

Technology Coordinator

The following checklist outlines the Technology Coordinators responsibilities in state assessment.

Before Testing



Annual training is required for all staff who administer or assist with the administration of a state assessment.

- Participate in Coordinator Training and review all required resources.
- Sign the first page of the Test Security Staff Assurance Form.
- Develop a plan for implementing the district technology readiness checklist.
- Verify that the firewall/filters on the computer network are configured correctly to allow communication with the online servers and whether they are set to take URLs or IP address ranges.
- Become familiar with all technology training materials posted to the WCAP Portal.
- Conduct network diagnostics for Smarter Balanced and WCAS from the practice and training test sign in page.
- Ensure computers used for the administration of online tests meet the minimum system requirements and are appropriately configured for the Secure Browser and Operating System.
- Sites using virtual computing technology must implement appropriate security measures to ensure that test monitoring applications are not accessed during online testing, and that staff members refrain from using it. Refer to the technical guides on the test vendor portal.
- Ensure that students with specific accessibility needs, such as software or specialized equipment, are provided with devices that meet their accessibility needs, the minimum system needs, and are appropriately configured for the secure browser, or work with the Special Services Coordinator to find a solution that enables the student to access their accommodations with an appropriate method to test.
- Verify compatibility of voice packs for text-to-speech with the Secure Browser.
- Ensure dual monitors are properly disabled.

Prior to and During Testing

- Provide DCs, DAs, SCs, and TAs with contact information (email, phone) should technology questions or issues occur during testing.
- Monitor technical problems (connectivity issues) to apply resolution and communicate information to the DC, principal, and SC.
- Assist in troubleshooting any system, technical, or infrastructure issue that arises.

After Testing

- Review technical or infrastructure issues that arose during testing and plan corrective action accordingly for future administrations.