
Quest A+ Technical Personnel Checklist

Examination Administration, Alberta Education

Technical Personnel Checklist

- Quest A+ LockDown Browser shall be installed and tested on Windows and Mac OS devices in advance of the exam administration. The link can be found on the [Help For Techs](#) page on the Quest A+ Help pages. For the lab edition of LockDown Browser, please contact [Alberta Education](#)
- If Chromebooks will be used to write secure exams on Quest A+, they must be configured as per our instructions. Contact Alberta Education for Chromebook configuration instructions.
- Technical personnel shall develop and implement a plan to test the digital system prior to each exam administration to ensure that all equipment and processes function as required
- Use the *Trial Run Guide* located on the [Help For Techs](#) page to test LockDown Browser
- In cooperation with the principal and exam supervisors, technical personnel shall develop a technical contingency plan that can be implemented, as required, to address unexpected network, device, or printer problems
- Technical personnel shall ensure that the facility and all designated and configured devices are kept secure until the time the scheduled exams have been completed

Contact Alberta Education

Jeremy Wiebe
Manager, Online Assessment
780-641-8987

Ian Drysdale
Coordinator, Online Exam Administration
780-644-1099