** MCAS Test Administration Responsibilities for Tech Team**

1. Provide a folder with past MCAS resources to schools.
2. Upload the user list for all test administrators. (User list is created in Aspen and provided to technology team from principals.)
3. Set up server configurations and precache the actual tests.
4. Set up student devices.
* Latest version of TestNav
* No pop-ups
* No automatic updates
* Configure Chromebooks so they will not automatically delete user data upon closing.
1. Monitor Wifi coverage.
2. Set up back-up servers for Chromebook SRF files.
3. Provide support as needed, and when asked.