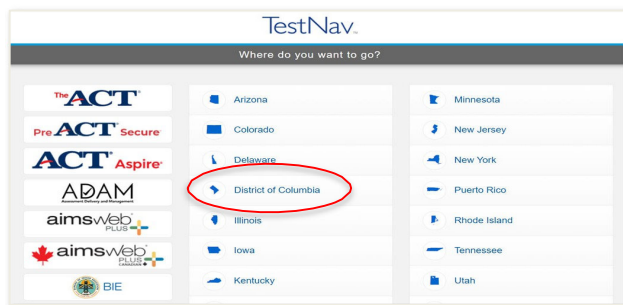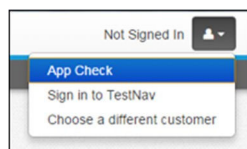# Technology Coordinator Quick Reference Guide

Use this checklist and linked resources to prepare and support your school's administration of DC CAPE. More information can be found on the DC Pearson Support Site.

- Ensure each testing device meets technology requirements (see System Requirements):
    - Ensure the infrastructure (e.g., wireless access points, bandwidth) is adequate
    - Remove (or turn off) any software that would allow secure test material on testing devices to be viewed on another testing device during testing
    - Manage any problems with firewalls

- Install and Set Up TestNav
    - Install TestNav8 on all student test devices
    - On each device, launch TestNav and select District of Columbia so students will bypass this screen (it only appears on first access per device)

- Run 'App Check' in TestNav. This is accessed from the user drop-down menu:
    - Basic tests can be completed in around 10 seconds

- Provide technical support for School Test Coordinators and Test Administrators as needed:
    - Know where to find guidance on common TestNav Error Codes
    - Know where to check status of TestNav and ADAM on the Status Hub

- Tasks that are not required for ADAM administration:
    - Setting up TestNav configurations
    - Proctor caching
    - Locking and unlocking sections