Appendix A: ProctorCache Recommendation for MCAS Computer-Based Testing

Below is a recommendation on whether schools should use Pearson's ProctorCache software. ProctorCache precaches test content onto a designated machine in a school to reduce bandwidth requirements. ProctorCache stores test content, but does **not** store student responses.

ProctorCache is *only* recommended for schools who do not pass the Network Check in TestNav. ProctorCache is not recommended for schools that pass the Network Check because it can cause more errors to occur, and item load times are virtually identical regardless of whether ProctorCache is used or not.

Schools will need to take the following actions based on the results of their Network Check.

| Network Check Result	ProctorCache Recommendation for Schools That Used ProctorCache in their Last CBT Administration	ProctorCache Recommendation for Schools That Did <u>NOT</u> Use ProctorCache in their Last CBT Administration
Pass	Disable ProctorCache prior to the Infrastructure Trial.	Do not install ProctorCache software.
Warning	Use ProctorCache.	Install ProctorCache.
Connection Failed	Verify network connection and run test again.	Verify network connection and run test again.

Follow the instructions below to determine whether your school needs to use ProctorCache.
**Running the Network Check in TestNav**

While on the school's network, in the TestNav app, click on the user drop-down and select **App Check**.
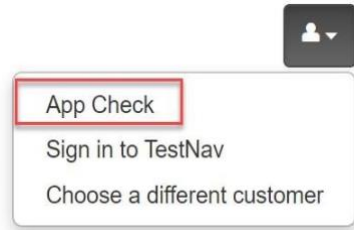
On the next screen, click on **Run Network Check**.
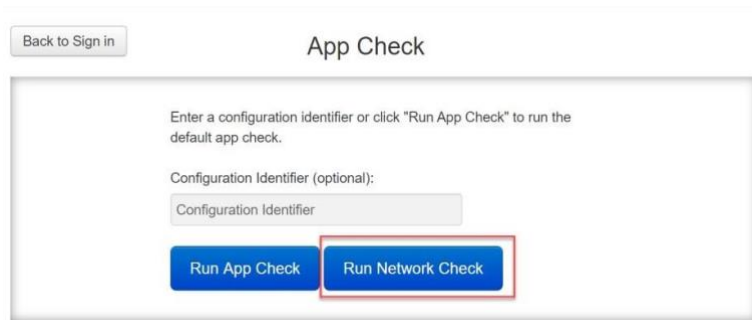
On the following screen, you will be asked to enter a number of devices. This number should match as closely as possible the number of devices that will be used in the school during testing on test day. Once you have entered a number, click on **Start Diagnostics Test**.
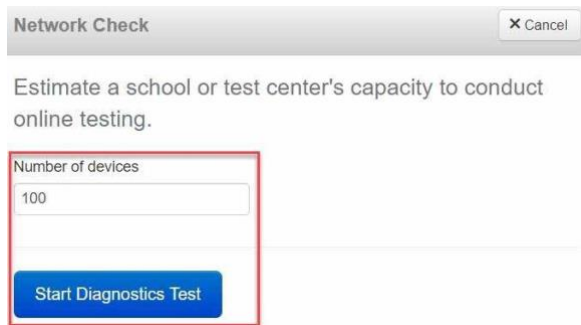
Following this test, you will receive a message informing you whether ProctorCache is recommended based on your network and number of devices entered.

If ProctorCache is not recommended, you will receive a message with a green **Pass** icon.

Network Diagnostics

Download Speed Test	10.31 Mbps

Test Results (Pass)

Given the current load on your system, you should be able to test at this location.

Proctor Cache is **not** recommended

If ProctorCache is recommended, you will receive a message with an orange **Warning** icon.

Network Diagnostics

Download Speed Test	6.08 Mbps

Test Results (Warning)

Given the current load on your system, you cannot successfully test at this location.

Proctor Cache is recommended

When the Network Check is used and the bandwidth test detects a 0 Mbps download speed, you will receive a message with a red **Connection Failed** icon.

Network Diagnostics

Download Speed Test	0 Mbps

Test Results (Connection Failed)

Unable to connect to the network. Please verify your network connection and try again.

Instructions to Disable and Re-Enable the ProctorCache Configuration

To disable the existing ProctorCache configuration in PearsonAccess Next, follow these steps:
1. Click on **Setup** and **TestNav Configurations.**
2. Click the drop-down next to the **Search** button and click **Show All Results**.
3. Select your configuration and click the **Select Tasks** drop-down, select **Create/Edit TestNav Configurations**, and click **Start.**
4. Select your configuration on the left side of the screen and scroll down to the **Precaching Computers** section.
5. Delete the content in the **IP Address** and **Port** fields and then click **Save**.

To re-enable ProctorCache after disabling, follow the same steps and re-apply the **IP Address** and **Port** fields (these fields are shown in the screen shot below).

It is recommended that schools do not use a MacOS for a ProctorCache machine, but schools that are unable to find another device type should contact the MCAS Service Center for support.

Best Practices for Using ProctorCache

If ProctorCache is needed, a ProctorCache machine at the school level is recommended (a machine at the district level is not recommended). Schools with district configurations have reported connectivity and/or log in issues with larger numbers of students connecting to a single ProctorCache, which can overload the machine.

It is also recommended that the device selected to act as the ProctorCache machine during testing is reserved for this purpose only. A device performing other functions in the school can result in delays when students navigate from one question to the next during testing.

Schools can set up a call with Technology Support Specialists prior to testing to discuss their ProctorCache set-up. This is also an opportunity for technology coordinators to receive support with questions related to the following topics:

- Technology set-up and site readiness
- TestNav, including TestNav configurations in PearsonAccess^{next}
- Infrastructure Trials (set-up as well as debriefing