

Quick Guide: Assigning Vouchers



1

Review Your Voucher List

- The test site will receive a list of voucher numbers.
- Each voucher number can be used only once and must be assigned to one student.
- Keep your list in a safe place so voucher numbers are not lost or used twice.

2

Decide When to Assign the Voucher

Test sites may assign vouchers in one of two ways:

- Before the testing day (recommended for efficiency), OR
- On the day of testing before the student logs in to begin the test.

Regardless of when you assign the voucher, it must be connected to the correct student **BEFORE** they start testing.

3

Assign a Voucher to a Student

- Select a voucher number from your list.
- Write down which student receives that voucher number.
- Ensure each student has a different voucher number.

TIP: It is recommended to keep a simple record such as:

<u>Student Name</u>	<u>Voucher Number</u>
Student A	XXXX
Student B	XXXX

This helps you track which voucher belongs to which student.



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