aimswebPlus Pre-Assessment Checklist
for administration of DRF measures

Use this checklist to make sure that the testing session is set up properly. Troubleshoot with the facilitator if necessary. If you run into technical issues you can reach out to your technology coordinator.

- ❑ Has the facilitator reviewed the general guidelines?
- ❑ Is the sound clear and loud enough?
- ❑ Is the internet connection good, or is there a lag?
- ❑ Is the computer charged or plugged in?
- ❑ Does the lighting reflect off the screen?
- ❑ Are notifications turned off on both the examiner and student's computers?
- ❑ Share a screen. Can it be seen on the student computer?
- ❑ Test the examiner mouse. Can it be clearly seen on the student computer?
- ❑ Share video camera through the computers. Can you see each other?
- ❑ Join a smartphone, if available, to the teleconference platform to use as a second camera. Practice taking a view of the student and a view of the screen with the smartphone.
- ❑ Is the content displayed correctly on the screen? (full screen, etc.)
- ❑ Can the student sit in front of the screen?
- ❑ Is the student location free from major distractions?

Right before the first test, you might say something like this to the student:
"We are going to be doing a number of tests together like we do when we are at the school. These tests are going to help us find out what you have learned and what you still need to learn. It is ok if you do not know all the answers, just try your very best. Most students do not get all the answers right or even finish the test (if it is timed). ___ is with you to help me give the test to you. They cannot give you answers or tell you if you are right or wrong. Do you have any questions?"