

General Overview of DTC and STC Responsibilities:



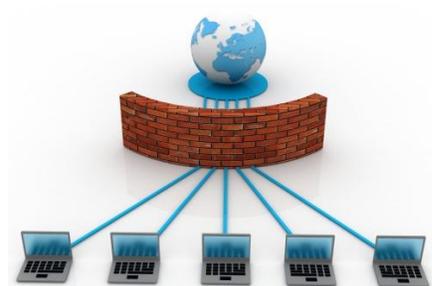
District Technology Coordinator (DTC):

- review technology information for given assessments (Technology Coordinator's Manual, etc.)
- verify that all schools meet the minimum technology requirements
- conduct network diagnostics
- develop a plan to ensure that the secure browsers are installed on all devices used for testing
- whitelist e-mails from known testing vendors schools and districts will be receiving updates from
- address technical problems by applying resolutions or disseminating information to school sites prior to testing.



School Technology Coordinator (STC):

- review technology information for given assessments (Technology Coordinator Manuals etc.)
- ensure that each device to be used for testing at the school has the secure browser
- instruct TAs on how to access the secure browser
- instruct students, teachers, and other stakeholders on how to access practice tests
- develop a plan for getting assistive devices ready for testing
- assist SACs and TAs with technology troubleshooting as necessary before, during and after the testing.



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