Testing Checklist

Thursday before

Announcement, email, teacher reminder, to testing students to do a Testnav check. Send directions over email/Teams.

Friday and Monday: IT support at lunches to help

Day before

Cart of computers:

- Charged and functioning.
- Windows Update + Check Test Nav

Day of

- Roles: Computer Checkout, Dispatch, Direct Support
- Computer Checkout- be ready to check out (charged and updated) computers to students who missed or forgot. Avoid handing out chargers if possible. It is easier to track computers.
- Dispatch- Teachers will get the attention of someone with a walkie if they need tech support. Walkie will report the room needed. Dispatch will use Signal to reach out to direct support.
- Direct Support- Watch Signal for rooms to assist. Be aware of common issues/problems with the laptops, test software student side, test software on the administration side (see notes from previous test administrations).