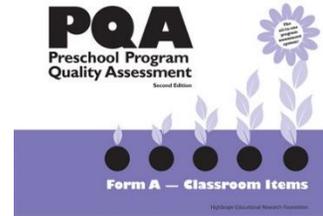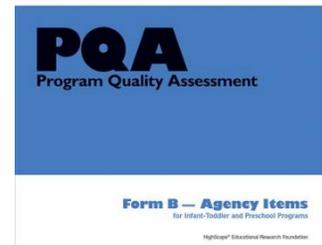Things you need to know before beginning the Preschool Program Quality Assessment (PQA) reliability test:
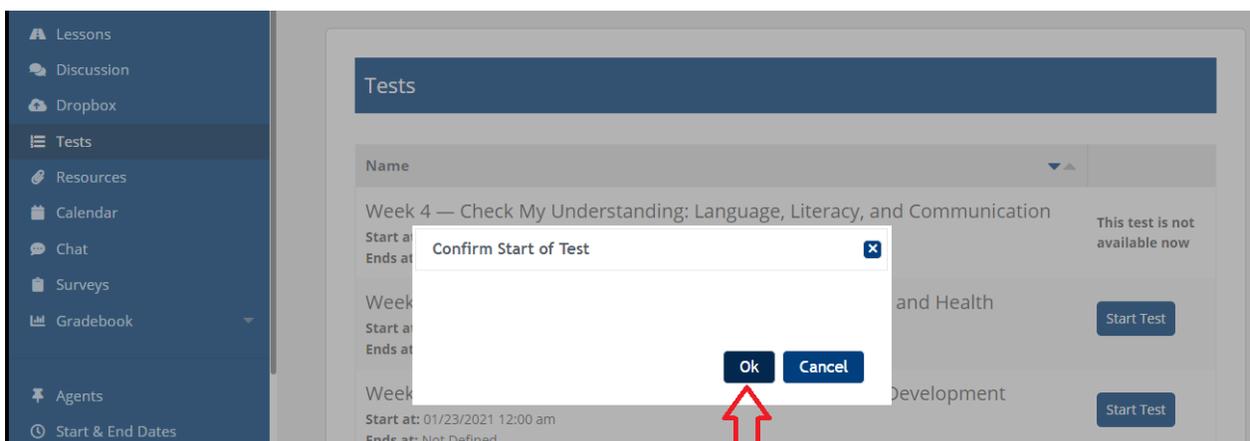
- You will need the following PQA booklets with you to take the test:

  

  - Preschool PQA Form A – Classroom Items (purple cover)
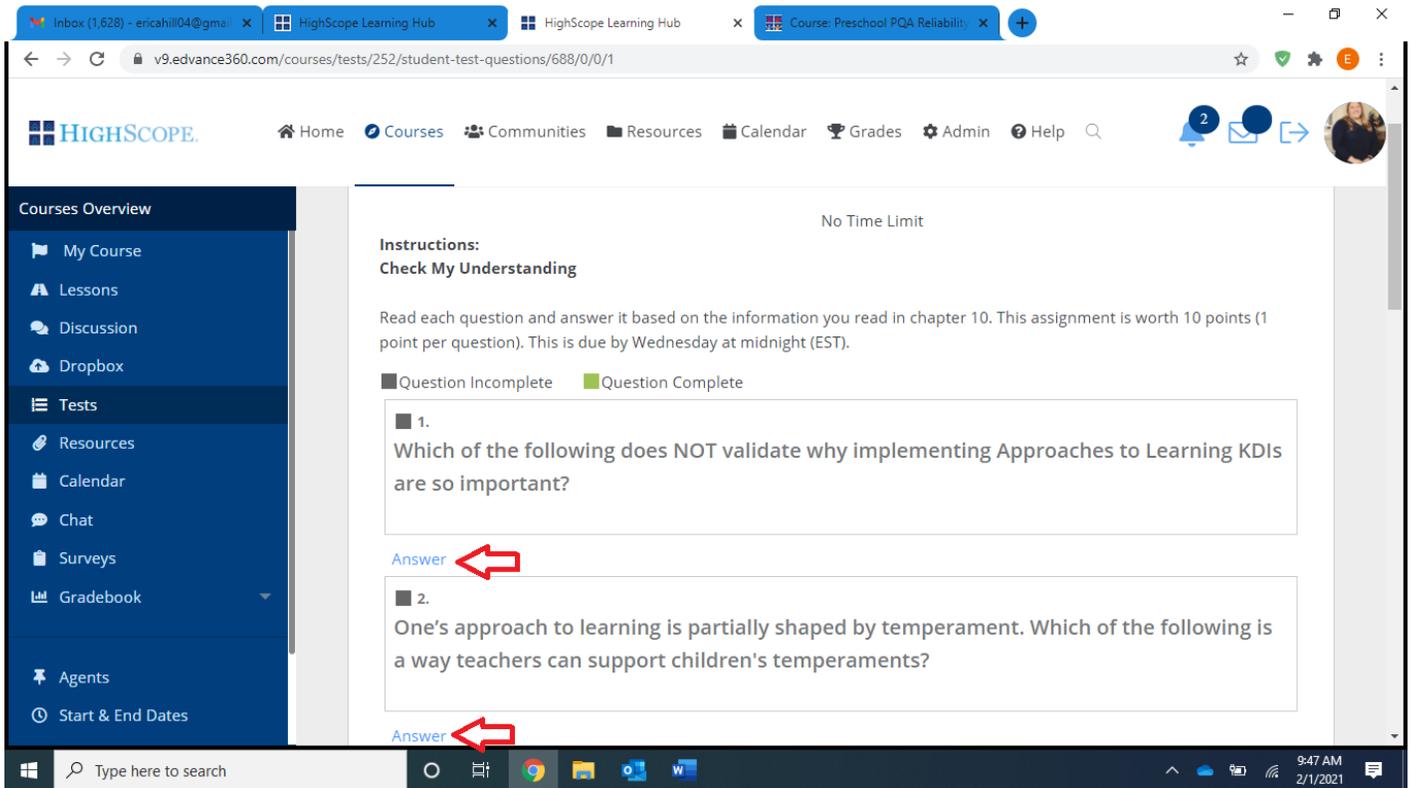
  - PQA Form B – Agency Items for Infant-Toddler and Preschool Programs (blue cover)
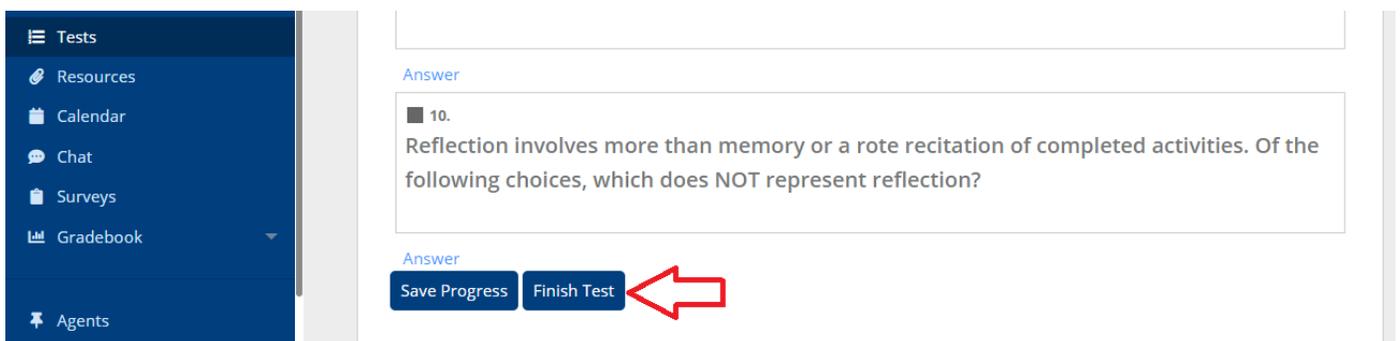
  

- You have one week to complete all the topics of the test.

- You must complete each section in one sitting. You may return later to complete other sections. There are no time limits for completing topics.

- We recommend you complete each topic in the order listed.

- Within each topic:

  - To confirm the start of the test click **OK**

o Once you start the test you will see the questions listed. You must click the word *Answer* under each question to reveal the multiple-choice answers. Choose your answer and click *Save*.



o Once you have answered all the questions within the topic, click on *Finish Test*.

- You may take each topic 2 times to achieve a minimum of 80% for topics 1 – 6 and a minimum of 75% for topics 7 - 10 (video sections). You must pass each topic to achieve reliability.

- Topics 7 – 10 include video clips. You may watch the video as many times as needed. You will watch each video, record your anecdotal evidence, and then score individual rows and provide an overall score for the Preschool PQA items. *Please note: additional evidence is given within the directions to support the scoring of the PQA item(s).*

- Once you have completed the Preschool PQA reliability test and passed each topic with the minimum required 80% for topics 1 – 6 and 75% for topics 7 - 10, you will be able to print your certificate. Click on the **Grades** tab at the top of the screen and then click on **My Certificates** in the bar on the left-hand side of the screen.