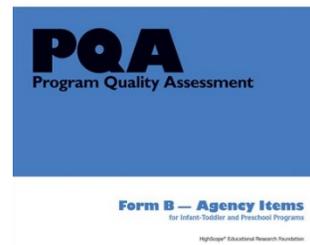


Things you need to know before beginning the Infant-Toddler Program Quality Assessment (PQA) reliability test:

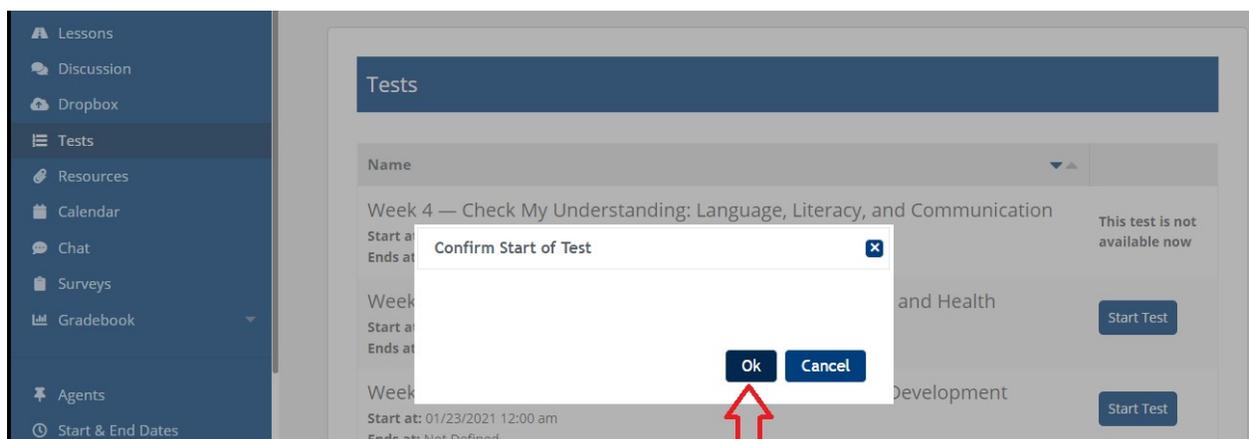
- You will need the following PQA booklets with you to take the test:
 - Infant-Toddler PQA Form A – Observation Items (blue cover)



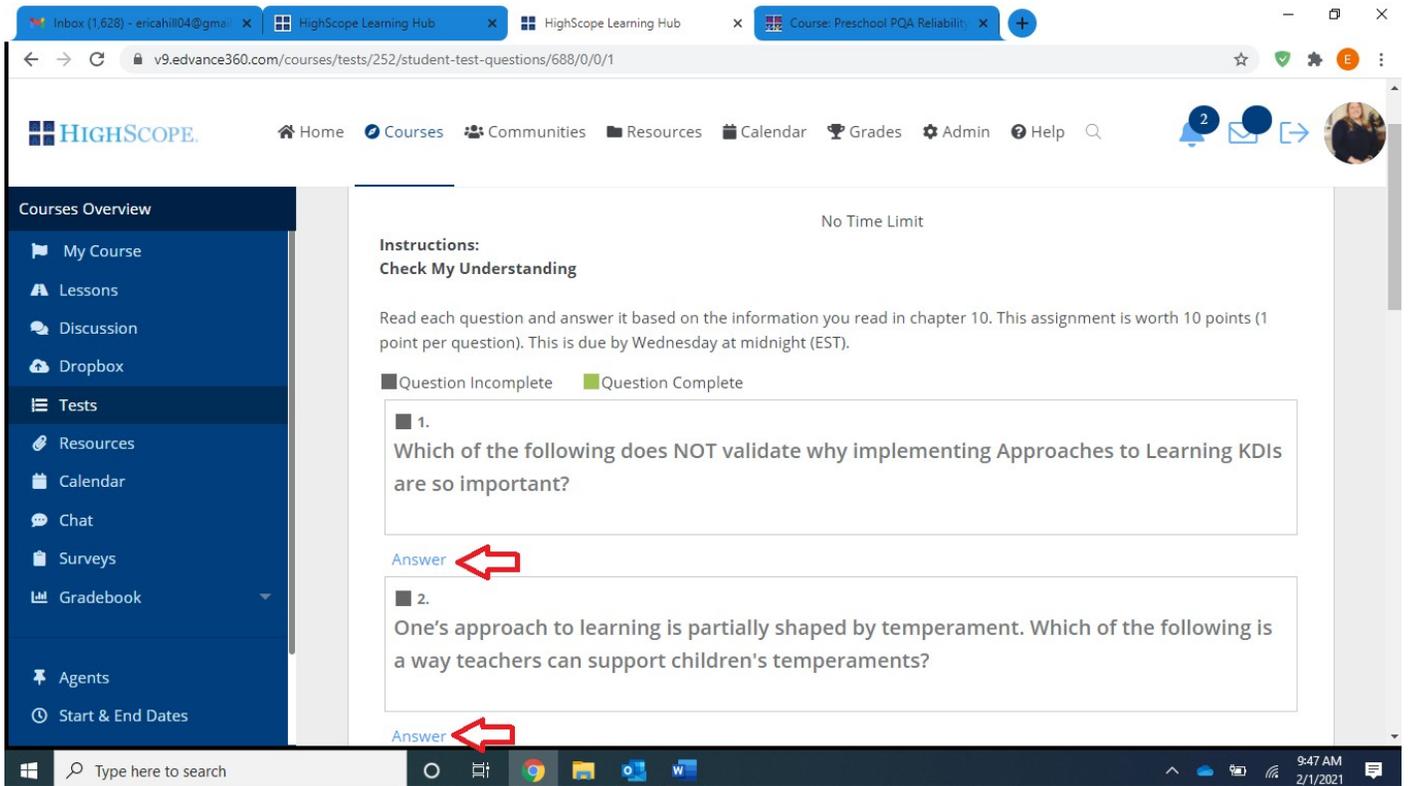
- PQA Form B – Agency Items for Infant-Toddler and Preschool Programs (blue cover)



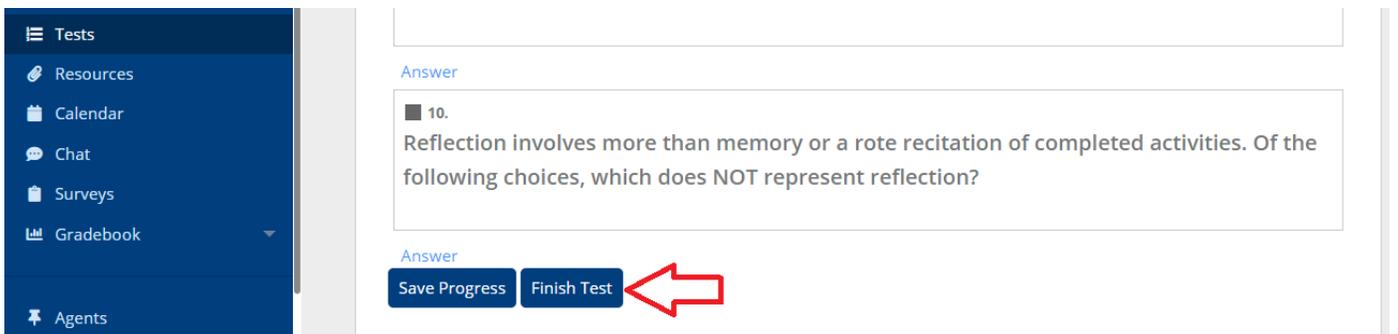
- You have one week to complete all the topics of the test.
- You must complete each section in one sitting. You may return later to complete other sections. There are no time limits for completing topics.
- We recommend you complete each topic in the order listed.
- Within each topic:
 - To confirm 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 in order to achieve a minimum of 80% for each topic. You must pass each topic with at least 80% to achieve reliability.

- Topic 7 includes a video clip. You may watch the video as many times as needed. You will watch the video, record your anecdotal evidence for each item, and then score individual rows and provide an overall score for the Infant-Toddler PQA items. *Please note: additional evidence will be given within the directions to support the scoring of the PQA items.*
- Once you have completed the Infant-Toddler PQA reliability test and passed each topic with the minimum required 80%, 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.

The screenshot shows the HighScope Grades Overview page. The top navigation bar includes Home, Courses, Communities, Resources, Calendar, Grades, Admin, and Help. The 'Grades' tab is highlighted with a red arrow. The left-hand side navigation menu is open, showing 'Course Grades' with sub-items: My Grades, My Grades Archive, My Averages, My Certificates (highlighted with a red arrow), Attendance, and My Certificates(archive). The main content area displays 'Grades' and 'MY GRADES >> MY GRADES' with a message 'No Grade Found'.