



OQ ASSESSMENT READINESS CHECKLIST

Use this checklist to confirm your site, proctors, and records are ready and compliant.

Location _____

Date _____

Completed by _____

01 Facility & Signage

- ☐ Is testing/evaluation signage clear and visible to arriving students?
- ☐ Does the facility have adequate space and lighting?
- ☐ Is the testing area clean and free of distractions?
- ☐ Is the room layout set up so students can't view each other's screens?

02 Proctor & Evaluator Credentials

- ☐ Are proctor/evaluator credentials current?
- ☐ Have they completed ITS's proctoring and evaluation course?
- ☐ Do they know the operator's specific procedures and evaluation criteria, including the failure/lockout policy (e.g., 72-hour lockout, three-failure rule)?
- ☐ Do they know the retest process if a student fails?
- ☐ Is missed-question feedback given only when appropriate?

03 Testing Security

- ☐ Is there secure storage for student devices separate from the testing area?
- ☐ Are passwords secure and not visible during testing?
- ☐ Are tests and answer keys stored securely before and after?
- ☐ Is the proctor positioned to view all students throughout testing?

04 ID & Pre-Test Verification

- ☐ Did the proctor verify an acceptable government-issued picture ID (state ID or passport)?
- ☐ Were all student questions answered before testing began?

05 Performance Evaluation Setup

- ☐ Is there enough space between simultaneous evaluations so students don't distract each other?
- ☐ Are the correct tools/props available for the skills being evaluated?
- ☐ Is proper PPE identified and worn?
- ☐ Is the evaluation conducted one-on-one, following the script?

06 Records & Follow-Up

- ☐ Are evaluation results and records accurate, complete, and free of duplicates?
- ☐ Are results uploaded into the ITS platform correctly?