

## Recommended Timeline for Technology Testing Readiness Activities

Please use this document to track the completion of necessary tasks to prepare for LEAP 2025 Testing.

Technology Task	Timeline of Completion
Submit Help Desk Tickets for Repair	ASAP & Ongoing
Request and receive loaner/backup Chromebooks and Chargers	ASAP & Ongoing
<a href="#">Update the Chrome Browser</a> (v.83 or higher) to prepare for testing	Ongoing
Power down Chromebooks to receive important updates	Ongoing
Power on and <a href="#">update the Chrome Browser</a> on all <b>unused</b> Chromebook carts or devices	Ongoing
Check for Test Readiness <ul style="list-style-type: none"> <li>• <a href="#">Perform a System Readiness Check on all testing devices</a></li> <li>• Ensure all staff and students are aware of <a href="#">Chromebook procedures</a> regarding test readiness</li> <li>• Log in to Online Tools Training (OTT) on each testing device.</li> </ul>	2-4 weeks before testing
Ensure virtual students Chromebooks are test ready	1-2 weeks before testing
Incorporate resources below into daily lesson to ensure test readiness <ul style="list-style-type: none"> <li>• Teach <a href="#">OTT Nearpod Lesson</a> to students to review important testing features</li> <li>• <a href="#">Edulastic LEAP Practice Test Online</a></li> <li>• <a href="#">State Prep Test Tips Webinar March 30, 2021</a></li> </ul>	1-2 weeks before testing

