

BIE Technology Checklist

Below is a checklist of technology tasks to be completed before, during, and after Spring Summative testing. This checklist covers tasks related to **LaunchPad**, Pearson's single sign on (SSO), **ADAM**, the test management platform used for administering & monitoring Summative tests, & **TestNav**, the testing application used by students.

Steps to be Completed Before Testing

LaunchPad

- ✓ Work with your Principal to establish your NASIS API with Pearson. Instructions are [posted here](#).
- ✓ Ensure you are logging in with the correct LaunchPad user profile.
- ✓ Test Coordinators, School Administrators, & Information Technology (IT) staff login to LaunchPad and select the ADAM application tile to access ADAM.

ADAM

- ✓ Update or verify Student Accommodations (see [training PPT](#) slides 54-55).
- ✓ Update Assignment Tags for grade 11 students & grade 8 students enrolled in Algebra I taking their Math assessment on Paper. Instructions are [posted here](#).
- ✓ Create proctor groups for all student testing Online. (see [training PPT](#) slides 62-64)

TestNav

- ✓ Download as needed to all student devices. TestNav can be [downloaded here](#).
- ✓ Confirm TestNav is updated. The app will automatically update on Chrome, iPadOS, and Windows (if downloaded from the Windows Store), but must be manually downloaded and installed to be updated for macOS, Linux, and Windows (if downloaded directly from download.testnav.com).
- ✓ Follow Wireless Network Best Practices [posted here](#).
- ✓ Disable auto startups for blocked applications (see TestNav Blocklist below). Instructions are [posted here](#).

Steps to be Completed During Testing

ADAM

- ✓ Monitor Student test session statuses.
- ✓ Manually Unsubmit any Student test sessions submitted in error (see training PPT slide 93)

TestNav

- ✓ If students are kicked out of TestNav, note any error codes & find additional information to help troubleshoot the error [posted here](#).
- ✓ Monitor your local internet network for any network or connectivity issues.

Steps to be Completed After Testing

ADAM

- ✓ Check for any student tests still in a status of In Progress, Exited, or Resumed and manually submit as needed (see [training PPT](#) slides 128-130)
- ✓ Resolve any Rejected Tests for Paper tests that couldn't be auto matched to a Student record (see [training PPT](#) slides 133-134)

TestNav Blocklist

Amazon Music, Chrome, Cisco Jabber, Cisco Webex, Citrix GoToMeeting, Facebook, Facebook Messenger, Firefox, Google Talk, Lync, iHeartRadio, Internet Explorer, iTunes, Jing, JustJoin, Messenger, Microsoft Edge, Microsoft Lync, Outlook, Pandora, QuickTime Player, Safari, Screen Recorder Launcher, ScreenCapture, Screencast-O-Matic, Skype, SkypeApp, SkypeHost, Snap Chat, Som_nl, Spotify, Teams, Webex, WhatsApp, WinUAPEntry, Yahoo Messenger, Zoom