Pre-Testing Checklist

Regardless of how you’re testing this year, you’ll need to prepare for pre-testing. Print a copy of this checklist and then review the information to be sure you’ve got what you need to administer your pre-test in any of the situations described above.

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| --- | --- |
| **Task** | **Completed** |
| Know what materials/program you purchased\* |  |
| Know how the test will be proctored |  |
| Collect all documents |  |
| Prepare and distribute your materials |  |
| Schedule the pre-test |  |
| Administer the pre-test |  |
| Submit the results |  |
| Review the data using Cambridge reports |  |

\*If you are a Program Administrator, you are responsible for ordering the materials and communicating all pre-testing details to your staff. If you still need to order or if you have questions about pre-testing, contact Cambridge at (847) 299-2930.