

# ADMISSIONS CHECKLIST – ONLINE OBSERVATION



PLACE

Download this online checklist as a reminder of the tasks to perform during the test taker admission process.

	Request the photo ID card be removed from any plastic sleeve and presented to the camera.
	Visually inspect the ID card for security markers and any evidence of tampering.
	Match the name on the roster of test takers with the name on the photo ID card.
	Match the photo on the ID card with the person presenting it to you and any other photos available to you.
	Visually inspect clothing and any permitted head ware. Watch for unusual bulk and wires.
	Visually inspect glasses, jeweler and any other items the test taker is authorized to bring into the testing room. Watch for bulk, wires, buttons and ports.
	Collect additional information required, such as the test taker's digital signature or agreement to rules.