
Quest A+ Exam Preparation Checklist for Administrators

Examination Administration, Alberta Education

Exam Strategies Checklist

- The principal shall ensure that only computing devices, applications, and printers used for secured exam administration purposes are appropriately configured to safeguard exam security, validity and reliability, and to minimize distraction to students. Student-owned Windows and Mac OS devices may be used with Quest A+
- Before implementing the use of technology for writing secured exams, the principal shall establish technical and exam administration contingency plans and emergency procedures to address unexpected issues and problems that may arise.
- The principal shall ensure that teachers who are designated to supervise the administration of diploma exams that are being written using technology are appropriately prepared for that role, including being aware of and able to implement contingency plans and emergency procedures, should the need arise.
 - Supervisors must have a computer connected to a printer to print student written responses
 - Supervisors must have a stapler and staples for students to staple their written responses into their booklets
 - Supervisors must know how to navigate the “Test Dashboard” in “Teacher Tools”

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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