 

# Technology Coordinator Checklist

*For the Successful Administration of the 2023–‍24 California Assessment of Student Performance and Progress (CAASPP) Assessments and the English Language Proficiency Assessments for California (ELPAC)*

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Produced by the California Department of Education, this checklist for technology coordinators is meant to organize the activities necessary to ensure the successful administration of the CAASPP and ELPAC, including interim assessments.

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of a technology coordinator to support a successful administration.

The technology coordinator tasks on the checklist that follows are listed in the time frame they should occur; however, some tasks may occur in time frames depending on your local schedules and needs. Please adjust the checklist to best fit your local schedules, if necessary.

**This checklist is created in an editable format so testing technology coordinators can add, remove, or reorganize tasks to create a unique checklist of local activities and timelines.**

**Additional details are available for many of the tasks listed in the checklist. Links to this information are located at the end of this checklist.**

## Before Testing

* Consult the [CAASPP Technology Resources](https://www.caaspp.org/ta-resources/technology-resources.html) and [ELPAC Technology Resources](https://www.elpac.org/resources/technology-resources/) web pages, and review the [*CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing*](https://ca-toms-help.ets.org/tech-specs-and-config/introduction/manual-content/).
* Verify that all devices at a school that will be used for computer-based testing meet the operating system requirements.
* Verify that the school’s network and internet are properly configured for testing, conduct network diagnostics, and resolve any issues.
* Confirm system downtimes on the [System Downtimes](https://www.caaspp.org/system-status/planned-system-downtime.html) web page.
* Confirm that URLs for testing websites and the online dictionary and thesaurus have been allowlisted on the server.
* Verify that automatic updating for all software installed on testing devices has either been turned off or configured to run before or after school hours or at some other time when testing is not scheduled.
* Install the secure browser on all devices that will be used for testing via the [Secure Browsers](https://ca.portal.cambiumast.com/) web page.
* Review software requirements for each operating system.
* Enable pop-up windows on student devices.
* If a student can access multiple user accounts on a single device, consider disabling the Fast User Switching function.
* On Mac devices, install the Mac Secure Profile.
* On iPads, ensure that Assessment Mode is enabled.
* On iOS or iPadOS devices, ensure that features that might pose a security risk are disabled.

## During Testing

* Be available to all testing staff to help with any technology needs.
* Monitor network and bandwidth demands.
* For any technical issues that cannot be resolved, contact your local educational agency coordinator, who will reach out to ETS for assistance.

## After Testing

* Make sure that all checked-out devices are collected and stored properly.
* Review and resolve any technical issues for future testing events.