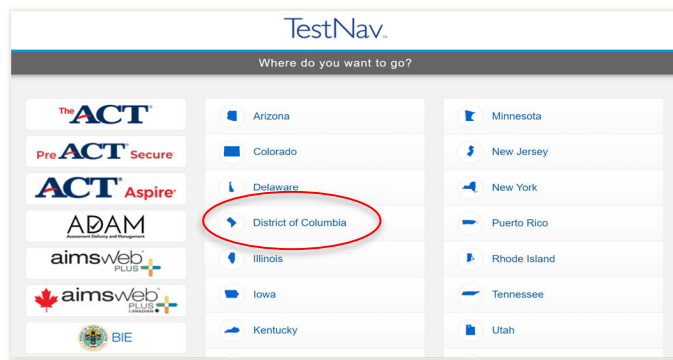


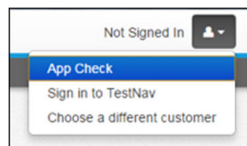
Technology Coordinator Quick Reference Card

Use this checklist and linked resources to prepare and support your school's administration of the DC CAPE Assessments. 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 no longer apply for Spring 2024 administration:
 - Setting up TestNav configurations
 - Proctor caching
 - Locking and unlocking sections