



Quest A+ Exam Preparation Checklist for Teachers

Examination Administration, Alberta Education

Exam Preparation Checklist for Teachers

- ☐ I have booked devices for the day of the exam and confirmed that they are operating correctly.
- ☐ I have checked that the devices have LockDown Browser installed if they are PCs or Macs, and for Chromebooks, there is a separate log in for Secured Exams on Quest A+ that has been configured by the Google Domain Manager.
- ☐ I have a list of my student’s Alberta Student Numbers.
- ☐ I have completed a trial run with my students.
- ☐ I have accessed the “Test Dashboard” under “Teacher Tools” and am familiar with how to monitor students and print written responses if necessary.
- ☐ I have a contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while exams are being written using technology.
- ☐ I have a stapler and extra staples for students writing written response exams.

Please refer to the GIB for checklists to assist in preparing to administer provincial exams.

PAT - <https://www.alberta.ca/assets/documents/ed-pat-general-information-bulletin.pdf>

Diploma - <https://www.alberta.ca/assets/documents/ed-diploma-exam-general-information-bulletin.pdf>

Contact Alberta Education

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