



Forward Exam Prior to Testing Checklist

For a complete list of all tasks and responsibilities, please review the [DAC Checklist](#).

Technology

- Confirm that the DRC INSIGHT software is installed and working on all electronic devices that will be used for testing.
- Check that the computer audio is turned on and the volume is adjusted on each device prior to entering the DRC INSIGHT app so that students are able to access the TTS Universal Tool if they choose to make use of it.
- Verify with the District Technology Coordinator (DTC) that the Wi-Fi capacity in each school building is sufficient for testing, given other Wi-Fi use in the building concurrent with testing.
- Confirm with the DTC that they have reviewed and completed all tasks on the [Technology Readiness Checklist](#).

Chromebook Management

- Managed Chromebooks set up in Public Session Kiosk mode must be set to “Do not allow Public Session Kiosk” in the Google Admin Console.
- Managed Chromebooks set to erase local user data should be set to “Do not erase all local user data”.
- Confirm that all Chromebook keyboards are set to “US Keyboard” and not “US International”.
- Ensure all Chromebooks screens are set to 100% magnification prior to testing.

DRC INSIGHT Portal

Enter all student accessibility features into the DRC INSIGHT Portal prior to printing tickets. All assigned accessibility features will be printed on the test ticket.

- Confirm that all new students that have transferred into the district have also been added in the DRC INSIGHT Portal.
- Print all test tickets and distribute to TAs prior to the start of testing.

Test Administration

- Ensure every Test Administrator (TA) has a copy of the [Test Administration Manual](#) and have viewed the Test Administrator Training.
- Confirm with TAs that they have reviewed and completed all tasks on the [TA Checklist](#).
- Ensure all non-embedded accessibility features are ready and available for students.
- Ensure all TAs and school staff are aware of the back-up plan in case any testing issues arise.

