar with it using the Trial Run Guide
- Know how to monitor students and print written responses using the "Test Dashboard", accessible through "Teacher Tools"
- Know how to stop and start (Pause and Unpause) the exam in case of an emergency

### After the exam

- Check the "Test Dashboard" to ensure all students have submitted their exam

**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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