

Technology Coordinator Quick Reference Guide

The purpose of this guide is to provide the technology coordinator the information and resources necessary to prepare and support the school's administration of DC CAPE.

This document covers:

- System requirements
- TestNav installation and set up
- Technical support resources

System Requirements

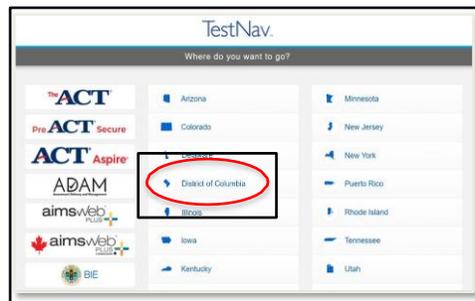
Technology coordinators need to ensure each testing device meets DC CAPE technology requirements.

1. Review TestNav [System Requirements](#)
2. Ensure school infrastructure (e.g., wireless access points, bandwidth) is adequate
3. Remove (or turn off) any software that would allow secure test material on testing devices to be viewed on another testing device during testing
4. Manage any problems with firewalls
5. **NEW: Review 2026 instructions for [TestNav updates for Chromebook Users](#)**

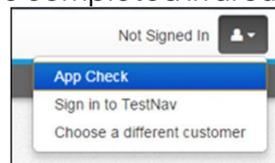
TestNav Installation and Set Up

Install and Set Up TestNav on each testing device

1. [Download TestNav](#) on all student test devices
2. On each device, launch TestNav and select District of Columbia so students will bypass this screen (it only appears on first access per device)



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



Technical Support Resources

During testing, technology coordinators will provide technical support to School Test Coordinators and Test Administrators as needed. The following resources are helpful to have while troubleshooting:

1. Guidance on common [TestNav Error Codes](#)
2. Checking the status of TestNav and ADAM on the [Status Hub](#)
3. The [DC Pearson Support Site](#) for other technology and assessment resources