

TESTING LAPTOP CHECKLIST

ARE YOU READY?



STEP # 1 : RESTART DAILY

Restart your laptop every day to apply updates and refresh the system. This simple habit keeps your device running smoothly.

Daily restarts help clear temporary files, apply pending updates, and resolve minor glitches that can interfere with testing performance.



STEP #2: CHECK FOR UPDATES

Keep your laptop updated to avoid testing issues.

- Important: Orange and red notification badges (known informally as the update ball) may not always appear.
- Search "Updates" in the Taskbar search box.
- Some updates need an immediate restart of the laptop. Keep an eye on it.
- Ensure all updates are installed before testing day



#3: CLEAN YOUR LAPTOP

Keep your device clean and hygienic by safely wiping down your laptop regularly. This maintains hygiene and extends device life and performance.

Use Lysol wipes or similar technology wipes to gently clean the screen and keyboard. **DO NOT** use paper towels and water!



STEP #4: TEST THE KEYBOARD

Open Microsoft Word

Type every key on keyboard

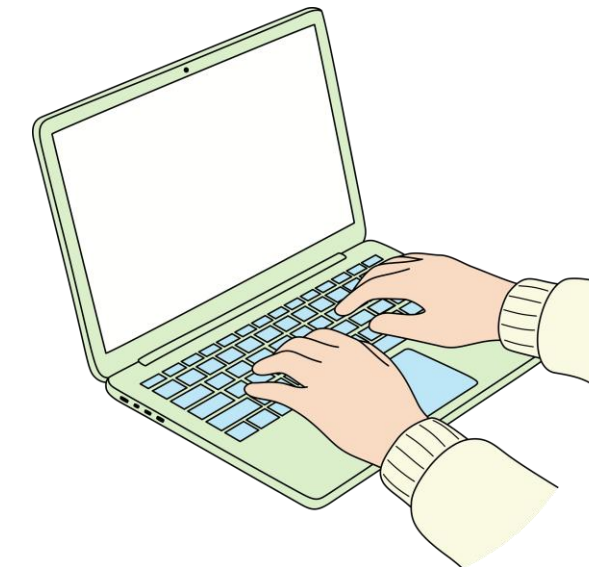
Check for unresponsive keys

To begin fixing this,
start by cleaning the keyboard

Lastly, if any keys still aren't functioning properly, ask your teacher to submit a Help Desk ticket

ticket

Do NOT remove any keys!



STEP #5: CLOSE PROGRAMS

Programs running in the background can interfere with your test performance.

Close all programs running in the Taskbar tray before testing. Right-click on each program icon and select "Close" or "Exit."

Special note: Make sure to close Minecraft if it is running! It slows your laptop down!



STEP #6: CLOSE BROWSER TABS

Before testing, close all open tabs in your Edge and Chrome browsers. You don't use the browsers for the test, but too many open tabs can slow down your laptop and interfere with test performance.



Quick Shortcut Tip: Hold CTRL and press W repeatedly to close tabs quickly and efficiently.

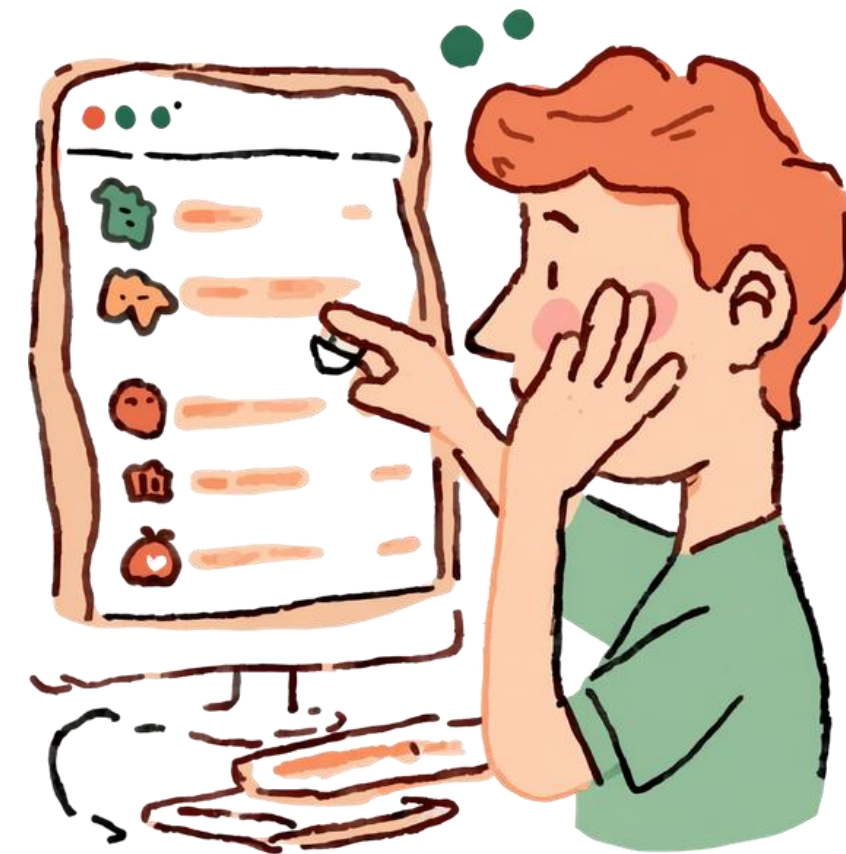
This saves time compared to clicking the X on each tab individually!



STEP #7: RESET MOUSE POINTER SETTINGS

Return the mouse pointer to factory default settings to avoid interference during testing.

- Search "Mouse Pointer Size" in the Taskbar search box at the bottom of your laptop screen.
- Change the pointer style to "White" and size to 1. These are the factory defaults and should never be changed.
- Turn off mouse pointer trails.

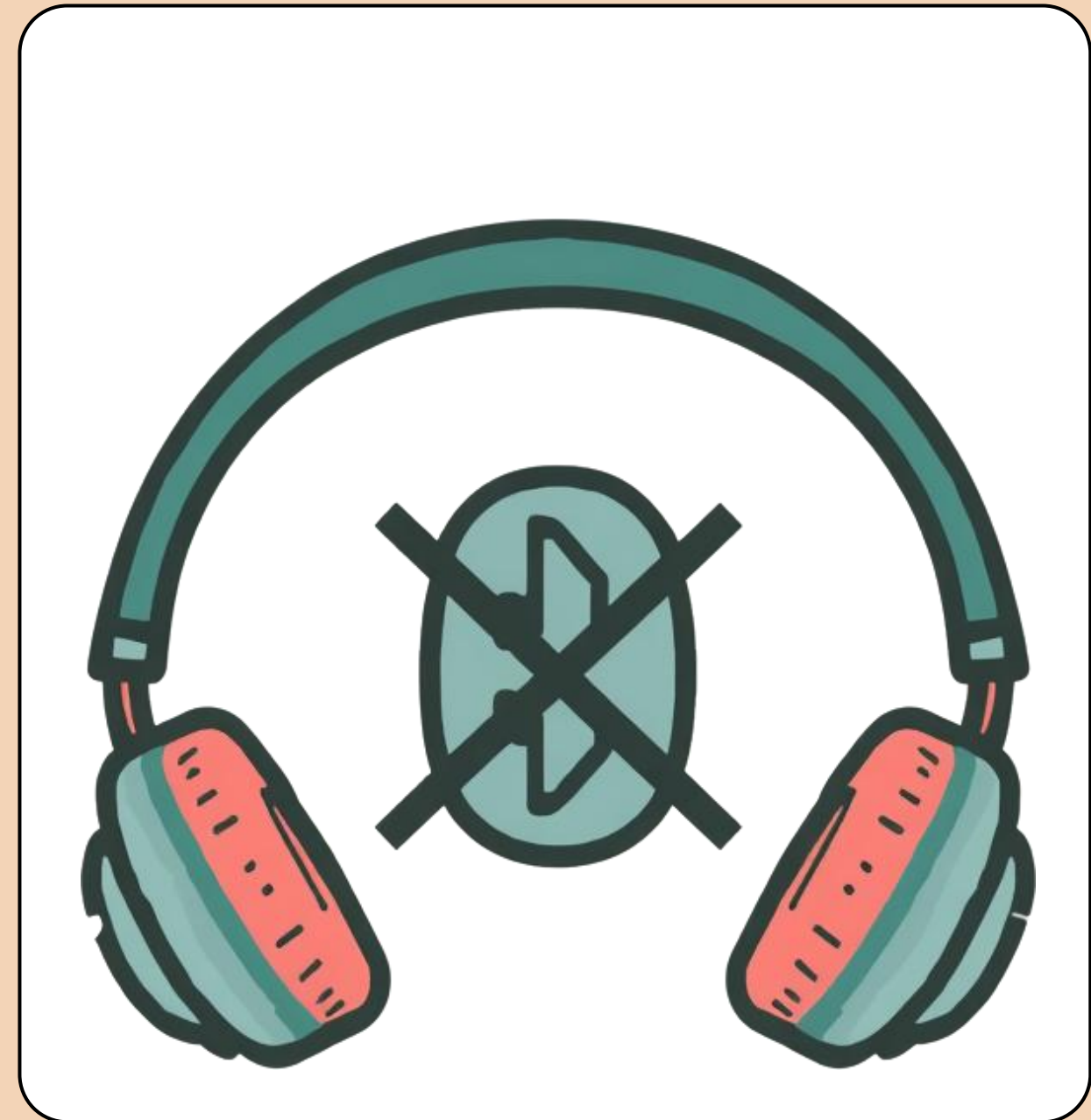


#8: HEADPHONES AND SOUND

The ELA test will require headphones.

No wireless headphones are allowed. The school will provide earbuds for testing.

Wireless ear pods and wireless mice are NOT allowed during testing. Use wired headphones only.



#9: ALL OTHER ISSUES

If you are experiencing any other problems with your laptop, let your teacher know immediately, preferably at least two weeks or more before the testing start day so that a Help Desk ticket can be submitted and your school tech can have time to fix it.

This includes new issues that come up during the testing window. Your teacher should have access to back-up laptops and will work with the school testing coordinator to have them ready in case your laptop starts malfunctioning any time during test.



YOU'RE READY TO TEST!

Congratulations! You have completed the Laptop Testing Ready Checklist.

Your device is now prepared for a smooth testing experience. Review the checklist one more time if needed.

Questions?

Ask your teacher before testing begins.

Good luck!

