

## Appendix C. Technology Coordinator Checklist

This checklist can be printed out and referred to during review of networks and devices used for testing.

	Activity	Estimated Time to Complete	Target Completion Date	Reference
<input type="checkbox"/>	Verify that all of your school's devices that will be used for online testing meet the operating system requirements.	5–10 hours	3–4 weeks before testing begins in your school	<a href="#">Chapter 1, System Requirements</a>
<input type="checkbox"/>	Verify that your school's network and Internet are properly configured for testing, conduct network diagnostics, and resolve any issues.	5–10 hours	3–4 weeks before testing begins in your school	<a href="#">Chapter 2, Network Configuration</a>
<input type="checkbox"/>	Confirm that URLs for testing sites and the online dictionary and thesaurus have been whitelisted on your server.	30 minutes	3–4 weeks before testing begins in your school	<a href="#">Appendix B, URLs for Testing Sites</a>
<input type="checkbox"/>	Verify that auto 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.	5–10 hours	3–4 weeks before testing begins in your school	<a href="#">Chapter 2, Network Configuration</a>
<input type="checkbox"/>	Install the secure browser on all devices that will be used for testing.	5–10 hours	3–4 weeks before testing begins in your school	<a href="#">Chapter 4, Secure Browser Configuration</a>
<input type="checkbox"/>	Enable pop-up windows and review software requirements for each operating system.	5–10 hours	1–2 weeks before testing begins in your school	<a href="#">Chapter 3, Software Configuration</a>
<input type="checkbox"/>	On <b>Windows</b> devices, disable Fast User Switching. If a student can access multiple user accounts on a single device, you are encouraged to disable the Fast User Switching function.	5–10 hours	1–2 weeks before testing begins in your school	<a href="#">Disabling Fast User Switching</a>
<input type="checkbox"/>	On <b>Mac 10.7–10.12</b> , disable Spaces in Mission Control.	5–10 hours	1–2 weeks before testing begins in your school	<a href="#">Disabling Spaces</a>
<input type="checkbox"/>	On <b>iPads</b> , ensure that Guided Access or Autonomous Single App Mode is enabled and that test administrators know how to activate Guided Access.	5–10 hours	1–2 weeks before testing begins in your school	<a href="#">Configuring for Guided Access on iOS</a>

	Activity	Estimated Time to Complete	Target Completion Date	Reference
<input type="checkbox"/>	On <b>iOS</b> devices, ensure that features that might pose a security risk are disabled.	5–10 hours	1–2 weeks before testing begins in your school	<a href="#">Disabling iOS Features</a>
<input type="checkbox"/>	On <b>Android</b> tablets, ensure that the secure browser keyboard is enabled.	5–10 hours	1–2 weeks before testing begins in your school	<a href="#">Disabling Android Features</a>