IT Checklist for Administering CTECS Assessments

Meets Specs	Requirements
	Browser: The testing program is supported for participants on Chrome, Edge, Firefox, or Safari.
	Reporting: In some cases, in-browser reports are augmented with spreadsheet and/or PDF documents. Excel (or compatible) and a PDF reader (such as Acrobat Reader) are optional but not required.
	Audio: Using the audio feature requires additional bandwidth; you may notice slower response times during testing. CTECS recommends using hard-wired computer Internet connections. Audio is played using HTML 5 technology.
	Bandwidth: The bandwidth recommendation is a T1 line for every 150 simultaneous users. The T1 may be able to serve additional students; however, student populations greater than 150 per site have not been tested and confirmed by TFI. Bandwidth may be an issue if the connections are not "dedicated."
	Display Properties: The testing program is best viewed at 1024 x 768 display resolution or higher. It will work at 800 x 600.
	Memory: There are no specific requirements for the CPU, RAM, etc. If the machine will run the browser, the E-SESS application will run.
	Firewalls and server settings: Content is accessed through https://techfluency.org/esess/. Media (images and audio) are served through https://media.techfluency.org/ via the AWS CloudFront service. Please ensure your location is not blocking these domains or services.
	Proxy Server Settings: Make sure the proxy server will not cache Techfluency.org. Responses must be sent directly to the E-SESS (Techfluency) server. Do not begin testing students until Proxy Server settings allow communication to flow to and from the E-SESS online testing system. Otherwise, the students will finish the test and receive a 0 score. Be sure to take the sample test (see next section). The timer (clock) should display correctly on the screen; if not, there is a problem and students cannot test until it is resolved. During testing, if you notice that the timer (clock), displayed on a student's screen looks "garbled" or undefined, there is something blocking the content. Students should NOT continue to take the test.

	Proctors should stop testing and contact CTECS and the IT personnel at the location to resolve the issue.

	Sample Test: Access the sample test at each location before students begin testing. This ensures that there are no proxy servers preventing access to the site, no software packages preventing cookies/sessions from being stored, etc.
	
	To access the sample test,
	
	1. go to http://www.techfluency.org/esess/
	2. make the following entries into the four blanks:
	
	   Organization: Virginia WRS
	   First Name: sample
	   Last Name: sample
	   Password: sample
	
	3. click **Log In**.
	4. check the box to agree to statements.
	5. click **Begin**.
	Click the speaker icon to ensure the audio is working properly. Also, at least one graphic should be visible and the timer should be visible and clearly readable.