

## Checklist

- ☐ Check that Morae Recorder and webcam are set up and ready
- ☐ Check that the product is working
- ☐ Assemble all written test materials
- ☐ Delete any old deposits in Commercial Passport
- ☐ Check on the status of participant
- ☐ Prepare yourself mentally
- ☐ Greet the participant
- ☐ Read the orientation script and set the stage
- ☐ Start recordings
- ☐ Have the participant read the written task scenario(s)
- ☐ Observe the participant, and collect all critical data
- ☐ Have the participant complete all posttest questionnaires
- ☐ Debrief the participant
- ☐ Stop recordings
- ☐ Organize data collection and observation sheets
- ☐ Prepare for the next participant