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 pretest in any of the situations described above.

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.