

Daily Shutdown Checklist

For PVTCS and PVTC Selects

- _____ Make sure all candidates have left the test center.
- _____ Log in to the Connect portal, and use the RMA connection log application to verify if RMA has run. If RMA has not run yet, run RMA manually to ensure that all exam results for the day are transferred to Pearson VUE.
- _____ Close Delivery Manager on each delivery workstation. Either turn off or restart all delivery workstations. (This clears system memory to prevent problems with delivering exams the next day.) If you choose to restart the delivery workstations, leave the **Welcome to Windows** dialog box displayed.
- _____ Put away the erasable noteboards/noteboard booklets and pens.
- _____ Put away all confidential exam sponsor materials, such as exam exhibits, in a secure area. Ensure that the materials do not have any damage or writing on them.
- _____ Keep inventory of all exam supplements/exhibits if you have any at your site. Verify all exam supplements/exhibits against inventory. Also check inventory of other test center supplies, such as erasable noteboards and pens.
- _____ Collect and file the daily log sheets and rules agreements (See *Handling log sheets and rules agreements* in chapter 6 of the policies and procedures guide).
- _____ Process and file backup sheets as necessary. Create a case for each candidate who required backup admissions data to be collected. Attach the backup sheet or file to the case.
- _____ If your test center uses storage lockers, check that all lockers are empty and that the keys are in place. Otherwise, check that all candidate possessions have been removed from the test center-owned backpacks or other secure storage area.
- _____ Confirm that cases have been created for all issues that occurred during the day.
- _____ Check voicemail and email for any last-minute instructions or information from Pearson VUE.
- _____ Check the next day's testing schedule to familiarize yourself with the next day's activity. (For more information, see *Checking the schedule in Admissions Manager* in chapter 6 of the policies and procedures guide.) Be sure that the necessary materials and rooms are available for the next day's exams, and also be sure that you are aware of any accommodations that are required. Note that the schedule may change during the night.
- _____ On the administration workstation, close Registration Manager, Admissions Manager, and Site Manager. If applicable, close Chateau XP, EZWatch Pro, or turn off the monitor for the Eagle Eye Security Device. Close Windows and leave the system at the Windows login prompt.
Be sure that the file server or administration workstation (depending on your site's installation scenario setup) is on before you leave the test center. Files are transferred between your system and Pearson VUE during the night. This transfer cannot occur if the file server or administration workstation is turned off.
- _____ **Note:** Only sites located on United States Federal and State facilities and military installations (PVTC Government Centers) may turn off the file server or administration workstation when the test center is not in use and delivering exams.
- _____ Turn off the digital ID authentication (DIA) device (if applicable).
- _____ Leave the reception area looking clean, comfortable, and professional.