



# Technical Coordinator Checklist

## Site Readiness

Thank you for being a Technical Coordinator!

Ensuring site readiness is extremely important and is largely yours to complete. In order to test online, your school equipment must meet hardware, software, and other ACT technical requirements checked during site readiness. The entire process is outlined in the Technical Guide.

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

- Download, install, and configure ProctorCache software
- Download TestNav application to the student machines
- Complete TestNav configuration in PearsonAccess<sup>Next</sup>
- Run App Check in TestNav on each examinee machine to make sure they are connecting
- Conduct Mock Administration in conjunction with Test Coordinator
- Lock down all systems from any updates or auto-launching
- 48 hours before testing, precache content
- After testing is complete, purge test content from the ProctorCaching computer

**Please note:** Site readiness must be completed by the deadline or your testing will revert to paper/ pencil.