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.

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.