

# Site Technology Readiness Checklist for Deploying LAS Links Online Assessments



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## CHECKLIST INTRODUCTION

This document is a guide for sites implementing LAS Links Online assessments. It is structured to be used by Technology Coordinators and other educators within schools and districts as they prepare to administer LAS Links Online.

The checklist is designed to identify various factors that a site should address to provide a positive student online testing experience.

The checklist is organized by the recommended timeframes and categories of the activities.

### Timeframes

- 2-3 Months Before Testing
- 1-2 Months Before Testing
- 2-4 Weeks Before Testing
- 1-2 Weeks Before Testing
- Day of Testing

### Categories

- Communication
- Site Planning, Scheduling and Logistics
- Technology – Device Setup
- Technology – Network Configuration
- Technology – COS Setup
- Training

Coordinators, Technology Coordinators, District Assessment Coordinators, EL Directors, Principals, Curriculum Directors, and others to work together as a site planning team. This site planning team should start meeting at least three months before the start of testing.

As you use this checklist, remember to update it regularly to ensure that it reflects the current status of the technological resources at your site.



## CATEGORIES OVERVIEW

### **Communication**

The activities in this category are related to communication about the LAS Links Online assessments, to ensure all staff and personnel have a clear understanding of the testing process and the expectations associated with each team member's assignment.

### **Site Planning, Scheduling and Logistics**

The activities in this category will help you schedule and plan site logistics, which should result in a smoother test administration.

### **Technology**

The activities in this category fall into three subcategories:

- Central Office Services (COS) Setup
- Device Setup
- Network Configuration

The activities in this category help staff identify eligible devices, determine network capacity, ensure the site has required peripherals and infrastructure to administer the assessment, understand the total number of students the school and districts can serve, and deploy the technology appropriately.

### **Training**

The activities in this category relate to the training and preparation of everyone involved in delivering and taking the test: students, educators, and technology staff.

Students should have opportunities to use the technologies that will be employed during testing and become comfortable with the technology.

Educators should receive the support and knowledge necessary to effectively and routinely employ the technology used during testing.

Technology staff needs to understand the technology infrastructure requirements and what is necessary to properly install and configure the environment to facilitate a good student testing experience.



## Site Technology Readiness Activities

### 2-3 Months Before Testing

#### Communication

- Identify key staff that will be involved in the administration of LAS Links Online testing.
- Meet with staff involved with online testing to create understanding and awareness of the LAS Links Online assessment. In the meeting, review the roles and responsibilities associated with online assessments, discuss how each will be addressed within the site, and assign roles and responsibilities to the various team members. Consider including the following personnel:
  - Technology Director
  - School Technology Support
  - Other Technical Support Staff
  - District Test Coordinator
  - EL Director
  - EL Coordinators
  - Building Principals
  - Guidance Counselors
  - Test Administrators
  - Department and Teacher Leaders
  - Clerical Support (facilitate logistics and document planning notes and procedures)
- Discuss district and school technology needs with the District Test Coordinator.
  - Review district and school technology capacity to administer testing online.
  - Confirm that the hardware required for the school is available and that the available bandwidth for the school is sufficient.
  - Use the Capacity Estimator, found in eDIRECT to help determine bandwidth requirements.
- Share the testing plan and schedule testing dates (master schedule) with the district to help them build a master testing schedule. This is important if the district is providing Internet services to the site or hosting the COS to enable the district to predict and monitor bandwidth use.

#### Site Planning, Scheduling and Logistics

- Develop an Action Plan that outlines the steps to successfully implement online assessments and use this Action Plan to assign and track specific tasks. Cover the following topics in the Action Plan:
  - Identifying device options for testing
  - Verifying that student data is correct in eDIRECT
  - Identifying and preparing data sources for eDIRECT uploads
  - Uploading data into eDIRECT and the data sources required for these uploads
  - Creating test sessions
  - Verifying students are in appropriate testing sessions
  - Scheduling rooms, equipment, and space
  - Installing and configuring the Central Office Services (COS)
  - Performing initial device setup for workstation software
  - Performing daily device setup for updates
  - Printing test tickets
  - Performing System Readiness Checks before each major testing cycle
  - Using Test Demos and Practice Tests for each testing domain
  - Handling student transfers – both in and out of the site
  - Resetting test sessions access
  - Submitting incomplete test sessions
  - Inactivating/reactivating tests
  - Handling collecting, tracking, report and resolving technical issues



<b>Site Technology Readiness Activities</b>	
<input type="checkbox"/>	Review the LAS Links Technology documentation on eDIRECT, including technology requirements.
<input type="checkbox"/>	Identify which buildings will be used for online testing taking into account movement of staff, personnel, and equipment.
<input type="checkbox"/>	Estimate the number of students testing at each testing site. Use these estimates to determine how many students will test each day, and spread tests throughout the testing window to reduce the number of concurrent testers. Keep in mind other activities occurring at the site that may affect access to testing device and/or may limit available network bandwidth. Use this information with the testing plan and schedule testing dates to build the site's master schedule.
<input type="checkbox"/>	Identify areas of the building where testing will occur and communicate this information to the Technology Director for approval. Testing locations should be consistent through the testing window.
<input type="checkbox"/>	Test INSIGHT Secure Browser and COS downloads on sample devices that meet the recommended system requirements.
<input type="checkbox"/>	Upon receipt of eDIRECT account credentials, log into the eDIRECT and agree to the security terms.
<input type="checkbox"/>	If there is a system-wide pop-up blocker policy in place that prevents individuals from editing their pop-up preferences, request that eDIRECT be added as an exception to allow for its pop-ups. eDIRECT leverages pop-ups for PDF reports that are essential to viewing reports and completing tasks in eDIRECT.
<b>Training</b>	
<input type="checkbox"/>	Review the <i>DRC INSIGHT Technology User Guide</i> .
<input type="checkbox"/>	Go to eDIRECT>>General Information>>Documents and/or On-Demand Videos to access step by step directions documents and On-Demand navigation videos and plan for the topics relevant to your role.
<input type="checkbox"/>	Schedule with DRC, your onsite or web-based training (if purchased).
<b>Technology – Device Setup</b>	
<input type="checkbox"/>	Determine the number of devices available that meet the recommended specification.
<input type="checkbox"/>	Identify and reserve access to the testing devices.
<input type="checkbox"/>	Verify test sites have the appropriate equipment, including: <ul style="list-style-type: none"><li>• Power strips</li><li>• Power cords</li><li>• Mice</li><li>• Headsets with microphones</li><li>• Keyboards</li><li>• Other peripherals, etc.</li></ul>
<input type="checkbox"/>	Review headset specifications to determine if sufficient headsets that meet minimum requirements are available and working. If not, advise District Test Coordinator or EL Director about acquiring additional headsets



## Site Technology Readiness Activities

### 1-2 Months Before Testing

<b>Communication</b>	
<input type="checkbox"/>	Update stakeholders at regular intervals about topics like: <ul style="list-style-type: none"> <li>Testing windows</li> <li>Training schedules</li> <li>Technology setup status</li> </ul>
<input type="checkbox"/>	Share the updated testing plan and schedule testing dates (master schedule) with the district and schools.
<input type="checkbox"/>	Verify that the Internet Service Provider (ISP) for the site/district is aware of the testing and that they will see a large amount of traffic going to DRC addresses.
<b>Training</b>	
<input type="checkbox"/>	Go to eDIRECT>>General Information>>Documents and/or On-Demand Videos to access step by step directions documents and On-Demand navigation videos and plan for the topics relevant to your role.
<b>Technology – COS Setup</b>	
<input type="checkbox"/>	Download and install the COS software installer from eDIRECT to a non-student testing device. <ul style="list-style-type: none"> <li>The COS is required for LAS Links Online testing.</li> <li>The COS for content caching can be installed at either the school or district, based on your Wide Area Network (WAN) setup.</li> <li>The closer the COS is on the network to the student, the better.</li> <li>Verify that the COS device meets the recommended system requirements.</li> <li>Refer to the DRC Insight Technology User Guide for additional guidance.</li> </ul> <p><b>Note:</b> Sites that have a COS installed for other state test administrations delivered by DRC are required to install a separate COS that is specific for LAS Links assessments.</p>
<b>Technology – Device Setup</b>	
<input type="checkbox"/>	Inventory technology peripheral equipment (headsets, mice, iPad stands, keyboards, etc.) to verify there are enough for the number of students testing at the same time. Plan to have additional equipment on hand at each site as a back-up.
<input type="checkbox"/>	Download, install and configure the DRC INSIGHT Secure Browser from eDIRECT. <ul style="list-style-type: none"> <li>Ensure that all testing devices have the current version of the Secure Browser.</li> <li>Refer to the DRC Insight Technology User Guide for additional guidance.</li> <li>If the testing device is also being used for DRC INSIGHT online testing of other DRC assessments, merge the ORG Unit IDs for LAS Links and other testing with the configuration files.</li> </ul>
<input type="checkbox"/>	Perform a System Readiness Check on the testing devices to ensure they are configured correctly.
<input type="checkbox"/>	Test the headsets and microphones with the testing software. Confirm that they pass the System Readiness Check, that you can take a Speaking Practice Test, and that you can hear the recording. Adjust microphone volume levels as necessary.
<input type="checkbox"/>	Try out seating arrangement in testing areas. Verify that students will be seated far enough apart so that when they will be taking the Speaking Test that they cannot hear each other while recording.



## Site Technology Readiness Activities

Site Planning, Scheduling and Logistics	
<input type="checkbox"/>	Start planning testing schedules and finalizing overall testing numbers. Break testing down into days in the window. Allow several days at the end of the test window for makeup testing. Use this information to update the site's master schedule, as needed
<input type="checkbox"/>	After the COS and DRC INSIGHT Secure Browser are downloaded, installed and configured, perform an end-to-end test of the system using practice tests for each domain. Perform this test before the environment is available to students for practice testing.
Technology – Network Configuration	
<input type="checkbox"/>	Confirm with the technical support staff that a network assessment (LAN, WAN and ISP) has been performed and that the capacity is in place to support the number of students testing at one time. Use the Capacity Estimator to help determine bandwidth requirements.
<input type="checkbox"/>	Verify that the firewall and filters on the computer network are configured correctly to allow communication with the online servers and that the correct URLs are whitelisted. (See the <i>DRC Insight Technology User Guide</i> )
<input type="checkbox"/>	Have technical staff use traffic shaping to give LAS Links testing traffic a priority over other network traffic.
<input type="checkbox"/>	Complete a wireless site survey to ensure that there is sufficient wireless coverage in testing areas. This survey should address coverage, and verify that students can take the test in the same area of the building at one time (device density). The survey should account for Internet bandwidth and other traffic in the building at the time of testing, including LAN (wireless and wired) traffic and WAN traffic.  If you have an open network or available guest network, account for any cell phones and other devices that students, proctors, and teachers have connected (e.g. cell phones, laptops, tablets).



<b>Site Technology Readiness Activities</b>	
<b>2-4 Weeks Before Testing</b>	
<b>Communication</b>	
<input type="checkbox"/>	Work with district technology staff, District Test Coordinators, EL Coordinators, and School Coordinators to develop a support plan to handle testing issues.
<b>Technology – Device Setup</b>	
<input type="checkbox"/>	Confirm with the Technology Coordinator that all installations have been completed (COS and INSIGHT Secure Browser) and run a System Readiness Check.
<input type="checkbox"/>	Test the devices used for the Speaking Test. Verify that the headset and microphone work and are configured currently. Test speaking by starting a Speaking Practice Test and record and play back a speaking response.
<b>Technology – Network Configuration</b>	
<input type="checkbox"/>	After test dates have been selected, check to see if other activities are scheduled in the building at the same time that will also require network bandwidth, especially in areas where the same wireless access points will be used for testing.
<b>Training (Preparing Students for Testing)</b>	
<input type="checkbox"/>	Allow students time to practice taking the tests so they are familiar with the testing application before they take the test.
<input type="checkbox"/>	Allow students time to practice and ensure they are comfortable speaking in to headsets before they take the Speaking Test.

<b>1-2 Weeks Before Testing</b>	
<b>Communication</b>	
<input type="checkbox"/>	Reconfirm the final testing plans/schedule with the District Test Coordinator and/or the EL Director.
<input type="checkbox"/>	Send a reminder email to staff to avoid using the network for bandwidth intensive projects during the testing dates.
<b>Site Planning, Scheduling and Logistics</b>	
<input type="checkbox"/>	Conduct a final technology walkthrough before the first day of testing.
<b>Training</b>	
<input type="checkbox"/>	Ensure that testing staff have the school's Org UNIT ID(s) and know how to register devices, if prompted.
<input type="checkbox"/>	Ensure that Test Administrators and District Test Coordinators are familiar with the technical troubleshooting information provided on eDIRECT under <b>General Information&gt;Documents</b> .
<b>Technology – Device Setup</b>	
<input type="checkbox"/>	Perform a System Readiness Check on all testing devices.
<input type="checkbox"/>	Log into a Practice Test on each student computer.
<input type="checkbox"/>	Verify that volume and microphone levels are set correctly before the test. Students <b>cannot</b> adjust the volume on their computer after they start INSIGHT. Headsets with no inline volume control must be checked for volume level before starting INSIGHT.



<b>Site Technology Readiness Activities</b>	
<b>Day of Testing</b>	
<b>Communication</b>	
<input type="checkbox"/>	Send a reminder email to staff to avoid using network (LAN, WAN, and Internet) bandwidth intensive projects during testing.
<b>Site Planning, Scheduling and Logistics</b>	
<input type="checkbox"/>	Check with building administration regarding the timing of building bells, alarms or announcement that may go off during the test session.
<input type="checkbox"/>	Speaking Test quality – Reduce the background noise in the room as much as possible to limit interference during students’ responses.
<b>Technology – COS Setup</b>	
<input type="checkbox"/>	Ensure that the COS status is “Up To Date” (green).
<input type="checkbox"/>	Verify that all COS content is Up To Date.
<b>Technology – Device Setup</b>	
<input type="checkbox"/>	Perform a System Readiness Check on at least one student testing device.
<input type="checkbox"/>	Verify there are no background processes running on testing devices during testing.
<input type="checkbox"/>	If a testing device is set to accept operating system updates automatically, verify that it has the most current version of the operating system before the test session starts.
<input type="checkbox"/>	Test each device at the beginning of the day (including charging equipment as applicable).
<input type="checkbox"/>	Ensure that testing devices are far enough apart to avoid interference or distractions, especially for the Speaking Test.
<input type="checkbox"/>	If a portable device will be used while on battery power, verify the charge will last for the duration of the test.
	<b>Note:</b> It is recommended that all devices be plugged in for power during the test.
<b>Technology – Network Configuration</b>	
<input type="checkbox"/>	Technology staff should verify that the wireless access point is fully operational.
<input type="checkbox"/>	Require anyone in the testing rooms or sharing the testing room's wireless access point, to turn off any wireless devices not used for testing.
<input type="checkbox"/>	Stagger the logins to the testing system. For example, have 10 to 15 students per room log in to the system over one minute intervals.