

**University of Wisconsin Oshkosh
Testing Services**

**ETS Computer Based Test Center Administrator
Training Checklist
(To be Completed by New Employees)**

Directions:

Date and initial the appropriate line when information about the item has been presented through discussion, reading, observation and hands-on training. The trainer and trainee's initial must be on the form. When all items are completed, keep a Xeroxed copy for yourself and return the original to the Classroom Testing Coordinator. The form will then be placed in your personnel file.

Trainer's Initials/Date

Employee's Initials/Date

1. INTRODUCTIONS

A. Asst. Vice-Chancellor	_____	_____
B. Department Director	_____	_____
C. Department Staff	_____	_____
D. Student Staff	_____	_____

2. STRUCTURE STANDARDS

A. Campus	_____	_____
B. Department	_____	_____
C. Mission Statement _(dept.)	_____	_____

A. Policies

1. Office Hours _____
2. Attendance _____
3. Breaks _____
4. Illness _____
5. Personal Emergencies _____
6. Office Keys _____
7. Privacy Act _____
8. ID Badge _____
9. Legal/Ethical Issues _____
10. Non-discriminatory testing _____
11. Food/Drink in work area _____
12. Money Handling _____
13. Employment Termination _____
14. Employee Evaluation _____
15. Testing Security _____
16. Emergencies _____
17. Time Sheets _____
18. Academic Dishonesty _____
19. Confidentiality _____
20. Standardized Testing _____
21. Addressing Examinee Concerns _____
22. Proctoring _____
23. Test Handling _____

3. PROCESS STANDARDS

A. Job Descriptions and Performance Indicators

1. ETS CBT Test Center Administrator _____

B. Procedures

1. ETS CBT Administration (Also See Test Administrator Handbook)

- a. ETS Policies/Procedures _____
- b. Candidate Registration _____
 - 1) Telephone _____
 - a) Parking/Directions _____
 - b) I.D. _____
 - 2) In Person _____
 - a) Parking/Directions _____
 - 3) Walk-in _____
 - a) Parking _____
- c. Open for Business _____
 - 1) Computer setup _____
 - 2) File key/security disk _____
 - 3) Video setup/record _____
 - 4) Testing room computers _____
 - fan/noise _____
 - 5) Scratch paper/other _____
- d. Check in _____
 - 1) Parking permit/money/Record _____
 - 2) Restroom Directions _____
 - 3) Locker Key-everything _____
 - Except ID including watch _____
 - 4) Confidentiality Form _____
 - 5) Present I.D. _____
 - 6) Photograph/Instamatic _____
 - 7) Sign in/out _____
 - 8) Fingerprint _____
 - 9) Materials needed _____
 - 10) Start test _____
- e. Proctoring _____
 - 1) TV monitor _____
 - 2) Mirrors _____
 - 3) Viewing Window _____
- f. Check out _____

- 1) Sign out _____
- 2) Unofficial scores _____
- 3) Interpretation of scores _____
- 4) cbt evaluation _____
- g. End of Day
 - 1) File CPR's binder _____
 - 2) File end of day report _____
 - 3) File daily roster-binder _____
 - 4) File check in roster, confidentiality statements, appointment
Chart-file cabinet _____
 - 5) Video-date/file _____
 - 6) Lock Cabinet _____
 - 7) Shred documents _____
- h. Mailing Pre-test Information
 - 1) Regular Mail _____
 - 2) email _____
 - 3) Driving directions/parking _____
 - 5) Confirmation letter/
Hotels/Motels Info _____
- i. Technical Support
 - 1) Equipment problems _____
 - 2) Scheduling _____
 - 3) Testing irregularities _____

C. Protocols

- 1. Academic Dishonesty _____
- 2. Request to Test Without ID _____
- 3. Special Testing Accommodations _____
- 4. Request for Unscheduled Break
During Testing _____
- 5. Electrical Power Outage _____
- 6. Fire _____
- 7. Tornado Watch/Warning _____
- 8. Attack/ Violence (or threat of) _____
- 9. Breach in Test/testing
Security _____
- 10. Bomb Threat _____
- 11. Disturbance _____
- 12. Earthquake _____

- 13. Computer Failure _____
- 14. Evacuation _____
- 15. Explosion _____
- 16. Radiation Exposure _____
- 17. Nuclear Blast _____

4. OUTCOME STANDARDS

- 1. Program Evaluation - Testing _____

5. PROFESSIONAL INFORMATION

- a. National College Testing Assoc. _____
- b. Dept. Staff Meeting Schedule _____
- c. Professional Development _____

6. DEPARTMENT SUPPLIES/EQUIPMENT/MISC.

- a. Business Cards _____
- b. Desk Name Bar _____
- c. Personal ID Pin _____
- d. Personal Desk Phone System _____
Voicemail _____
- e. Copier Machine (0586) _____
- f. Fax Machine 920-424-7341 _____
- g. Staff Coat/Personal Storage _____
- h. Supply Storage/Access _____
- i. Colored Paper Storage _____
- j. Restrooms/Drinking Fountains _____
- k. Fire Alarms _____
- l. Fire Extinguishers _____
- m. Emergency Supplies _____
- n. Accident/Illness Forms _____

Employee's Signature _____ Initials _____
 Trainer's Signature _____ Initials _____

