



## Technical Coordinator Site Readiness Checklist

Thank you for being a Technical Coordinator!

Ensuring site readiness is extremely important and that task is largely yours to complete. In order to test online, your school equipment must meet hardware, software, and other technical requirements—all to be checked during site readiness activities.

The entire site readiness process is detailed in the *ACT Technical Guide for Online Testing*, found in the preparation section of your ACT-hosted testing web page.

Here is a simple checklist to help you along the way:

- ☐ Ensure all equipment meets the requirements outlined in the *ACT Technical Guide for Online Testing*
- ☐ Download the TestNav application to all examinee workstations
  - If TestNav has been previously downloaded, please ensure the new version is installed. First time TestNav users must select *The ACT* as the customer. If TestNav has been launched on this computer before, you may need to choose the person icon in the upper right-hand corner and select *Choose a New Customer* to select *The ACT*
- ☐ Run the App Check within TestNav on each examinee workstation to ensure that the device can connect to TestNav and that it is configured to start in kiosk mode. If a Configuration Identifier has been entered, the App Check will confirm that the device can connect to the ProctorCache machine
- ☐ Conduct a mock administration without proctor caching, in collaboration with the test coordinator
  - If mock administration was successful, continue down this checklist
  - If mock administration was unsuccessful:
    - ☐ Download, install, and configure ProctorCache software
    - ☐ Complete and verify TestNav Configurations in PearsonAccess<sup>next</sup>
    - ☐ Resume the mock administration
- ☐ Lock down all examinee workstations to prevent any automatic computer updating or application auto-launching
  - If using ProctorCache software:
    - ☐ **48 hours before testing:** Precache test content
    - ☐ **After testing completes:** Purge test content from the proctor-caching workstation

**Note:** *If at any point you doubt that online testing can be accomplished, advise the test coordinator to switch to the paper administration. You can switch from online to paper testing until the end of the additional standard time materials ordering window found in your Schedule of Events.*