

SOPA Administration Checklist

Before the assessment, did you:

- Obtain parental consent for recording?
- Create well-matched student pairs?
- Set up a quiet room with appropriate materials?
- Greet students and introduce yourself?

During the assessment, did you:

- Set a positive tone and put students at ease?
- Call students by name?
- Follow the scripts for each task in the selected track, using only the target language?
- Give students equal opportunities?
- Give students enough time to answer?
- Allow students to assist each other with answers?
- Make smooth transitions between tasks?
- Pace the assessment well?
- Determine each student's highest level of proficiency, or "ceiling"?
- End with an activity both students could complete successfully?
- Congratulate students on their performance?
- Thank and reward students for their participation?
- Reset scripts, assessment materials, and recording equipment for the next pair?