

School and District Site Readiness Checklist

- Identify all technology contacts and support staff at the school and/or district level who will provide support during testing
- Ensure all technology support staff are trained on the TestNav Early Warning System and PARCC helpdesk protocols
- Identify testing rooms and the number of workstations to be used for testing
- Identify location(s) and site(s) where proctor caching will be housed
- Identify the proctor caching machine(s), set up caching through the OS, and install proctor caching
- Configure firewall, content filter, proxy server and spam filters
- Update testing workstations to comply with TestNav hardware/software requirements
- Complete the Network Check tests to determine the maximum number of concurrent testers supported both using proctor caching and not using proctor caching on each LAN and/or WAN subnet. If you are using both wired and wireless access, be sure to check both networks to ensure they are functioning as expected.
- Enter TestNav configuration(s) in PearsonAccess training site
- Pre-cache test content from PearsonAccess site (remember
- Launch Training Test from student machines to verify TestNav configuration(s) were set up properly
- Duplicate TestNav configuration(s) into PearsonAccess's operational site
- Document results of tests
- Verify Cached Test Download was successful each morning before testing takes place