



Use this 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 handed to you.
	Visually and physically 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.
	Visually inspect glasses, jewelry 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 signature, photo, or palm vein scan.
	Assign the test taker to a specific desk and record the seating assignment.