Daily Startup Checklist

For PVTCs and PVTC Selects

_____ Check your voicemail and email for any instructions or information from Pearson VUE that might affect the day's schedule.

_____ Turn on the digital ID authentication (DIA) device (if applicable).

_____ Log in to the Connect portal, and use the RMA connection log application to check that RMA is running properly. Run RMA manually, if necessary.

_____ Check ServiceDirect for any new cases assigned to your test center, and review the open cases.

_____ Familiarize yourself with the day's activities, and print the schedule if you choose. (For more information, see *Checking the schedule in Admissions Manager* in chapter 6 of the policies and procedures guide.) Be sure that all exams are marked "Deliverable"; the necessary materials are on hand (such as erasable noteboards/noteboard booklets, pens, and candidate exhibits); and the appropriate number of workstations are available.

_____ While reviewing the day's testing schedule, be sure that any accommodations that are required have been prepared. These may include large-print screens, special chairs, a left-handed mouse, timing considerations, or alternate space arrangements. Pearson VUE will have contacted you if special arrangements are needed.

_____ Run the Test Admissions Equipment application to verify that all the admissions devices connected to the administration workstation are functioning properly.

_____ If applicable at your test center, check Chateau XP, EZWatch PRO, or the Eagle Eye Security Device to ensure that video and audio recording is functioning properly.

_____ Enter the testing room and check the room's lighting, temperature, cleanliness, and noise level.

_____ Log in to each delivery workstation at the Windows prompt. Additionally, start but do not log in to Delivery Manager.

_____ Inspect your test center's candidate storage area (lockers, test center-owned backpacks, or other secure storage) to ensure that no items were missed during the previous day's shutdown process inspection. If your test center uses lockers, ensure the keys are in place.

_____ Be sure you have plenty of copies of the forms needed for the day, such as the Pearson VUE™ Authorized Center Log Sheet and Pearson VUE Candidate Rules Agreement. Copies of all forms are available in the Resources application in the Connect portal. Prepare log sheets by writing in your testing center ID, the date, and the page number at the top of the page.