



Technical Coordinator Site Readiness Checklist

Thank you for being a Technical Coordinator!

Ensuring site readiness is extremely important and that task is largely yours to complete. In order to test online, your school equipment must meet hardware, software, and other technical requirements—all to be checked during site readiness activities.

The entire site readiness process is detailed in the *ACT Technical Guide for Online Testing*, found on your ACT-hosted testing web page.

Here is a simple checklist to help you along the way:

- Ensure all equipment meets the requirements outlined in the *ACT Technical Guide for Online Testing*
- Download the TestNav application to all examinee workstations
- Run the App Check within TestNav on each examinee workstation to ensure they are making a connection
- Conduct a mock administration without proctor caching, in conjunction with the test coordinator
 - If mock administration was successful, continue down this checklist
 - If mock administration was unsuccessful:
 - Download, install, and configure ProctorCache software
 - Complete and verify TestNav Configurations in PearsonAccess^{next}
 - Resume the mock administration
- Lock down all examinee workstations to prevent any automatic computer updating or application auto-launching
 - If utilizing ProctorCache software:
 - 48 hours before testing:** Precache test content
 - After testing completes:** Purge test content from the proctor-caching workstation

Note: *If at any point you doubt that online testing can be accomplished, advise the test coordinator to switch to the paper administration.*