

## Checklist for the Test Administrator

### Before each participant comes:

- \_\_\_\_\_ Make sure each evaluation team member has a copy of the scenarios, questionnaires, etc.
- \_\_\_\_\_ Monitor the evaluation team members to confirm they are using their checklists.
- \_\_\_\_\_ Greet the test observers.

### During each test session:

- \_\_\_\_\_ Manage any problems that arise.
- \_\_\_\_\_ Observe and take notes, noting real problems and big picture issues.
- \_\_\_\_\_ Collect follow-up questions to review with the participants.

### After each test session:

- \_\_\_\_\_ Collect test paperwork (questionnaires, notes, etc.)
- \_\_\_\_\_ Make sure the computer is set up for the next participant and clear the room of any materials left behind by the participant or briefer.
- \_\_\_\_\_ Bring participants into the observation room and describe the testing process from the evaluation team's point of view.
- \_\_\_\_\_ Lead the team in a brief session to catalog results and identify any usability issues discovered during the test.

### After each day of testing:

- \_\_\_\_\_ Conduct a brief review with the other members of the evaluation team to summarize the test day's findings.