

# CONCLUDING THE TEST CHECKLIST



PLACE

Use this checklist to conclude the exam event.

	Ensure the test taker has completely exited from the test driver.
	Conduct a sweep of the testing area, locker, and common areas to clean and also look for unauthorized materials.
	Remind test takers to gather personal belongings and to leave the test center quietly.
	Continue to monitor the test taker until they have left the test center.
	Collect and clean any white boards, markers or other materials.
	Complete and submit any required reports, including irregularity reports.
	Clean and prepare the desk for the next test taker.