



## IT Checklist for Administering CTECS Assessments

Meets Specs	Requirements
	<b>Browser:</b> The testing program is supported for participants on Chrome, Edge, Firefox, or Safari.
	<b>Reporting:</b> 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.
	<b>Audio:</b> 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.
	<b>Bandwidth:</b> 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."
	<b>Display Properties:</b> The testing program is best viewed at 1024 x 768 display resolution or higher. It will work at 800 x 600.
	<b>Memory:</b> There are no specific requirements for the CPU, RAM, etc. If the machine will run the browser, the E-SESS application will run.
	<b>Firewalls and server settings:</b> Content is accessed through <a href="https://techfluency.org/esess/">https://techfluency.org/esess/</a> . Media (images and audio) are served through <a href="https://media.techfluency.org/">https://media.techfluency.org/</a> via the AWS CloudFront service. Please ensure your location is not blocking these domains or services.
	<p><b>Proxy Server Settings:</b> Make sure the proxy server will not cache Techfluency.org. Responses must be sent directly to the E-SESS (Techfluency) server.</p> <p>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.</p> <p>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.</p> <p>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.</p>

	Proctors should stop testing and contact CTECS and the IT personnel at the location to resolve the issue.
	<p><b>Sample Test:</b> 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.</p> <p>To access the sample test,</p> <ol style="list-style-type: none"><li>1. go to <a href="http://www.techfluency.org/esess/">http://www.techfluency.org/esess/</a></li><li>2. make the following entries into the four blanks:  Organization: ctecs First Name: sample Last Name: sample Password: sample</li><li>3. click <b>Log In</b>.</li><li>4. check the box to agree to statements.</li><li>5. click <b>Begin</b>.</li></ol> <p>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.</p>