



Use this checklist to conclude the exam event.

	Clearly announce that time is completed, and test takers should put down their pencils. Take note of any test takers who fail to follow this instruction and report in an irregularity report.
	Collect test materials. If ID cards are available, match the name on the ID card with the name on the test material during collection.
	Account for testing materials and secure them in your possession.
	Read any additional instructions, such as confidentiality reminders.
	Instruct test takers to gather their personal belongings and to quietly leave the test center. Monitor test takers until they have left the test center.
	Clean and prepare the desk for the next test taker.
	Complete and submit any required reports, including irregularity reports.