

CHECKLIST FOR FINAL EXAM PACKAGE

	RATE	SERIES	DATE
I have checked this exam package for the following:	SME	TL	
1. Envelope has correct rate, series, and classification			
2. Front cover is correct, with proper rate, form (if applicable), and correct security classification or protective marking			
3. Page numbering is correct—no missing or duplicate pages			
4. Headers and footers are correctly aligned on each page, with correct rate and security classification or protective marking			
5. 200 items numbered correctly, each with 4 alts in proper sequence with no duplicate alts			
6. First letter of each stem and first letter of each alt in a direct-question item is capitalized			
7. A question mark appears after each direct-question stem or a period after each imperative statement stem			
8. Figures are sequentially numbered, and figure blurbs and corresponding items agree. Figures are not overidentified. If figure is on separate page than items, figure and items are on facing pages.			
9. "END OF TEST" appears after last item			
10. Blank page(s) is/are inserted with correct security/protective marking			
11. TP&TO report has the following minimum/maximum number of sections: E7 OCCSTD (min. of 6; max. of 10); E7 PMK (min. of 4, max. of 10); E6 OCCSTD (min. of 6; max. of 11); E6 PMK (min. of 4; max. of 8); E5 OCCSTD (min. of 6; max. of 13); E5 PMK (min. of 4; max. of 6); E4 OCCSTD (min. of 6; max. of 15); E4 PMK (min. of 4; max. of 5).			
12. All required documentation is included in package (answer key report, rough exam (detailed) report, bibliography, p-value report, TP&TO, exam reference and classification breakdown, and exam waiver, if needed)			
13. All 200 items have been proofread			
SME Signature and Date	TL Signature and Date		