



Preparing the Device

Device Check:

- Ensure that wireless devices are charged at the start of each testing session.
- Make chargers available if needed.

Sleep Mode Check:

- Ensure sleep mode is disabled.

For Chromebooks, this is particularly important because the test data is erased by the device if it goes into sleep mode when the test has not been submitted.

Connection Check:

- Ensure that Wi-Fi is turned ON.
- Set timeout setting to "never" on all devices.

Hardware/Software Check:

- Ensure that all testing devices meet the hardware and software requirements.

See Chapter 3 of the Technical Manual for more information.

School Network Check:

- Ensure that the test website and the associated media host website can be accessed on the school's network.

If necessary, please speak to your IT department to whitelist these websites.

Test Website Bookmark Check:

- For older grades:
Bookmark the test website on all testing devices prior to testing (optional) or display prominently at the front of the room.
- For younger grades:
Preload test website on each testing device.

Test Display Check:

- Ensure that the test does not appear cropped within the browser (the whole test screen must be visible).

If it does, instruct students to press "Ctrl" + "-" on a Windows computer or "Command" + "-" on a Mac to zoom out. For iPads and other touch screens devices, pinch two fingers together or apart to adjust zoom.

Back Up Devices Check:

- Ensure you have a few extra devices available in the event that a student's device stops functioning.

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