BEFORE ASSESSMENT DAY:

As soon as possible and before March 2025:
- ❑ Read the "Before the assessment" section of the PISA administration website.
- ❑ Complete the School Information Form and submit it to your ministry/department of education.
  - ❑ If necessary, contact school or board/district IT support for assistance with device verification.
  - ❑ Inform school staff of assessment plans.
- ❑ Complete the Student Identification Form and submit it to CMEC.

2 to 3 weeks before the assessment date:
- ❑ Receive test administrator (TA) call/email: confirm assessment date(s) and schedule a pre-assessment meeting.
- ❑ Reserve assessment room(s) and equipment for each session.
- ❑ Allocate staff for assessment day, including the IT specialist, if possible, for assistance setting up devices and troubleshooting.
- ❑ Receive assessment forms by email, print forms, and store them in a **secure** location at your school.
- ❑ Provide the school principal or designate with the School Questionnaire Login Form.
- ❑ During the pre-assessment meeting with the primary TA go through the Pre-assessment Meeting Checklist.
- ❑ Prepare and distribute the student and parent/guardian letters using templates found online or provided by the department/ministry of education.

A week before the assessment date:
- ❑ Remind students of the assessment date and location a few days prior to the assessment day. If possible, present the PISA informational video to students, which explains the value of participating.
- ❑ Set aside extra paper, pens, pencils, and calculators for students to use on assessment day, as well as some books/magazines for students who finish the assessment early.

ON ASSESSMENT DAY:

Before the assessment:
- ❑ Meet with the TA(s) **at least one hour** before the assessment start time.
- ❑ Review Student Tracking Form with the TA(s).
- ❑ Set up room, materials, and devices with the TA(s) and IT support staff.

After the assessment:
- ❑ Meet with the TA(s) and complete the following:
  - ❑ Discuss how the assessment administration went.
  - ❑ Secure all test materials until next session, if applicable.
  - ❑ Once all groups have participated in the assessment, determine whether a makeup session is required and set a date, if applicable.

Once the assessment has been fully administered:
- ❑ Review all completed assessment forms with the TA(s) before they return them to CMEC.
- ❑ If applicable, assist the TA in returning all loan laptops to CMEC, using the waybill provided.
- ❑ Confirm completion of the School Questionnaire. NB: the questionnaire must be completed online by the assessment date or by **May 31, 2025**, at the latest.
- ❑ Complete the School Feedback Survey.