

# Welcome South Carolina Test Coordinators



# Agenda

**Session 1: Portal Overview**

**Session 2: Student Data, Transfers, and Materials**

**Session 3: Handling Secure Materials and Room Supervisor Training**

**Session 4: Test Day Steps, Irregularities, and Returning Materials**

**Session 5: Computer-based Testing (Accommodations)**

# Session 1: Portal Overview



# General Information

# South Carolina Schedule

12/19/14-  
1/19/15

- ~~Test coordinators invite additional users to the Portal and assign permissions~~

1/23/15

- ~~SCDE submits initial Student Data Upload (SDU) file to populate students~~

2/9/15

- Test Coordinators begin to input Personal Needs Profile (PNP) info for accommodations into the Portal (**must be complete prior to test session set-up**)

2/16-  
3/5/15

- Test Session set-up window; deadline is 3/5/15

3/15/15

- SCDE submits 2<sup>nd</sup> SDU with any updates to student data

3/16-  
3/19/15

- Window for additional test session set-up and loading PNP for new students from the March 15<sup>th</sup> SDU update file

# South Carolina Schedule, cont

3/30-  
4/3/15

- ACT Aspire materials are printed, packaged, and shipped to schools

4/13-  
4/15/15

- School Test Coordinators (STCs) receive shipments of test materials

4/28-  
4/30/15

- ACT Aspire tests are administered

5/1/15  
5/4/15

- Test materials are picked up (for all testing completed 4/28-4/30)
- **Note:** changed from May 1<sup>st</sup> to May 4<sup>th</sup>

5/1-  
5/13/15

- Make-up and optional Science testing occurs

5/14/15

- Make-up and Science test materials are picked up



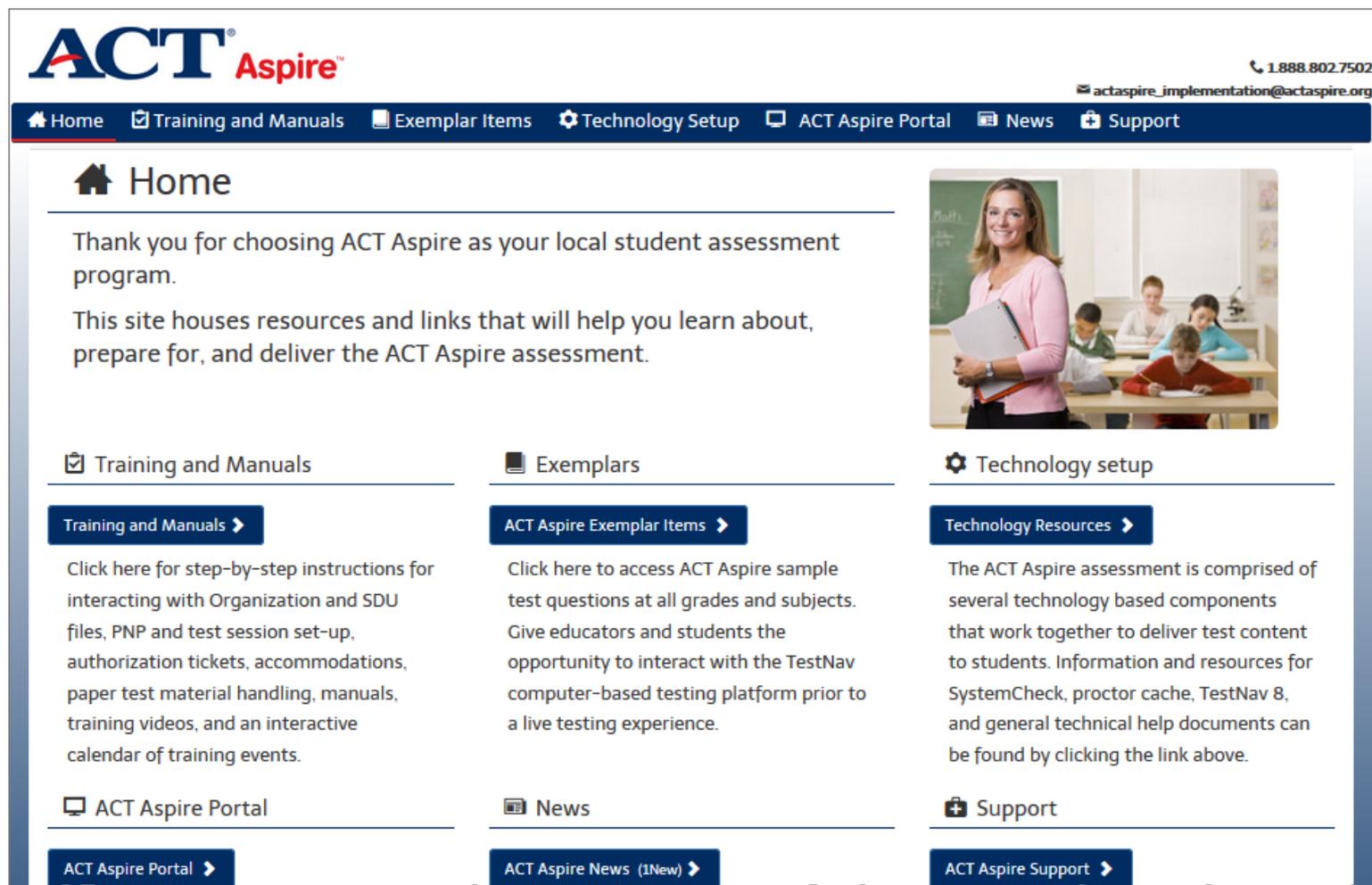
# Testing Window

## Spring 2015 Test Schedule

|                                     |                      |
|-------------------------------------|----------------------|
| Writing, English                    | April 28 (Tuesday)   |
| Reading                             | April 29 (Wednesday) |
| Mathematics                         | April 30 (Thursday)  |
| Make-up and <u>optional</u> Science | through May 13       |

# ACT Aspire Assessment Landing Page

<http://actaspire.pearson.com>



The screenshot shows the ACT Aspire Assessment Landing Page. At the top left is the ACT Aspire logo. To the right of the logo is the phone number 1.888.802.7502 and the email address actaspire\_implementation@actaspire.org. Below the logo and contact information is a dark blue navigation bar with white text and icons for Home, Training and Manuals, Exemplar Items, Technology Setup, ACT Aspire Portal, News, and Support. The main content area has a white background. On the left, there is a 'Home' section with a house icon, a heading 'Home', and two paragraphs of text. Below this are three columns of content. The first column is 'Training and Manuals' with a checklist icon, a heading, a blue button with a right arrow, and a paragraph of text. The second column is 'Exemplars' with a book icon, a heading, a blue button with a right arrow, and a paragraph of text. The third column is 'Technology setup' with a gear icon, a heading, a blue button with a right arrow, and a paragraph of text. At the bottom of each column are two more blue buttons with right arrows, labeled 'ACT Aspire Portal', 'ACT Aspire News (1New)', and 'ACT Aspire Support'. On the right side of the page, there is a photograph of a smiling female teacher in a pink shirt holding a clipboard, standing in a classroom with students at desks.

**ACT Aspire™**

1.888.802.7502  
actaspire\_implementation@actaspire.org

Home Training and Manuals Exemplar Items Technology Setup ACT Aspire Portal News Support

## Home

Thank you for choosing ACT Aspire as your local student assessment program.

This site houses resources and links that will help you learn about, prepare for, and deliver the ACT Aspire assessment.

### Training and Manuals

Training and Manuals >

Click here for step-by-step instructions for interacting with Organization and SDU files, PNP and test session set-up, authorization tickets, accommodations, paper test material handling, manuals, training videos, and an interactive calendar of training events.

### Exemplars

ACT Aspire Exemplar Items >

Click here to access ACT Aspire sample test questions at all grades and subjects. Give educators and students the opportunity to interact with the TestNav computer-based testing platform prior to a live testing experience.

### Technology setup

Technology Resources >

The ACT Aspire assessment is comprised of several technology based components that work together to deliver test content to students. Information and resources for SystemCheck, proctor cache, TestNav 8, and general technical help documents can be found by clicking the link above.

### ACT Aspire Portal

ACT Aspire Portal >

### News

ACT Aspire News (1New) >

### Support

ACT Aspire Support >





# South Carolina ACT Aspire Website

<http://www.act.org/aap/southcarolina/aspire.html>

**ACT Testing: South Carolina**

The ACT | ACT WorkKeys  
**ACT Aspire**

## ACT Aspire

### Test Dates

For 3rd through 8th Grade Students  
Initial Testing: April 28–30, 2015  
Makeup testing: May 1–13, 2015

[Checklist of Dates \(PDF\)](#)

Click the [ACT Aspire Landing Page](#) for manuals, exemplar items, the ACT Aspire Portal, and other resources.

- ▶ [Manuals and Supplements](#)
- ▶ [Science Testing Information](#)
- ▼ [Training](#)

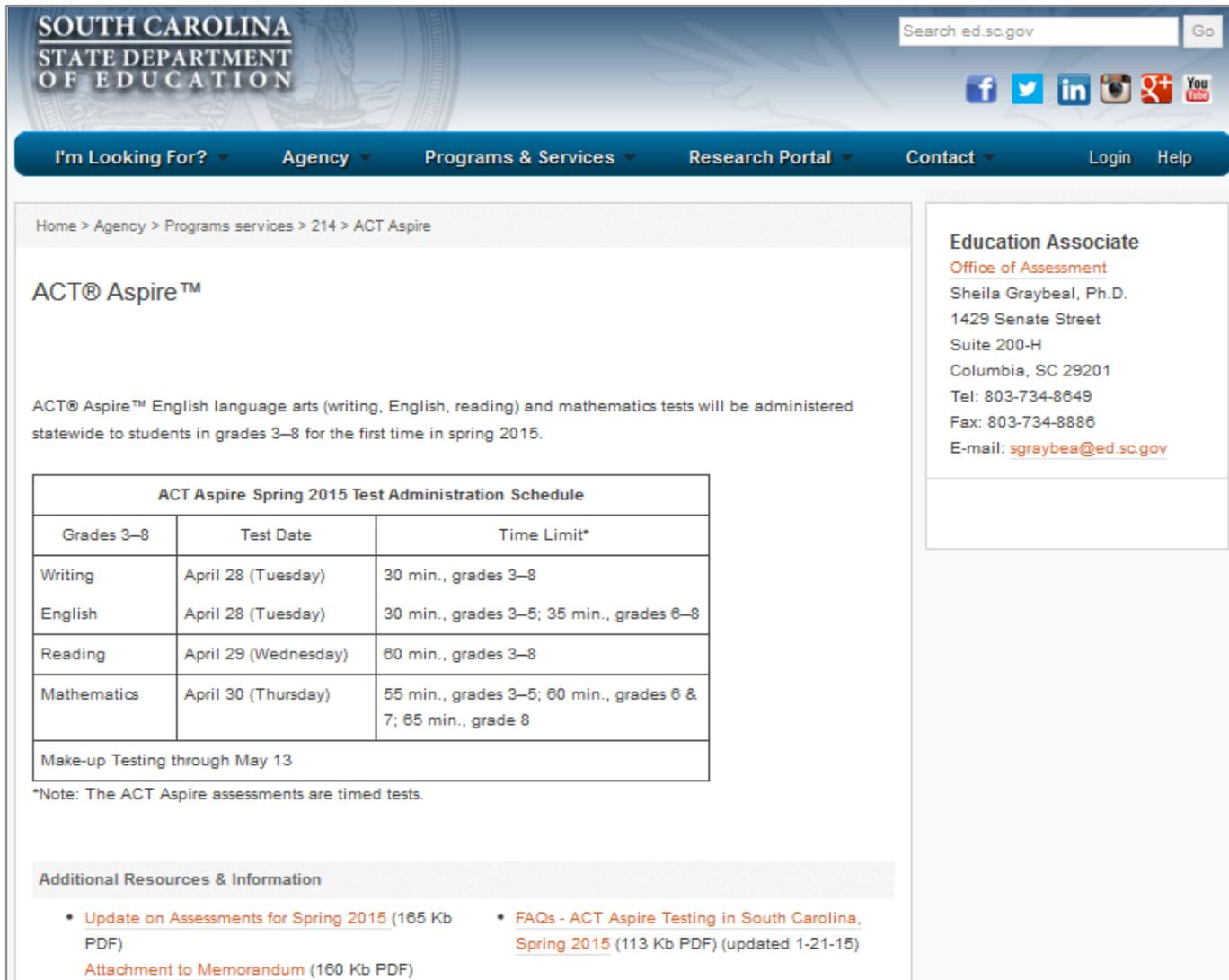
Training Session 1: Introduction to ACT Aspire

- [Introduction to ACT Aspire \(Webinar Recording\)](#)
- [Introduction to ACT Aspire \(PPT\)](#)

Training Session 2: ACT Aspire Portal Overview

- [ACT Aspire Portal Overview - Coming Soon \(Webinar Recording\)](#)
- [ACT Aspire Portal Overview \(PPT\)](#)

# South Carolina Department Website



**SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION**

Search ed.sc.gov Go

f t in i+ You

I'm Looking For? Agency Programs & Services Research Portal Contact Login Help

Home > Agency > Programs services > 214 > ACT Aspire

## ACT® Aspire™

ACT® Aspire™ English language arts (writing, English, reading) and mathematics tests will be administered statewide to students in grades 3–8 for the first time in spring 2015.

| Grades 3–8  | Test Date            | Time Limit*  |
|-------------|----------------------|--|
| Writing     | April 28 (Tuesday)   | 30 min., grades 3–8  |
| English     | April 28 (Tuesday)   | 30 min., grades 3–5; 35 min., grades 6–8                     |
| Reading     | April 29 (Wednesday) | 60 min., grades 3–8  |
| Mathematics | April 30 (Thursday)  | 55 min., grades 3–5; 60 min., grades 6 & 7; 65 min., grade 8 |

Make-up Testing through May 13

\*Note: The ACT Aspire assessments are timed tests.

### Additional Resources & Information

- [Update on Assessments for Spring 2015](#) (165 Kb PDF)
- [FAQs - ACT Aspire Testing in South Carolina, Spring 2015](#) (113 Kb PDF) (updated 1-21-15)
- [Attachment to Memorandum](#) (160 Kb PDF)

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# Inviting New Members

# Organization Members

The screenshot displays the ACT Aspire web application interface for managing organization members. The top navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Organizations' tab is active. Below the navigation bar, the page title is 'Organization Member Management'. There are three buttons: 'Invite New Member', 'Re-Invite Not Registered Users', and 'Apply Permission (1)'. A search bar shows 'aspire' and a dropdown menu shows 'All Permissions'. A table lists one member: 'ACT Aspire (actaspire1@gmail.com)' with a 'Manage' button. A 'Quick Guide' sidebar is on the right.

- Go to **Organizations** > *Organization Members*
- Ability to invite new members (users), update permissions on existing users, remove users, and more

# Manually Updating the Personal Needs Profile (PNP)



# Personal Needs Profile Overview

The Personal Needs Profile (PNP) defines a student's specific test supports for testing. Keep in mind:

- PNP supports apply to all subjects
- Some PNP supports cannot be edited if the student is in a test session
- Orders must be placed prior to the testing window for necessary paper-based materials; contact ACT Aspire Customer Service if additional materials are needed
- Students with PNP supports do not always require a separate test session



# Editing a Student's PNP

The screenshot displays the 'PNP' (Personal Needs Profile) editing interface. At the top, there are navigation tabs: 'PNP', 'Personal Needs', 'Demographics', 'Groups', 'Teachers', 'Grades', and 'Test Sessions'. Below these, there are options for 'Online Test' and 'Paper Test', along with 'Save' and 'Cancel' buttons. A red banner indicates: 'This student is part of one or more active Online Tests.' A dropdown menu is set to 'Presentation Supports'. The main area contains a list of presentation supports, each with a checkbox and a description. A red arrow on the left points downwards, and two red boxes highlight the checkboxes for 'English Audio' and 'English Text + ASL: Full Translation'.

| Icon | Support Name                                 | Description   | Checkbox                 |
|------|--|---|--------------------------|
| 🗣️   | <b>English Audio</b>                         | Text to Speech Intended for user with ability to see graphics   | <input type="checkbox"/> |
| 🗣️   | <b>English Audio + Orienting Description</b> | CBT: Text to Speech Includes Orienting Description<br>Required: You will be prompted to order companion Braille with this feature | <input type="checkbox"/> |
| 📄    | <b>Human Reader - for Sighted User</b>       | Locally provided for user with ability to see graphics<br>Requires: Use of Accessibility User Guide, appendix E                   | <input type="checkbox"/> |
| 📄    | <b>English Text + ASL: Full Translation</b>  | Locally provided<br>Requires: Use of Accessibility User Guide, appendix C   | <input type="checkbox"/> |
| 📄    | <b>English Text + ASL: Directions Only</b>   | Locally provided<br>Requires: Use of Accessibility User Guide, appendix C   | <input type="checkbox"/> |
| 📄    | <b>English Text + SEE: Full Translation</b>  | Locally provided<br>Requires: Use of Accessibility User Guide, appendix C   | <input type="checkbox"/> |

# Editing a Student's PNP, continued

The screenshot displays the 'Presentation Supports' section of a student's PNP. At the top, there are tabs for 'Online Test' and 'Paper Test', and a 'Save' button. A red-bordered box highlights a message: 'This student is part of one or more active Paper Tests.' Below this, a red-bordered box highlights an error message: 'Error Occurred - Please check the values provided.' The interface lists several presentation supports, each with a checkbox and a description. The 'Braille Contracted' support is checked, and a red-bordered box highlights its description: 'Includes Tactile Graphics. This request is NOT allowed as it impacts active test sessions.'

| Support Name                         | Description  | Requirements  | Checked                             |
|--------------------------------------|--|---|-------------------------------------|
| English Audio                        | Text to Speech Intended for user with ability to see graphics                                |   | <input type="checkbox"/>            |
| English Text + ASL: Full Translation | Locally provided   | Requires: Use of Accessibility User Guide, appendix C | <input type="checkbox"/>            |
| English Text + ASL: Directions Only  | Locally provided   | Requires: Use of Accessibility User Guide, appendix C | <input type="checkbox"/>            |
| English Text + SEE: Full Translation | Locally provided   | Requires: Use of Accessibility User Guide, appendix C | <input type="checkbox"/>            |
| English Text + SEE: Directions Only  | Locally provided   | Requires: Use of Accessibility User Guide, appendix C | <input type="checkbox"/>            |
| Braille Contracted                   | Includes Tactile Graphics<br>This request is NOT allowed as it impacts active test sessions. |   | <input checked="" type="checkbox"/> |

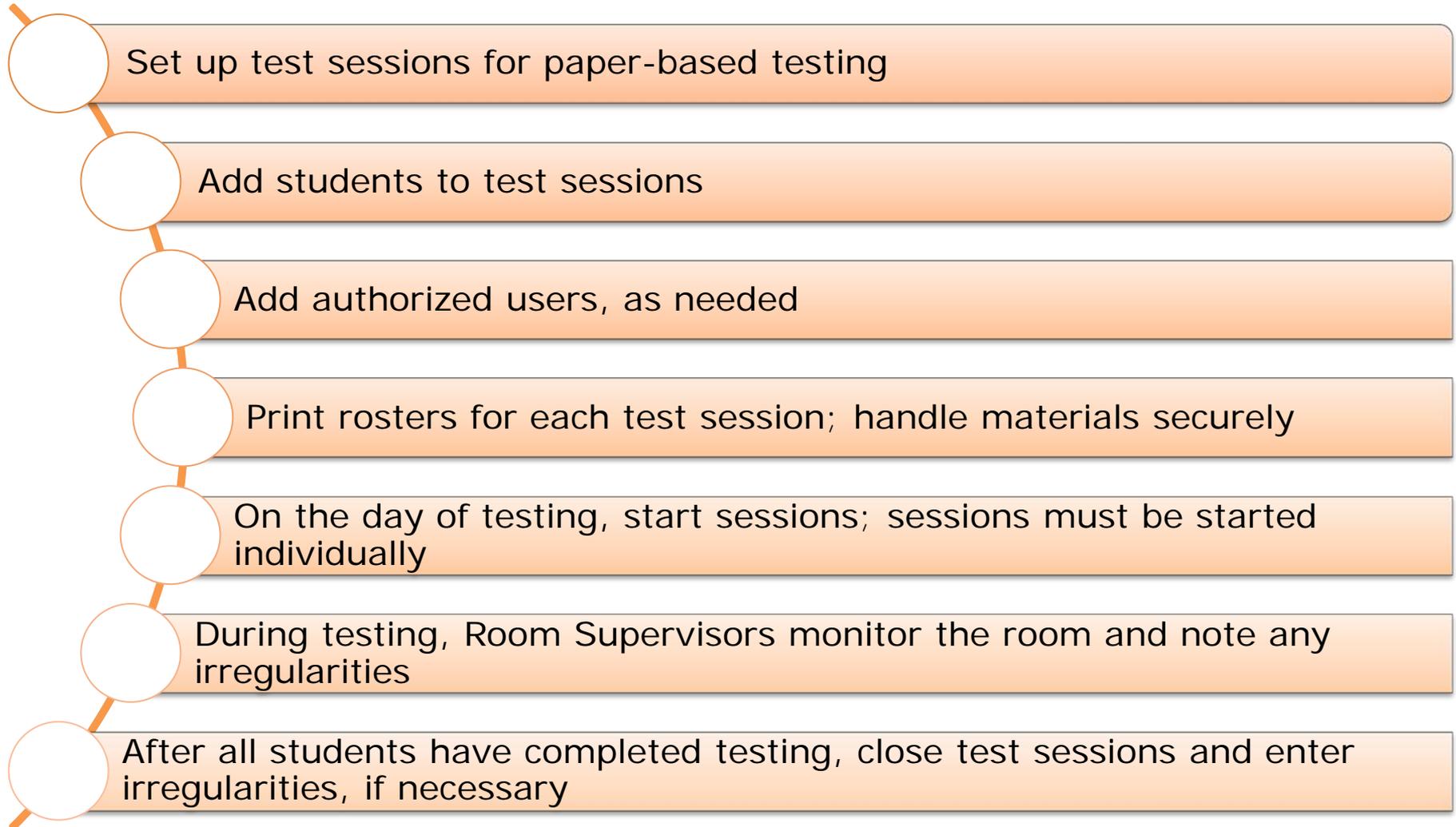
Alerts you if a student is in a test session

Adding a form-specific support gives an error

# Test Sessions



# Test Session Workflow



# Test Sessions: Using Groups



# Groups Overview

SCDE provided group information on the SDU based on the following information in PowerSchool:



- ELA Teacher of Record
- Math Teacher of Record
- Science Teacher of Record
- Social Studies Teacher of Record
- Home Room teacher (from the Home Room field in PowerSchool)
- Materials Sort Fields from Precode

# Finding Groups

The screenshot displays the ACT Aspire web application interface. At the top, the logo 'ACT Aspire' is visible on the left, and 'Infrastructure Trial' is on the right. Below the logo, a navigation bar contains several tabs: 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Students' tab is currently selected and highlighted with a red box. A dropdown menu is open from the 'Students' tab, listing several options: 'Manage Students', 'Find Students', 'Enroll Students', 'Import Students', 'Add Student', 'Groups', 'Find Groups', and 'Create Group'. The 'Find Groups' option is highlighted with a red box. Below the navigation bar, the main content area shows a 'Welcome Sample' section with buttons for 'Summative', 'Interim', and 'Classroom'. To the right, there is a 'Recent Activity' and 'Notifications' section, with a message 'No Notifications Found'. The bottom of the page features a table with columns for 'Groups', 'Started', and 'Closed', containing several rows of data represented by colored dots.

- Select **Students** > *Find Groups* to help you quickly locate students by sub-sets

# Using and Updating Groups

## MRS. GARCIA'S PERIOD 1 ENGLISH GROUP

A group for Mrs. Garcia's 1st period English students  
Organization : TRAINING SCHOOL 1  
Created by : Sample User on Jul 14, 2014 02:30:21 PM

Students assigned: 6 [Add / Remove Students](#)

Show 10 

| Student Id                     | Name                        | Gender | Grade   |
|--------------------------------|-----------------------------|--------|---------|
| <a href="#">9004-40001-001</a> | ARIZONA, ALASKA A           | M      | Grade 7 |
| <a href="#">9004-40001-003</a> | CHARLOTTE, COLORADO C       | M      | Grade 7 |
| <a href="#">9004-40001-004</a> | NEW HAMPSHIRE, WASHINGTON N | F      | Grade 7 |
| <a href="#">9004-40001-006</a> | HOLLYWOOD, IDAHO H          | F      | Grade 7 |
| <a href="#">9004-40001-009</a> | TUSCON, MONTANA T           | M      | Grade 7 |
| <a href="#">9004-40001-010</a> | JUNEAU, CONNECTICUT J       | F      | Grade 7 |

Showing 1 to 6 of 6 entries

[← Previous](#) 1 [Next →](#)

### Quick Guide

This is group dashboard. This is the place to view / add / remove students in a group.

**Edit** can be used to update the name and description of the group.

**Add/Remove Students** will take you to the list of the students in the organization and students can be either added/removed to/from the group.

Students can be added or removed by selecting the checkboxes. The students in the group are already checked for you.

- Select **Add/Remove Students** to manage students
- Click on a Student ID to view the student's profile

# Test Sessions: Creating Test Sessions

# Session Details – Selecting a Test

New Test Details

1 **Test Admin**

2 Test \*

Daily Test Window  
 24-hour testing

**Select a Test**

Show 10 Tests Search:

| Test Name                                 | Test Admin     | Grade   | Subject | Mode                |
|---|----------------|---------|---------|---------------------|
| Grade 9 Math                              | EA Test        | Grade 9 | Math    | <b>Online Paper</b> |
| Math Grade 7 Exemplar w/Highlight Tool    | 2014 Exemplars | Grade 7 | Math    | Online              |
| Reading Grade 7 Exemplar w/Highlight Tool | 2014 Exemplars | Grade 7 | Reading | Online              |

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Cancel

Create test session Cancel

Click the list icon to access the *Select a Test* window

Choose **Paper** for Mode

# Session Details – Testing Schedule

**New Test Details**

1 Test Admin

Test \*

2 Testing Schedule

Start Date \*

End Date \*

Daily Test

Start Date

01/26/2015

01/30/2015

Daily Test Window

24-hour testing

Start Time \*

End Time \*

08:00 AM

04:00 PM

Daily Test Schedule

M T W T F S S

3 Testing Details

Title \*

Instructions

4 Proctor Cache

Enable

Primary Host IP Address \*

Primary Host Port \*

10.27.91.234

4480

Proctor Cache Health Check

Create Test Session

Cancel

Determine your testing window

**Note:** Testing schedule acts as a planning guideline

# Session Details – Title and Instructions

**New Test Details**

**1 Test Admin**  
Test \*

**2 Testing Schedule**  
Start Date \*  End Date \*

**3 Testing Details**  
Title \*   
Instructions

**4 Proctor Caching Details**  
 Enable Proctor Caching  
Primary Host IP Address \*  Primary Host Port \*  [Proctor Cache Health Check](#)

Define a title and any special instructions for the session.

**Note:** For paper-based test sessions, only the first 6 characters appear on the pre-ID.

**Note:** Test booklets are not bundled by session; answer documents are bundled alphabetically by test session.

# Session Details – Proctor Caching

The screenshot shows the 'New Test Details' form with four sections:

- 1 Test Admin**: A 'Test' dropdown menu.
- 2 Testing Schedule**: 'Start Date' and 'End Date' fields with calendar icons. Below are 'Daily Test Window' options: '24-hour test' (unchecked) and 'Start Time' field. 'Daily Test Schedule' has checkboxes for 'M', 'T', 'W', 'T'.
- 3 Testing Details**: 'Title' and 'Instructions' text input fields.
- 4 Proctor Caching Details**: 'Enable Proctor Caching' (checked checkbox), 'Primary Host IP Address' (10.27.91.234), and 'Primary Host Port' (4480). A 'Proctor Cache Health Check' link is present.

A callout box titled '4 Proctor Caching Details' is overlaid on the form, containing the text 'Enable Proctor Caching' with a checkbox icon. The 'Create Test Session' button at the bottom left is highlighted with a red rectangle.

For paper-based testing, you may skip proctor caching.

Students will still need to be added to the new test session.

# **Test Sessions: Adding & Removing Students**

# Adding Students to Test Sessions

The screenshot displays the ACT Aspire web application interface. At the top, the ACT Aspire logo is on the left, and navigation links for 'FALL14 CP Test', 'Email', 'Notifications (14)', and 'User Profile' are on the right. Below the logo is a navigation bar with tabs for 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The current page is 'TEST SESSIONS - SUMMATIVE / DETAILS' for 'ORGANIZATION: WI / GREEN BAY ... / EXEMPLAR SCHOOL(20)'. The main content area is titled 'Test Session Details' and includes a 'Quick Guide ?' button. Below this are action buttons for 'Print', 'Comment', and 'Edit'. The session is identified as 'Grade 3 Read - Session 1' with a 'Ready' status. It shows 'Total Students: 0', 'Students yet to be processed: 0', and 'Students already sent for processing: 0'. A red banner states 'Personalized material will not be sent for Manual Grid students'. At the bottom left, the 'Add' button is highlighted with a red box, next to a 'Remove' button. A 'Filter by Student Status' dropdown is set to 'All Statuses'. Below the filter is a 'Show 30 students' dropdown and a search box. A table header is visible with columns for 'Student', 'Status', 'Comments', and 'System Id Number'. The table content shows 'No students match the specified filter.' Navigation buttons for 'Previous' and 'Next' are at the bottom right, along with a 'View Activity History' link.

- Click **Add** to select students for the session

# Adding Students to Test Sessions, cont.

The screenshot shows the ACT Aspire web interface for adding students to a test session. The page title is "Add Students: Grade 3 Read - Session 1". The breadcrumb trail is "DASHBOARD / TEST SESSIONS - SUMMATIVE / DETAILS / ADD STUDENT". The organization is "WI / GREEN BAY ... / EXEMPLAR SCHOOL(20)".

At the top right, there are navigation icons for home, email, notifications (14), and user profile. Below the navigation is a menu bar with tabs: Dashboard, Summative Tests, Interim Tests, Classroom Tests, Students, Organizations, Pre-Id, and Help.

The main content area has a header "Add Students: Grade 3 Read - Session 1" with "Done" and "Cancel" buttons. Below this are three filter dropdowns: "All Students for Test Grade", "Groups: None Selected", and "Teachers: None Selected".

There is a "Show 30 Students" dropdown and a "Search:" input field. Below these is a table of students:

| State Id                            | Local Id    | Student                   | Actual Grade / Testing Grade | IEP | ELL | Gft'd | 504 |
|-------------------------------------|-------------|---------------------------|------------------------------|-----|-----|-------|-----|
| <input checked="" type="checkbox"/> | 4444-20-001 | ANOKA, MINNESOTA          | Grade 3 / -                  |     |     |       |     |
| <input checked="" type="checkbox"/> | 4444-20-002 | BAYFIELD, WISCONSIN       | Grade 3 / -                  |     |     |       |     |
| <input type="checkbox"/>            | 4444-20-003 | COTTAGE GROVE, CALIFORNIA | Grade 3 / -                  |     |     |       |     |

At the bottom, it says "Showing 1 to 3 of 3 entries" and has "Previous 1 Next" navigation buttons.

- Able to use filters or search functions to find students
- Select students to add, then click **Done**

# Groups and Test Sessions

**Add Students: Training Content Science - Session 1** Done Cancel

All Students for Test Grade ▾ **Groups: None Selected** ▾ Teachers: None Selected ▾

Show 10 ▾ Students

Search:

| <input type="checkbox"/>            | State Id       | Local Id                    | Testing Grade | IEP | ELL | Gft'd | 504 |
|-------------------------------------|----------------|-----------------------------|---------------|-----|-----|-------|-----|
| <input checked="" type="checkbox"/> | 9004-40001-001 |                             |               |     |     |       |     |
| <input checked="" type="checkbox"/> | 9004-40001-002 |                             |               |     |     |       |     |
| <input checked="" type="checkbox"/> | 9004-40001-003 | CHARLOTTE, COLORADO C       | Grade 7 / -   |     |     |       |     |
| <input checked="" type="checkbox"/> | 9004-40001-004 | NEW HAMPSHIRE, WASHINGTON N | Grade 7 / -   |     |     |       |     |
| <input checked="" type="checkbox"/> | 9004-40001-005 | RENO, OREGON R              | Grade 7 / -   |     |     |       |     |
| <input checked="" type="checkbox"/> | 9004-40001-006 | HOLLYWOOD, IDAHO H          | Grade 7 / -   |     |     |       |     |
| <input type="checkbox"/>            | 9004-40001-008 | HELENA, TENNESSEE H         | Grade 7 / -   |     |     |       |     |
| <input type="checkbox"/>            | 9004-40001-009 | TUSCON, MONTANA T           | Grade 7 / -   |     |     |       |     |

- Groups can help you manage adding students to test sessions
- From the *Test Session Details*, click **Add** and use the **Groups Selector** filter to select one or more groups

# Removing Students from Test Sessions

**Test Session Details** Quick Guide ?

Print Comment Edit

**Grade 3 Read - Session 1** Ready ▾ Total Students: 2 Authorized Users (1)

Grade 3 Read Mode: Paper

EXEMPLAR SCHOOL

Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

Personalized material will not be sent for Manual Grid students

Students yet to be processed 0

Students too late for processing 2

Students already sent for processing 0

Add Remove Filter by Student Status: All Statuses ▾

Show 30 students Search:

| Student   | Status      | Comments | System Id Number   |
|---|-------------|----------|--------------------|
| <input checked="" type="checkbox"/> ANOKA, MINNESOTA<br>DOB: 2/9/04 DOB: 2/9/04 Grade 3 Student Id: 4444-20-001 | Manual Grid |          | Generate System Id |
| <input type="checkbox"/> BAYFIELD, WISCONSIN<br>DOB: 2/10/04 DOB: 2/10/04 Grade 3 Student Id: 4444-20-002       | Manual Grid |          | Generate System Id |

Showing 1 to 2 of 2 entries

← Previous 1 Next →

[View Activity History](#)

- Test Session status must be either Ready or Scheduled
- Check the box next to students to remove, and then click **Remove**

# Students and Paper-based Testing

The screenshot displays the 'Test Session Details' page for 'Training Content Math Session 2'. It includes a 'Quick Guide' link, action buttons for 'Print', 'Comment', and 'Edit', and session information such as 'Grade 3 Math', 'Mode: Paper', and dates 'Apr 28, 2014 - May 30, 2014'. A summary box shows 'In Progress' status with 'Total Students: 16', broken down into 'Students yet to be processed' (0), 'Students too late for processing' (1), and 'Students already sent for processing' (15). A table below lists two students: 'HOLLYWOOD, IDAHO H' (Ready) and 'RENO, OREGON R' (Manual Grid). The 'RENO, OREGON R' row has a 'Manual Grid' icon and a 'Generate System Id' button. A 'Personalized material will not be sent for Manual Grid students' warning is also present.

| Student   | Status      | Comments | System Id Number   |
|---|-------------|----------|--------------------|
| HOLLYWOOD, IDAHO H<br>DOB:1/6/01 Grade 7 Student Id:9004-40001-006        | Ready       |          | 2044131393         |
| RENO, OREGON R <b>PNP</b><br>DOB:1/5/01 Grade 7 Student Id:9004-40001-005 | Manual Grid |          | Generate System Id |

- Students must be added to sessions by the administration deadline in order to receive pre-printed materials
- Students added late reflect “too late for processing” at the session level, and “Manual Grid” at the student level
- System ID number will need to be generated for gridding purposes

# Test Sessions: Printables

# Comments

**Test Session Details** Quick Guide ?

Print Comment Edit Refresh

Comments Roster Personal Needs

**Session - Session 1** In Progress 0% Completed Authorized Users (1)

Mode: Online Students Started 0% (0 of 8)

10 AM - 4:00 PM Students Completed 0% (0 of 8)

---

Add Remove Reset Authorization

Filter by Student Status: All Statuses

Show  students Search:

| Student  | Status             | Answered/Total | Comments             | Username | Password |
|--|--------------------|----------------|----------------------|----------|----------|
| <input type="checkbox"/> <b>HOLLYWOOD, IDAHO H</b><br>DOB:1/6/01 Grade 7 Student Id:9004-40001-006 | <span>Ready</span> | 0 / 42         | <span>Comment</span> | HOLL3428 | JZA7YO   |

|   | A          | B          | C          | D         | E        | F          | G         | H        | I       | J           | K           | L           | M          | N         | O               |
|---|------------|------------|------------|-----------|----------|------------|-----------|----------|---------|-------------|-------------|-------------|------------|-----------|-----------------|
| 1 | Test Sessi | Test Name  | Test Sessi | Test Mode | School   | Student ID | Student N | DOB      | Grade   | Irregularit | Irregularit | Irregularit | Comment    | Comment   | Commented On    |
| 2 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | HOLLYWDO  | 1/6/2001 | Grade 7 | Test Comr   | Environm    | Disturban   | Internet c | Sample Us | 7/16/2014 14:10 |
| 3 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | TUSCON, I | 1/9/2001 | Grade 7 | Test Comr   | Environm    | Disturban   | Internet c | Sample Us | 7/16/2014 14:10 |
| 4 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | RENO, OR  | 1/5/2001 | Grade 7 | Test Comr   | Environm    | Disturban   | Internet c | Sample Us | 7/16/2014 14:10 |

- *Comments* opens a CSV file with comments/irregularities

# Roster

**Test Session Details** Quick Guide ?

Print Comment Edit Refresh

Comments Roster **Personal Needs**

**Session - Session 1** In Progress 0% Completed Authorized Users (1)

Students Started: 0% (0 of 8)  
Students Completed: 0% (0 of 8)

10 AM - 4:00 PM

Add Remove Reset Authorization

|   | A          | B          | C          | D         | E        | F          | G                           | H         | I       |
|---|------------|------------|------------|-----------|----------|------------|-----------------------------|-----------|---------|
| 1 | Test Sessi | Test Name  | Test Sessi | Test Mode | School   | Student ID | Student Name                | DOB       | Grade   |
| 2 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | HOLLYWOOD, IDAHO H          | 1/6/2001  | Grade 7 |
| 3 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | TUSCON, MONTANA T           | 1/9/2001  | Grade 7 |
| 4 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | RENO, OREGON R              | 1/5/2001  | Grade 7 |
| 5 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | JUNEAU, CONNECTICUT J       | 1/10/2001 | Grade 7 |
| 6 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | NEW HAMPSHIRE, WASHINGTON N | 1/4/2001  | Grade 7 |
| 7 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | CHARLOTTE, COLORADO C       | 1/3/2001  | Grade 7 |
| 8 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | BAKERSFIELD, BOSTON B       | 1/2/2001  | Grade 7 |
| 9 | Training C | Training C | In Progres | Online    | TRAINING | 9004-4000  | ARIZONA, ALASKA A           | 1/1/2001  | Grade 7 |

- *Roster* opens a CSV file with all students currently in session

# PNP Roster

The screenshot displays the 'Test Session Details' page for 'Training Content Science - Session 1'. The session is in progress, with 0% completion for 8 students. A red box highlights the 'Personal Needs' option in the left sidebar, with an arrow pointing to it. The main content area shows session details and a table of PNP supports.

**Test Session Details**

Print | Comment | Edit | Refresh

Comments | Roster | **PNP Personal Needs**

**Training Content Science - Session 1**  
Mode: Online  
8:00 AM - 4:00 PM

**In Progress** | 0% Completed | Authorized Users (1)

Students Started: 0% (0 of 8)  
Students Completed: 0% (0 of 8)

**ACT Aspire**

|                       |  |
|-----------------------|--|
| <b>School</b>         | TRAINING SCHOOL 1                            |
| <b>Session Name</b>   | Training Content Science - Session 1         |
| <b>Mode</b>           | Online                                       |
| <b>Test</b>           | Training Content Science                     |
| <b>Start-End Date</b> | Jul 7, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM |
| <b>Proctors</b>       | sara.snuggs@pearson.com                      |

| Name        | Presentation Supports   | Interaction & Navigation Supports | Response Supports | General Test Conditions (Setting and/or Timing) Supports |
|-------------|---|-----------------------------------|-------------------|--|
| OREGON RENO | <ul style="list-style-type: none"><li>Spanish Text + Audio: Directions Only</li><li>Contrast Colors</li></ul> |                                   |                   |  |

- *Personal Needs* opens a tab with all PNP supports for students in the session; remember that supports are by student, across all subjects





# Session 2: Student Data, Transfers, and Materials



# Student Data: SCDE Student Data Upload



# Student Data Upload Information

March 15<sup>th</sup>  
SDU:

- Updates to student data for existing students
- Newly enrolled students

- SCDE will submit the 2<sup>nd</sup> Student Data Upload (SDU) file
- SDU contains student information, including:
  - Name
  - Student ID
  - Date of birth
  - Enrolled school and grade
  - Testing grade, if applicable
  - Ethnicity demographics

# Student Data Upload File Template

|   | A                   | B     | C                         | D                       | E                          | F                                   | G        | H             | I            | J                 | K   | L      |
|---|---------------------|-------|---------------------------|-------------------------|----------------------------|-------------------------------------|----------|---------------|--------------|-------------------|-----|--------|
|   |                     |       |                           |                         | +                          | Optional<br>Length: 10              |          |               |              |                   |     |        |
|   | Update<br>Indicator | State | State<br>District<br>Code | State<br>School<br>Code | ACT High<br>School<br>Code | St<br>0-9<br>A-Z<br>a-z<br>- (dash) | St<br>ID | First<br>Name | Last<br>Name | Middle<br>Initial | DOB | Gender |
| 1 |                     |       |                           |                         |                            |                                     |          |               |              |                   |     |        |
| 2 |                     |       |                           |                         |                            |                                     |          |               |              |                   |     |        |
| 3 |                     |       |                           |                         |                            |                                     |          |               |              |                   |     |        |
| 4 |                     |       |                           |                         |                            |                                     |          |               |              |                   |     |        |
| 5 |                     |       |                           |                         |                            |                                     |          |               |              |                   |     |        |
| 6 |                     |       |                           |                         |                            |                                     |          |               |              |                   |     |        |

- The SDU File template is an Excel spreadsheet with all file fields, both required and optional
- Hovering over a header field provides information about the data input requirements



# Student Data Upload File Layout

To understand the Student Data Upload File, use the SDU File layout as your guide. This document will walk-through each field and its purpose.

| Column | Field Name | Description | Length | Required? | Valid Values | Edit Comments/Questions |
|--------|------------|-------------|--------|-----------|--------------|-------------------------|
|--------|------------|-------------|--------|-----------|--------------|-------------------------|

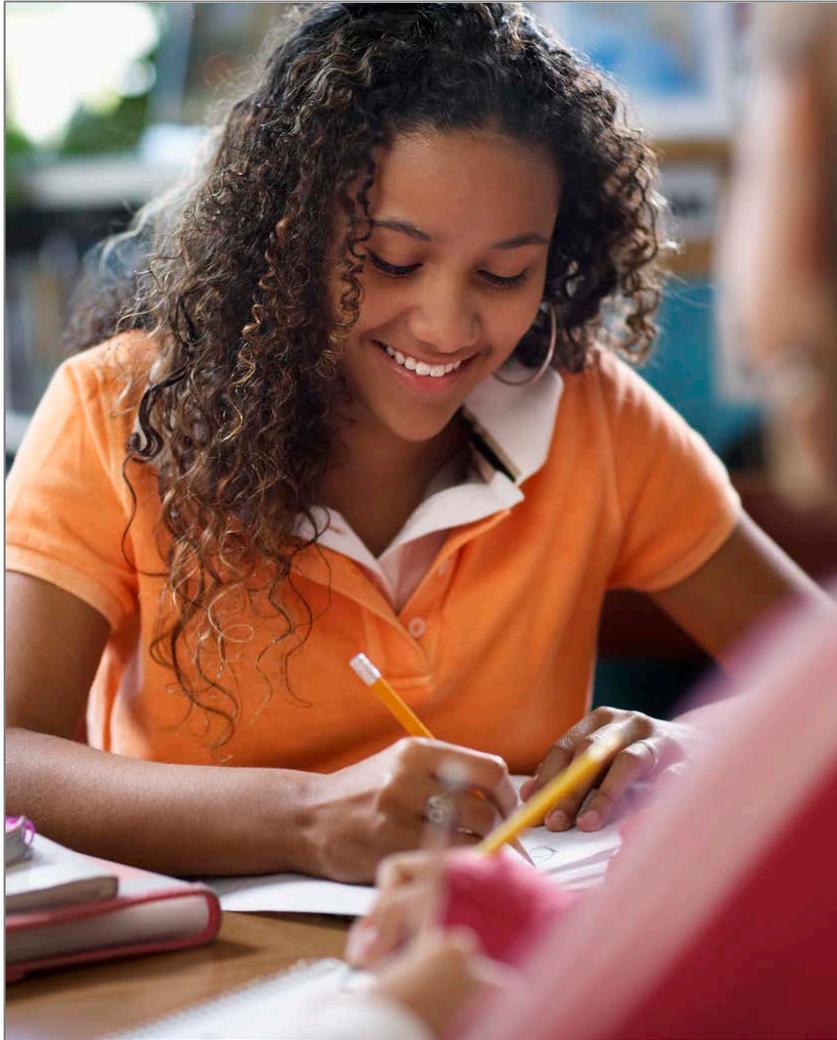
From left to right, you will see the following fields:

- **Column** – corresponds to the Excel file
- **Field Name** – provides the header name for each field
- **Description** – describes the data element being captured
- **Length** – outlines the maximum number of characters allowed in each field
- **Required?** – indicates whether the field is required or optional
- **Valid Values** – defines which characters are allowed in the field
- **Edit Comments/Questions** – provides additional details regarding the expected input

# **Student Data: Manually Adding & Updating Student Data**



# Adding and Updating Student Data



Enroll and Manage Students in the portal:

- Useful when dealing with a small number of students
- Enroll or manage students one at a time
- Remove students one at a time or multiple students at once

# Manually Adding Student Data

**Add Student** Save Cancel

**Organization Details**

State : IA      District Code : 4000      School : TRAINING SCHOOL 1 (40001)

**Student Profile Info**

First Name \* : FIRSTNAMEA      Middle Initial : MIDDLE INITIAL      Last Name \* : LASTNAMEA

Student Id \* : 9004-40001-999      Date of Birth \* : 07/09/2000      Gender :  Male  Female

**Student Grade Info**

Grade \* : Grade 9 ▾

Testing Grade :

English : Select One ▾      Math : Select One ▾      Reading : Select One ▾

Science : Select One ▾      Writing : Select One ▾

- Select **Students** > *Add Student* to manually add an individual student



# Manually Adding Students – State IDs

1. If the official State ID is known, enter the official State ID.
  - a. If the official State ID is known, but it is being rejected by the Portal as a duplicate, it is likely the student has transferred from another district and / or school; follow the upcoming transfer process.
  - b. If another student in the state was erroneously entered into the Portal with that State ID, use option #2.
2. If the official State ID is not known but the PowerSchool ID is known, use the following fake State ID:
  - a. "S" & 7-digit school ID (SIDN) & PowerSchool ID; for example, S016000154321 would be the fake ID for a student at 0160001 with the PowerSchool ID 54321.
  - b. State IDs can be up to 20 characters in length. If the PowerSchool ID is greater than 12 characters, truncate the PowerSchool ID. This should not happen, but there are instances where, due to error, a longer PowerSchool ID has appeared in PowerSchool.



# Manually Adding Students – State IDs

3. If the official State ID and the PowerSchool ID are both not known, use the following fake State ID:
  - a. "S" & 7-digit school ID (SIDN) & a counter, starting at 1 and incrementing by 1 for each student. For example, S01600011, S01600012, and S01600013 would be the first three students at 0160001.

**Note:** The State ID cannot be changed once it has been entered into the Portal; accuracy is important!

# Manually Updating Student Details

### Student Profile



| Basic Information |                             |
|-------------------|-----------------------------|
| Name              | LASTNAMEONE, FIRSTNAMEONE A |
| Student ID        | 1017140001                  |
| Grade             | Grade 7                     |
| School            | TRAINING SCHOOL 02          |
| Gender            | Male                        |
| Date of Birth     | Jan 01, 2001                |
| Last Modified     | None                        |

[Edit](#)

[PNP](#) [Personal Needs](#) [Demographics](#) [Groups](#) [Teachers](#) [Grades](#) [Test Sessions](#)

### Testing Grade

|         |               |         |               |
|---------|---------------|---------|---------------|
| English | Not specified | Math    | Not specified |
| Reading | Not specified | Science | Not specified |
| Writing | Not specified |         |               |

[Edit](#)

# Deleting a Student Profile

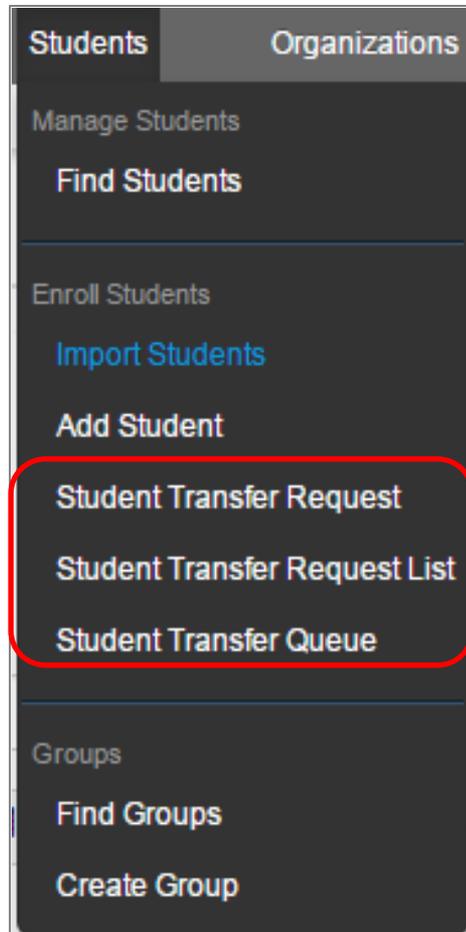
Students Found : 3787 [Change Criteria](#)

Action Show 30

|                                     | me   | Gender | Date of Birth | Grade   | School                | District          |
|-------------------------------------|--|--------|---------------|---------|-----------------------|-------------------|
| <input type="checkbox"/>            | 1017140001<br>LASTNAMEONE, FIRSTNAMEONE A              | M      | 01-01-2001    | Grade 7 | TRAINING SCHOOL<br>02 | TRAINING DISTRICT |
| <input type="checkbox"/>            | 1017140010<br>LASTNAMEONEZERO, FIRSTNAMEONEZERO J      | F      | 01-10-2001    | Grade 7 | TRAINING SCHOOL<br>02 | TRAINING DISTRICT |
| <input type="checkbox"/>            | 1017140011<br>LASTNAMEONEONE, FIRSTNAMEONEONE K        | M      | 02-02-2000    | Grade 7 | TRAINING SCHOOL<br>02 | TRAINING DISTRICT |
| <input checked="" type="checkbox"/> | 1017140012<br>LASTNAMEONETWO, FIRSTNAMEONETWO L        | F      | 02-03-2000    | Grade 7 | TRAINING SCHOOL<br>02 | TRAINING DISTRICT |
| <input type="checkbox"/>            | 1017140013<br>LASTNAMEONETHREE,<br>FIRSTNAMEONETHREE M | M      | 02-04-2000    | Grade 7 | TRAINING SCHOOL<br>02 | TRAINING DISTRICT |
| <input type="checkbox"/>            | 1017140014<br>LASTNAMEONEFOUR, FIRSTNAMEONEFOUR<br>N   | F      | 02-05-2000    | Grade 7 | TRAINING SCHOOL<br>02 | TRAINING DISTRICT |

**Note:** Students cannot be deleted when in a test session

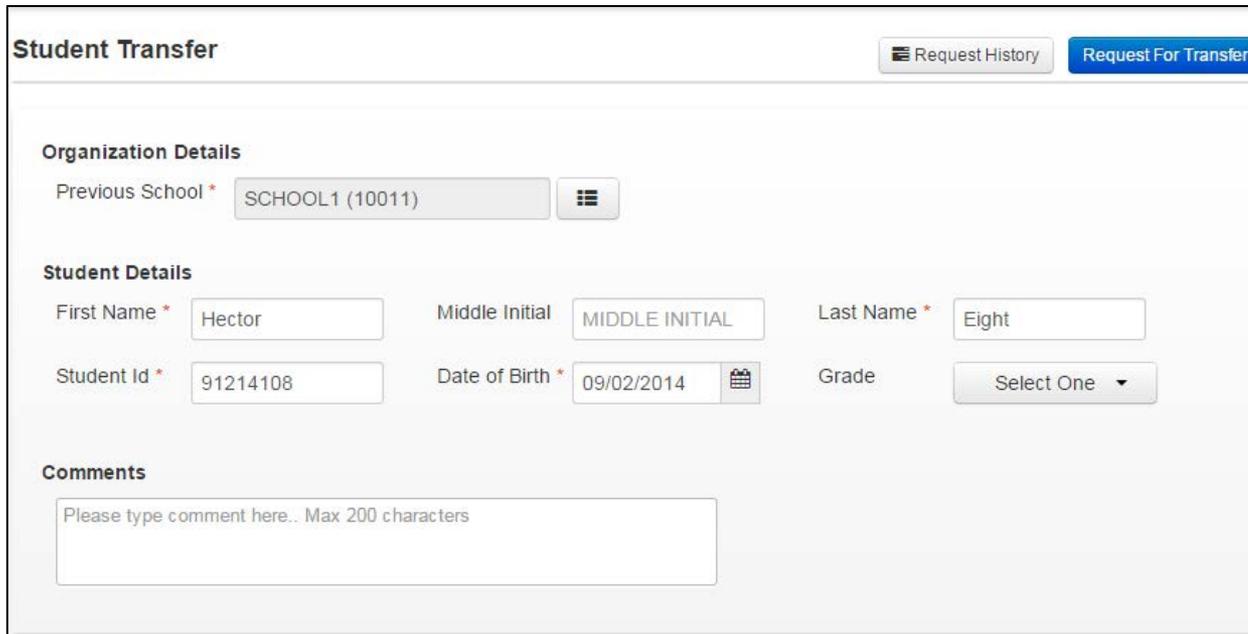
# Transfers within a Tenant



- For students that have transferred schools
- Access via the Students Menu
- **Student's new School initiates a transfer request**
- Student Transfer Queue lists all requests coming and going from a school
- Student score will be reported out in the school they reside in at the time of reporting

# Transfers within a Tenant cont'd...

- Access via the Student Menu



The screenshot shows a web interface for 'Student Transfer'. At the top right, there are two buttons: 'Request History' and 'Request For Transfer'. The form is divided into three sections: 'Organization Details', 'Student Details', and 'Comments'.  
- 'Organization Details': A dropdown menu for 'Previous School \*' is set to 'SCHOOL1 (10011)'.  
- 'Student Details': Fields for 'First Name \*' (Hector), 'Middle Initial' (MIDDLE INITIAL), 'Last Name \*' (Eight), 'Student Id \*' (91214108), 'Date of Birth \*' (09/02/2014), and 'Grade' (Select One) are present.  
- 'Comments': A text area with the placeholder 'Please type comment here.. Max 200 characters'.

**\* In order to be transferred students must be removed or force closed from existing test sessions in the old school**

- Required to fill in First Name, Last Name, School ID, DOB, other fields are optional
- If previous school is unknown, contact ACT Aspire Customer Support
- If new school does not have Student ID, contact with the old school is required before a transfer can be initiated

# Transfers within a Tenant cont'd...

**Transfer Request Queue**

Show 30 Requests

| Student Id | Student Name                              | Previous School |         |         |            |  |  |                  |  |
|------------|---|-----------------|---------|---------|------------|--|--|------------------|--|
| 91214108   | EIGHT, HECTOR, I<br>Grade 9<br>09/02/2014 | SCHOOL1         |         |         |            |  |  |                  |  |
| 100111     | LASTA, HAILA, A<br>Grade 9<br>10/30/2000  | SCHOOL1         | SCHOOL2 | PENDING | 02/11/2015 |  |  | Approve   Reject |  |

Showing 1 to 2 of 2 entries

← Previous 1 Next →

**Error**

Student is currently in an active test session. Students must submit test, be removed or force closed from the test session before a transfer can be approved.

OK

Students must be either force closed within a test session (shown to the left) or removed from test sessions before a transfer can be approved by the Old School

**Test Session Details**

Quick Guide ?

Print Comment Edit Refresh

**HB Spring 15 Training** In Progress 0% Completed Authorized Users (1)

Math Grade 7 Exemplar w/Highlight Tool Mode: Online  
SCHOOL1  
Feb 14, 2014 - Jan 1, 2016 8:00 AM - 4:00 PM

Students Started 0% (0 of 5)  
Students Completed 0% (0 of 5)

Add Remove Reset Authorization

Filter by Student Status: All Statuses

Show 30 students Search:

| Student  | Status     | Answered/Total | Comments | Username | Password |
|--|------------|----------------|----------|----------|----------|
| <input type="checkbox"/> EIGHT, HECTOR I<br>DOB: 9/2/14 Grade 9 Student Id: 91214108 | Ready      | 0 / 29         |          | EIGH0421 | 5E4W3C   |
| <input type="checkbox"/> DEUX, VINCENT C<br>DOB: 9/2/14 Grade 9 Student Id: 91214122 | Close Test | 0 / 29         |          | DEUX0464 | HRGDHD   |

# Transfers within a Tenant cont'd...

**Transfer Request History**

Show  Requests Search:

| Student Id | Student Details                          | Previous School | To School | Status  | Request Date | Action Date | Comments | Action |
|------------|--|-----------------|-----------|---------|--------------|-------------|----------|--------|
| 91214108   | EIGHT,HECTOR, I<br>Grade 9<br>09/02/2014 | SCHOOL1         | SCHOOL2   | PENDING | 02/11/2015   |             |          |        |

Showing 1 to 1 of 1 entries

← Previous 1 Next →

## Transfer Request History

- Contains incoming requests and outgoing transfer activity all in one location
- 3 reminders will be sent; an escalation path is built in



# Transfers within a Tenant cont'd...

**Transfer Request Queue**

Show  Requests Search:

| Student Id | Student Name                             | Previous School | To School | Status  | Request Date | Action Date | Comments | Action   |
|------------|--|-----------------|-----------|---------|--------------|-------------|----------|--|
| 91214108   | EIGHT,HECTOR, I<br>Grade 9<br>09/02/2014 | SCHOOL1         | SCHOOL2   | PENDING | 02/11/2015   |             |          | <a href="#">Approve</a>   <a href="#">Reject</a> |

## Old School Must Take Action

- Transfer requests can be Approved or Rejected
- Comments for a Student can be entered



# What Does and Does Not Get Transferred?

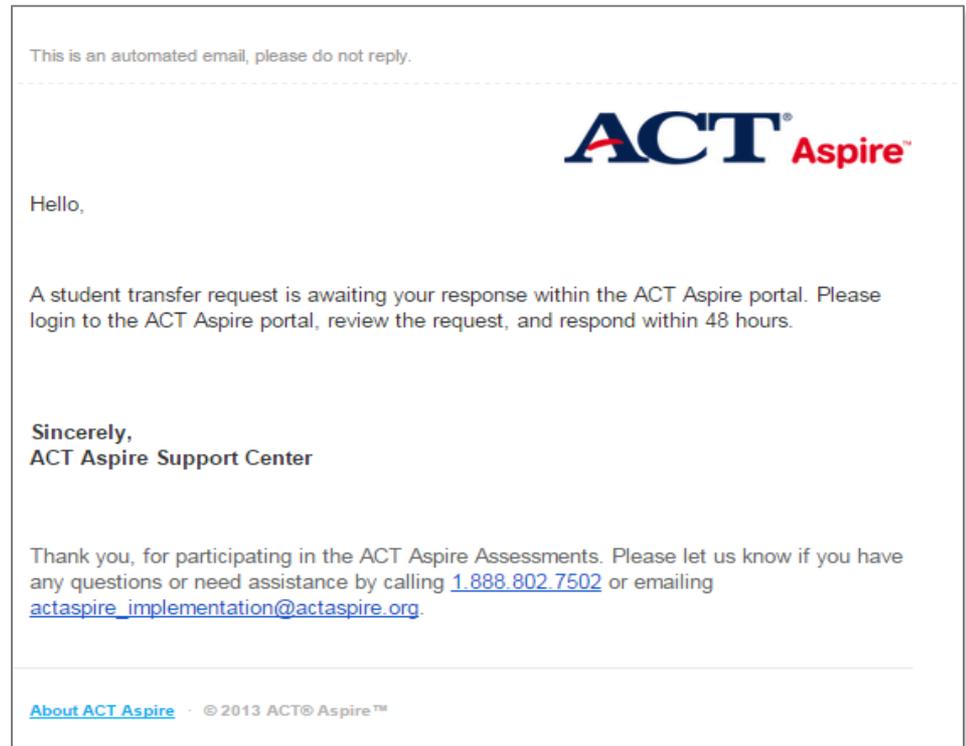
- Student Data that **does** get transferred:
  - Student Profile data at the time of the request, including current PNP selections
  - Completed Test Scores
  - Responses
  - Longitudinal Data
- Student Data that **does not** get transferred:
  - Old PNP selections for past test administrations
  - Past Test Sessions





# Who should own transfers?

- 3 email notifications will be sent to all Portal Admin user roles in a school
- Notifications sent from [admin@actaspire.org](mailto:admin@actaspire.org)
- 48 hours to take action in between notifications
- Escalation path to Tenant Owner





## Who should own transfers?

- Communicate and have a plan!  
That's a lot of emails floating around!
- Test Coordinators are the **ONLY** Portal Admin roles who should be managing transfers for a school.
- Test Coordinators should tell all other Admin Portal user roles that even though a Transfer Notification email will show up for them, they should ignore it.
- Use the transfer queue to help track test materials.

# Transferring materials

Student enrolls in a new school  
(reporting to new school)

- Material transfer optional; remember 10% overages
- Test books can be sent to new school, including Braille or Large print
- Personalized answer document **cannot** be transferred; student will need a hand gridded document

Assessment facilitated by alternate school  
(reporting to current school)

- Test books should be provided to alternate school
- Personalized answer document can be transferred to alternate school



# Gridding an Answer Document



## Manual Gridding Instructions

This document provides steps to follow when gridding a student's blank answer document.

### Front of Answer Document:

1. **Box A—Leave Blank**
2. **Box B—District/School Name**
  - a. Write the name of the District that student resides in.
  - b. Write the name of the School that student resides in or repeat the school name if the school is an independent or non-public school.
3. **Box C—Student Name**
  - a. Print Student Last Name, First Name, and Middle Initial in the boxes.
  - b. Fill in the corresponding bubbles for each letter of the student's name.
    - i. Match this entry to how the student is listed in the portal.
4. **Box D—Test Form**
  - a. Fill in the bubble next to the form ID number that is on the student's test book or the student's paper accommodation (Large Print or Braille).
    - i. The test form can be found on the front cover of the test book on the right side about 2 inches down.
5. **Box E—Date of Birth**
  - a. Fill in the bubble for the month of birth.
  - b. Print day and year of birth in the boxes.
6. **Box F—ACT Aspire Portal ID Number**
  - a. Fill in the bubbles and grid boxes for the ACT Aspire Portal ID.
    - i. If you don't know the System ID for the student, you must log into the ACT Aspire Portal at [www.actaspire.org](http://www.actaspire.org).
    - ii. Once in the portal, you will need to locate the corresponding paper test session to which the student has been loaded.
      - 1) If the student is not in the portal, he/she must be added at this time to generate a System ID number to fill in on the document. Failure to load the student will delay processing of the student's document and may lead to a delay in receiving reports.
    - iii. Click on the test session and find the student.
      - 1) The System ID will be the number to the far right. The student's record will look like this:

| Student  | Status    | Comments | System ID Number |
|--|-----------|----------|------------------|
| Lastname, First Name<br>DOB: 10/31/99 DOB: 10/31/99 Grade 9 Student ID: 1234567890 | Scheduled |          | 1234567890       |



# Answer Document Pre-ID Layout

- Note #3 shows the location of the Test Session Name you create
- Answer Docs are shrink wrapped by Test Session

**ACT<sup>®</sup> Aspire<sup>™</sup>**

**Answer Document Pre-ID Layout**

The diagram shows a sample Pre-ID layout with the following fields and callouts:

- 1: Last name (BVLASTBAAF)
- 2: First name (BVFRSTBAAF)
- 3: Test Session ID (123456-JDG4E)
- 4: Admin (SP14)
- 5: School name (D1 SCHL1)
- 6: Sex (SEX: M)
- 7: ACT Aspire logo
- 8: Barcode
- 9: Grade (8)
- 10: Subject (MATH)
- 11: Session Title (SD)
- 12: ACT Aspire logo
- 13: Test Session Title (620100302-9)
- 14: P: 000000054

**ACT<sup>®</sup> Aspire<sup>™</sup>**

**Grade 8 MATHEMATICS**

**ANSWER DOCUMENT**

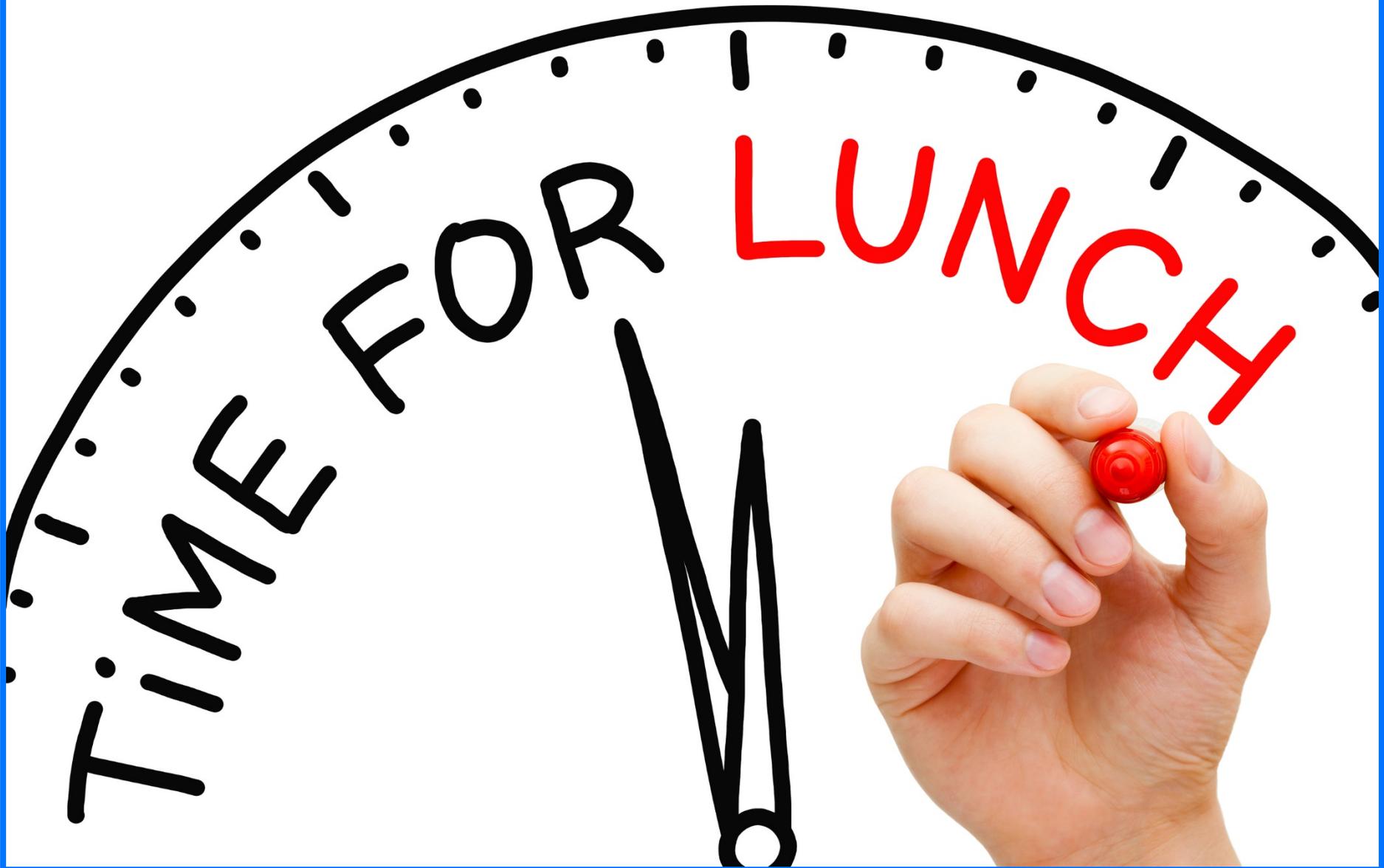
ACT, Inc.—Confidential Restricted when data present

**Key:**

1. Last name
2. First name
3. Test Session ID (The first six characters; auto-assigned by the Portal); Test Session Title (The remaining characters)
  - Please note: The first 6 characters in the Test Session Title field will show up on a paper Pre-ID. Because of this, we suggest the following naming convention:
  - **Teacher's Initials, Grade, Subject.** For example, for Jane Doe's Grade 4 English class, the ID would be "JDG4E" – Teacher: Jane Doe, Grade 4, English.
4. Admin
5. School name







# Session 3: Handling Secure Materials and Room Supervisor Training



# Test Coordinator Checklist



## Test Coordinator Checklist

### Before Testing

- Verify that testing staff have requested needed accommodations for all students, for both formats of the test, through the online ACT Aspire Personal Needs Profile process.
- Carefully read the *Test Coordinator Manual*, as well as any local directions you have been given, then sign the *Testing Staff Manual Statement and Signature* included on the front of the manual.
- Read and understand the *Room Supervisor Manual (Paper-and-Pencil Testing and Online Testing)*, containing instructions for administering the tests.
- Review the *ACT Aspire Portal User Guide* for instructions related to computer-based testing.
- Use the Exemplars to familiarize students and staff with TestNav 8 functionality. (Exemplar information can be found in the 'E' section of Avocet.)
- In addition to the manuals, visit [actaspire.tms.pearson.com](https://actaspire.tms.pearson.com) for training videos and [actaspire.avocet.pearson.com](https://actaspire.avocet.pearson.com) for links to other training materials.
- Select and train all room supervisors and other testing staff, per guidelines in the manual. See "Staff Training Sessions" section of the manual for what should be included in your training sessions.
- Ensure that all staff are assigned to roles in the ACT Aspire Portal for computer-based testing.

### Paper-and-Pencil Testing

- Verify contents and quantity of testing materials received. Contact ACT Aspire Customer Service to report any discrepancies.
- Receive, check-in, and securely store test materials.
- Maintain security and track counts of test materials distributed to each room. Utilize ACT Aspire Test Materials Tracking Log in the manual to track the distribution and return of test materials.

### Computer-Based Testing

- Make sure your equipment and network meet the minimum technical requirements.
- Make sure your school successfully completes readiness activities including SystemCheck and Proctor Caching setup, if utilizing Proctor Caching.
- Train school staff on the use of the ACT Aspire Portal and TestNav 8.
- Prepare students for computer-based testing using exemplar items for the online version of the test.
- Provide pencils or pens and scratch paper to students taking computer-based tests.

# Room Supervisor Checklist



## Room Supervisor Checklist Paper and Pencil Testing

### Before Testing

- Carefully read the *Room Supervisor Manual, Paper-and-Pencil Testing*, as well as any directions you have been given by your school testing coordinator.
- In addition to the manual, visit [actaspire.tms.pearson.com](https://actaspire.tms.pearson.com) for training videos and [actaspire.avocet.pearson.com](https://actaspire.avocet.pearson.com) for links to other training materials.
- Participate in a staff training session run by your test coordinator.
- Resolve any questions or concerns you might have with your test coordinator.
- Protect the security of test materials as described in the manual.
- Verify you have test materials for the students in your room, contact your test coordinator with any discrepancies.
- Review the "Verbal Instructions" section of the manual prior to test day.
- Confirm all students have been added to test sessions in the ACT Aspire Portal.
- Confirm that all calculators used by students are approved before testing.
- Remind students that cell phones, tablets, or any electronic communication devices are prohibited.
- Make sure that all students have a No. 2 pencil to record their responses in their answer document.
- Confirm local test administration contingency plans.

### During Testing

- Verify that students have gridded the test form number on their answer document in Section D.**
- Verify that students have signed their names on the back cover of the test booklet after agreeing to the statement.
- Verify that students have filled out Section H (today's date) on the back cover of the answer document.
- Follow the appropriate instructions, in the "Verbal Instructions" section of the manual, for the subject test being administered in your room.
- Walk around the room to observe student behavior after the test has started.
- Announce time remaining five minutes before the end of each test, post start and stop times and/or time allowed for each test session.

### After Testing

- Assemble and check completed answer documents carefully, per instructions in the "After All Testing" section of the manual.
- For students who tested with large print or braille materials, transcribe responses onto a normal answer document.



# Materials Overview

- Test Coordinators are responsible for the management and handling of materials
- Materials are secure, and must be handled according to security protocol and procedure, as outlined in the *Test Coordinator* manual
- ACT Aspire recommends all testing staff receive local Security of Test Material overview training prior to testing





# Initial Shipment of Test Materials

| Material Type    | Window     |
|------------------|------------|
| Initial Shipment | by 4/15/15 |

- Test materials are provided only for students added to test sessions in the Portal before the submission deadline
  - Best Practice for timely delivery of materials: Complete test sessions for students on 1<sup>st</sup> SDU submission by 3/5/15
- Quantities, including a 10% answer document and test book overage per independent school, are derived from the Portal
- Pre-ID documents are sorted by subject, grade, and session according to the information provided in the Portal
- Test booklets are not personalized, and are sent in packs of 10
- Test booklets are serialized and tracked for security; do not resort booklets from the order you receive them in
- Manuals are included, as well as available on Avocet



# Initial Shipment Contents

## Initial Shipment

Packing List

Security Checklist

Test Coordinator Kit (includes return materials)

One test booklet per student

- Each test booklet will include one subject test (English, Mathematics, Reading, Science, or Writing)

One answer document per student

- Answer documents are specific to the subject of the test booklet; each student name provided is printed on the front cover of the answer document

# Shipment Memorandums

## Memos included in shipments

### Initial Shipment Contents



**MEMORANDUM**

**TO:** District Test Coordinators  
**FROM:** ACT Aspire  
**RE:** Test Materials

Welcome to ACT Aspire. Your district and school test materials for the ACT Aspire test administration are included in this shipment. The district coordinator kit and return materials are in the first box of this shipment along with the packing list.

Your district materials in this shipment include:

- Packing List
- Security Checklist for overage
- Test Coordinator Kit (includes return labels)
- Overage Test books and Answer Documents

### Return Instructions



**MEMORANDUM**

**TO:** Test Coordinators  
**FROM:** ACT Aspire  
**RE:** Return Instructions

Below you will find instructions for how to assemble, package and return your materials for scanning and scoring.

Also attached to this memo are the work instructions for manually gridding any non-personalized answer documents that were used by a student. Please make sure all answer documents being returned either have pre-printed information in box A or have been manually gridded. Failure to do so will result in scoring and reporting delays. Additional resources for ACT Aspire can be found at: <http://actaspire.avocet.pearson.com/>

**SCOPABLE SECURE RETURN MATERIALS**



# Receiving Test Materials



- Examine shipment and verify contents match the packing list
- Count all items to confirm receipt

- Verify that the materials have not been tampered with in any way
- If there are any discrepancies or concerns, contact ACT Aspire Customer Support immediately



# Storing Test Materials

After you have verified receipt of all materials:

- ❑ Reseal the boxes
- ❑ Lock them in a secure place such as a storage room, closet, cabinet, or school vault that is not accessible to unauthorized personnel
- ❑ Protect the materials in such a way as to avoid accidental damage, possible theft or loss, and any conditions that could allow prior knowledge of the tests by students, teachers or others
- ❑ Immediately after testing, return materials to secure storage until they are shipped back for processing
- ❑ Exercise vigilance concerning the security and handling of all test materials before, during, and after the tests are administered



# Paper-based Testing: Room Supervisor Overview





*Before  
Testing*



# Understand Standardized Procedures

- The *Room Supervisor Manuals* contain detailed directions for securing test materials and administering tests in a standardized manner
- To ensure a secure and valid testing experience, Room Supervisors must understand these ACT Aspire policies and procedures
- Violations include:
  - accessing or obtaining a test booklet or test questions prior to the test unless allowed by exception
  - photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items
  - aiding or assisting a student with a response or answer to a secure test item, including providing formulas
  - editing or changing student answers after completion of the test, with or without the student's permission



# Verbal Instructions

- Instructions should be studied before the day of testing to ensure familiarity with the material
- Verbal instructions are now color coded by subject for ease of use
- Multiple versions to address different grades and subjects

|   |    |
|---|----|
| <b>English</b>                                    |    |
| Grades 3–7.....                                   | 17 |
| Grade 8 and Early High School (Grades 9–10).....  | 18 |
| <b>Mathematics</b>                                |    |
| Grades 3–5.....                                   | 19 |
| Grades 6–8 and Early High School (Grades 9–10) .. | 20 |
| <b>Reading</b>                                    |    |
| All Grades.....                                   | 22 |
| <b>Science</b>                                    |    |
| All Grades.....                                   | 23 |
| <b>Writing</b>                                    |    |
| Grade 3.....                                      | 24 |
| Grade 4.....                                      | 25 |
| Grade 5.....                                      | 26 |
| Grade 6.....                                      | 27 |
| Grade 7.....                                      | 28 |
| Grade 8.....                                      | 29 |
| Early High School (Grades 9–10).....              | 30 |



## Before Testing, Room Supervisors Should:

- ✓ Count test materials before beginning
- ✓ Be aware which students need accommodations
- ✓ Ensure students do NOT have any mobile devices on their person
- ✓ Ensure calculators are on the approved list
- ✓ Make sure #2 pencils and pencil sharpener(s) are in the testing room; responses in pen will not be scored



# Review Contingency Plan

- Do you have a make-up plan?
- Weather delay plan?
- Student late to a session plan?
- Fire Drill plan?

| ACT <sup>®</sup> Aspire <sup>™</sup><br>Situations   | ACT Aspire Contingency Plan Document<br>District / School Action  |
|--|---|
| Inclement weather prevents students from testing. (Power outages or loss of internet connectivity likely.) | <ol style="list-style-type: none"> <li>1. Districts should not begin testing students if bad weather has the potential to significantly interrupt student testing.</li> <li>2. School personnel should attempt to collect all secure testing materials that have been distributed and place them in proper secure storage locations.</li> <li>3. As necessary, districts should contact their state's Department of Education to discuss delaying testing and extending the test window. *</li> </ol>   |
| Power goes out in the middle of an online test.  | <ol style="list-style-type: none"> <li>1. Have students take note of the question they were on when testing was interrupted.</li> <li>2. School personnel should collect all testing materials and place them in proper secure storage locations.</li> <li>3. Once power has been restored, the test administrator should resume students in the ACT Aspire Portal even if they are still in Active status.*</li> </ol>   |
| Internet connection goes out during online testing.  | <p>If the local area network is maintained and communication to the proctor caching server is functioning, testing can continue. If communication to the proctor caching server is interrupted, students will not be able to test.</p> <ol style="list-style-type: none"> <li>1. Have students take note of the question they were on when testing was interrupted.</li> <li>2. Work with local technical staff to determine cause of interruption and time anticipated to restore connection.</li> <li>3. If connection cannot be restored within the same school day, contact district personnel who will contact DOE for further instructions.</li> <li>4. When connection is restored, students should be resumed in ACT Aspire even if they are still in Active status.*</li> <li>5. Please Note: The student should resume their test on the same machine they used before internet connectivity was lost since saved responses will be held at that location.</li> </ol> |



# Seating Arrangements

- Acceptable and unacceptable seating configurations chart and information is now contained within the *Test Coordinator* and *Room Supervisor Manuals*

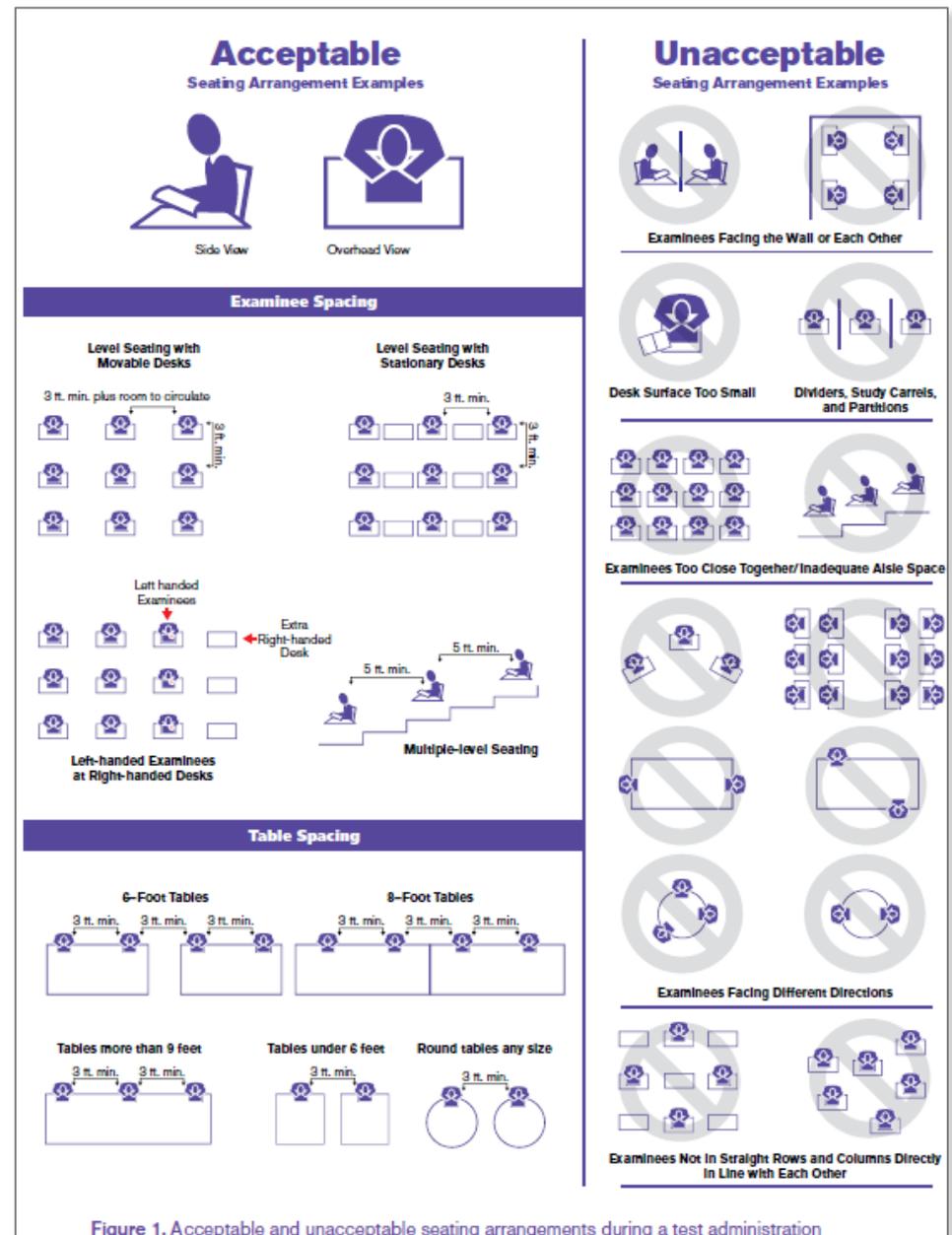


Figure 1. Acceptable and unacceptable seating arrangements during a test administration

# Seating Chart

**5 During test**  
Count the examinees in the room \_\_\_\_\_.  
On the diagram, enter the name of each student.

**6 Tests administered during this session**

English     Reading     Writing  
 Math     Science

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

↓ Front of room (direction examinees are facing) – ALL examinees must face the SAME direction ↓

- Seating charts are required, and will need to be printed from the SCDE or South Carolina ACT Aspire websites
- Seating charts must be returned with nonscorable materials



# Desirable Testing Conditions

Adequate writing surfaces, ample seating, good lighting, comfortable temperatures, quiet atmosphere, freedom from distraction

Surface should accommodate a test booklet and answer document side by side (NO lapboards)

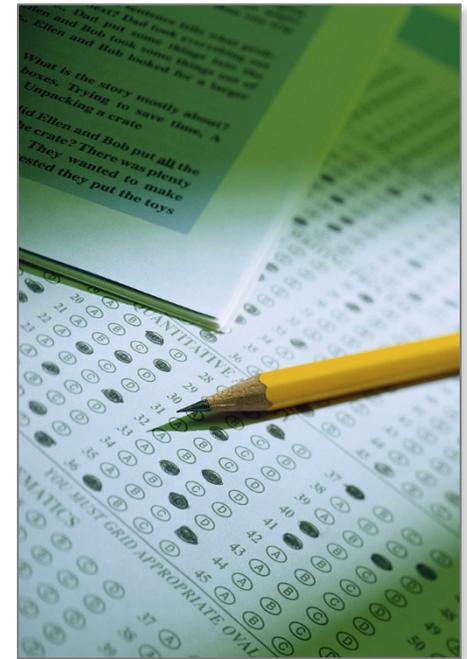
Whenever possible, seat students in rows to facilitate distribution and collection of materials

Students should be minimally 3 feet apart shoulder to shoulder and front to back; students should face the same direction

Cover content related maps, charts, bulletin boards, posters, etc.

# Distributing Test Materials

- If there is a discrepancy at any point along the chain of possession, please stop and locate the missing test booklet(s) immediately
- Recommendations for Room Supervisors:
  - Confirm student identity before distributing test materials
  - Follow the student roster; make sure students are in the right location if not on the roster
  - Verify each student has the correct materials, and no unallowable materials, such as calculators when not appropriate
  - Check your PNP Roster; confirm students are receiving proper materials





# Prohibited Devices and Testing Aids



- Students are not allowed cell phones, tablets, or any electronic communication devices on their person
- Verbal Instructions warn students to **not** set watch or cell phone alarms
- Room Supervisors should not set alarms on their watch or cell phone, as this can also distract students
- Notes or any English dictionary is not permitted; if a foreign language (word-for-word) dictionary is approved for a student, this is permitted



# Prohibited Behavior

The following student behaviors are prohibited:

- looking at someone else's test booklet or answer document
- giving or receiving assistance
- disturbing other students
- using notes or unauthorized testing aids
- using a calculator on any test other than the 6-8 Mathematics test
- sharing a calculator with another student
- using any device, including calculators, to share or exchange information at any time during the tests or during break
- attempting to remove test materials, including test questions or answers, from the test room by any means
- filling in circles or answering questions after time has been called, even with the test booklet closed





## During Testing, Room Supervisors Should:

- ✓ Once students are seated, distribute the answer documents and test booklets to each student
- ✓ Read the appropriate Verbal Instructions from your manual, EXACTLY as stated
- ✓ Ensure students have gridded in key information on their answer document (boxes D, G, and H)
- ✓ Move about the room observing students as they test & noting irregularities (e.g. student becomes ill)





# During Testing: Damaged Materials

Test materials damaged during testing should be replaced. After testing, the Test Coordinator must:

- ❑ Hand grid student Portal information on overage blank document
- ❑ Record security barcode number of the damaged and new booklets, if applicable
- ❑ If possible, transcribe responses from damaged test material onto the blank document; if not, the student must be given an opportunity to retest
- ❑ Destroy contaminated material according to local biohazards protocols
- ❑ Compile a list of contaminated/damaged test booklets and answer documents

# Active Monitoring



- Room Supervisors must be actively monitoring during testing
- A communication plan with the Test Coordinator should be in place

# Breaks

- ✓ Individual students do not need to be accompanied
- ✓ Multiple students must be supervised
- ✓ Students must not be left alone in the testing room
- ✓ Students are not allowed to use any device, including calculators, to share or exchange information at any time during the tests or during break
- ✓ Students may not remove test materials, including test questions or answers, from the test room



# Student Questions During Testing

- May answer questions about the general test instructions before testing starts
- If students ask about guessing, refer them to the instructions given during the verbal instructions; do not comment on or add to the printed directions in any way
- Do not answer questions regarding individual test items; respond to questions with “Do the best you can”
- If students note errors or concerns with particular test items, instruct them to do the best they can and then note this on the Testing Irregularity Report





# Timing Tests

- ✓ Use a stopwatch or interval timer to ensure the exact time is allowed for each test
- ✓ You may post the Start and Stop Times / time allowed on the board
- ✓ Students are allowed bathroom breaks
  - Time away should be tracked; time should not be subtracted from student's testing time
  - Breaks are not recorded on the Testing Irregularity Report
- ✓ Announce when 5 minutes remain before the end of each test





# Mistiming

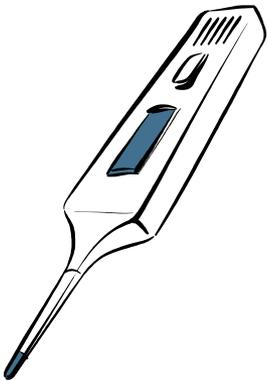
- Scores **cannot** be adjusted to compensate for mistiming
- If mistiming is noticed on the same day of testing students can make up shortage of time
  - Mistiming must be identified before students have left the room
- If mistiming is noticed after student dismissal the test must be voided





# Make-Up Testing

- Students who are absent, become ill, or who can no longer test due to other local interruptions or emergencies, are eligible for make-up testing
- Test security must be maintained; students may not return to questions previously answered
- Make-up testing may be completed any time within the designated testing window; check local testing policies



After  
Testing





## After Testing, Room Supervisors Should:



- ✓ Assemble and check completed answer documents
- ✓ Transcribe Large Print and braille responses
- ✓ Document irregularities on the Testing Irregularity Report form
- ✓ Return all test materials and any completed Testing Irregularity Report forms to your Test Coordinator

# Reporting Irregularities



## Irregularity flow:

- Document any circumstances that affect student scores
  - Documentation must be completed by school personnel
- 
- Should first be recorded by Room Supervisors
  - Test Coordinators should be notified after the irregularity is recorded; Test Coordinators are responsible for entering irregularities into the Portal

# Irregularities in Paper-based Testing

## ACT Aspire Testing Irregularity Report

Complete ONLY if irregularities occurred.

Test Subject (Circle) English Mathematics Reading Science Writing

Test Grade Level (Circle) 3 4 5 6 7 8 EHS

Testing School Name \_\_\_\_\_

City, State \_\_\_\_\_ Test Date \_\_\_\_\_ Room Number/Name \_\_\_\_\_

Note all irregularities (individual and group) on this form. Enter the appropriate information and/or check in each column and provide additional explanation. ATTACH VOIDED ANSWER DOCUMENTS (do **not** staple) to this form. Return this completed form to your school's test coordinator.

PLEASE PRINT

### INDIVIDUAL IRREGULARITIES

| Student's Name | Test Booklet Form/<br>Serial Number of student's<br>test booklet<br>Bar Code upper left front cover | Time when<br>irregularity occurred | Type of Irregularity<br>(Check all Applicable) |                                |                             |                      |                               |       |  |  | Answer Document<br>Check One                                    |
|----------------|---|------------------------------------|--|--------------------------------|-----------------------------|----------------------|-------------------------------|-------|--|--|---|
|                |   |                                    | Illness  | Unauthorized<br>Calculator Use | Marking Ovals<br>After Time | Timing<br>Questioned | Phone, Alarm,<br>Other Device | Other | Materials<br>Damaged, Defective<br>(Specify below) |  |   |
| Name:          | Bar Code #:<br>Form#:   |                                    |  |                                |                             |                      |                               |       |  |  | <input type="checkbox"/> Void <input type="checkbox"/> Not Void |
|                | Explanation:  |                                    |  |                                |                             |                      |                               |       |  |  |   |
| Name:          | Bar Code #:<br>Form#:   |                                    |  |                                |                             |                      |                               |       |  |  | <input type="checkbox"/> Void <input type="checkbox"/> Not Void |
|                | Explanation:  |                                    |  |                                |                             |                      |                               |       |  |  |   |
| Name:          | Bar Code #:<br>Form#:   |                                    |  |                                |                             |                      |                               |       |  |  | <input type="checkbox"/> Void <input type="checkbox"/> Not Void |
|                | Explanation:  |                                    |  |                                |                             |                      |                               |       |  |  |   |

### GROUP IRREGULARITIES

| Number of<br>Students in Room | Time When<br>Irregularity Occurred | Duration of<br>Irregularity | Description of Irregularity. (Attach separate sheet if more space is required.)<br>Be prepared to provide a list of students affected by this irregularity. |
|-------------------------------|------------------------------------|-----------------------------|---|
|                               |                                    |                             |   |
|                               |                                    |                             |   |
|                               |                                    |                             |   |

Room Supervisor's Name (Please Print) \_\_\_\_\_ Test Coordinator's Initials \_\_\_\_\_





# Session 4: Test Day Steps, Irregularities, and Returning Materials



**Test Sessions:**  
**Starting Sessions**  
**Entering Irregularities**  
**Closing Sessions**

# Starting Test Sessions

The screenshot displays the 'Test Session Details' page for 'Grade 3 Read - Session 1'. The page includes a 'Quick Guide' button, action buttons for 'Print', 'Comment', and 'Edit', and a 'Ready' dropdown menu. The dropdown menu is open, showing 'Start Test' (checked) and 'Close Test' options. A table on the right shows 'Total Students: 1' and 'Authorized Users (2)'. Below the table, there are 'Add' and 'Remove' buttons, a 'Filter by Student Status' dropdown set to 'All Statuses', and a search box. A table lists student details for 'BAYFIELD, WISCONSIN' with a 'Manual Grid' status. Navigation buttons for 'Previous' and 'Next' are at the bottom right.

**Test Session Details**

Print Comment Edit

**Grade 3 Read - Session 1**  
Grade 3 Read Mode: Paper  
EXEMPLAR SCHOOL  
Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM  
Personalized material will not be sent for Manual Grid students

Ready

- Start Test
- Close Test

Total Students: 1 Authorized Users (2)

Add Remove

Filter by Student Status: All Statuses

Show 30 students Search:

| Student  | Status      | Comments | System Id Number   |
|--|-------------|----------|--------------------|
| BAYFIELD, WISCONSIN<br>DOB: 2/10/04 DOB: 2/10/04 Grade 3 Student Id: 4444-20-002 | Manual Grid |          | Generate System Id |

Showing 1 to 1 of 1 entries

View Activity History

← Previous 1 Next →

- From *Test Session Details*, click the **test status** button and choose *Start Test*
- Click **OK** on the confirmation and Auto Refresh notification; session status will update to *In Progress*

# Student Irregularities

**Test Session Details** Quick Guide ?

Print Comment Edit

**Grade 3 Read - Session 2** Ready ▾ Total Students: 1 Authorized Users (1)

Grade 3 Read Mode: Paper

EXEMPLAR SCHOOL

Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

**Personalized material will not be sent for Manual Grid students**

Students yet to be processed 0  
Students too late for processing 1  
Students already sent for processing 0

+ Add - Remove Filter by Student Status: All Statuses ▾

Show 30 students Search:

| Student  | Status      | Comments  | System Id Number   |
|--|-------------|---|--------------------|
| <input type="checkbox"/> COTTAGE GROVE, CALIFORNIA<br>DOB:2/11/04 DOB:2/11/04 Grade 3 Student Id:4444-20-003 | Manual Grid |  | Generate System Id |

**Comment for Student**

**Available Reasons \***

Examinee

- Working ahead or marking ovals after time
- Cell phone use (or other device)
- Copying/giving/receiving assistance
- Other prohibited or irregular behavior
- Item challenge

Environment / Materials

Staff

**Selected Reason**

No Reason selected. Select from Available Reasons.

**Comment**

Please type comment here.. Max 200 characters

Save Cancel

- Comments icon will allow you to enter an irregularity reason and comment
- Click **Save** to complete entry

# Test Session Irregularities

**Test Session Details** Quick Guide ?

Print Comment Edit

Grade 3 RE **+ Add Comment**

Grade 3 Read EXEMPLAR

Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

**Personalized material will not be sent for Manual Grid students**

Ready Total Students: 1 Authorized Users (1)

|                                      |   |
|--------------------------------------|---|
| Students yet to be processed         | 0 |
| Students too late for processing     | 1 |
| Students already sent for processing | 0 |

+ Add - Remove

Filter by Student Status: All Statuses

Show 30 students Search:

| Student  | Status      | Comments | System Id Number   |
|--|-------------|----------|--------------------|
| <b>COTTAGE GROVE, CALIFORNIA</b><br>DOB:2/11/04 DOB:2/11/04 Grade 3 Student Id:4444-20-003 | Manual Grid |          | Generate System Id |

**Group Comment**

Available Reasons \*

Examinee

Environment / Materials

- Defective or damaged test booklet or answer document
- Missing or stolen test materials
- Power outage
- Weather
- Emergency evacuation

Staff

Selected Reason

No Reason selected. Select from Available Reasons.

Comment

Please type comment here.. Max 200 characters

Save Cancel

- From *Test Session Details*, click the **Comment** button and select **Add Comment**; enter a reason and comment, then click **Save**

# Closing Test Sessions

**Test Session Details** [Quick Guide ?](#)

[Print](#) [Comment](#) [Edit](#)

**Grade 3 Read - Session 1**  
Grade 3 Read Mode: Paper  
EXEMPLAR SCHOOL  
Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM  
**Personalized material will not be sent for Manual Grid students**

**In Progress** Total Students: 1 Authorized Users (2)

**Close Test**  
Students already sent for processing

| Student  | Status      | Comments | System Id Number                   |
|--|-------------|----------|------------------------------------|
| <b>BAYFIELD, WISCONSIN</b><br>DOB:2/10/04 DOB:2/10/04 Grade 3 Student Id:4444-20-002 | Manual Grid |          | <a href="#">Generate System Id</a> |

Showing 1 to 1 of 1 entries

[View Activity History](#)

Filter by Student Status: All Statuses

Show 30 students Search:

← Previous 1 Next →

- From *Test Session Details*, click the **test status** button and choose *Close Test*
- Warning will ask if you are sure; click **OK** to continue
- Once a session is closed, you can no longer enter irregularity information for a student

# Post Assessment Steps



## After Testing – Handling Materials

- After testing, materials must also be stored in a locked, secure place until they are shipped
- All test booklets and other materials provided by ACT Aspire must be shipped back based on the previously discussed shipping schedule
  - **Note:** 1<sup>st</sup> return shipping date changed from May 1<sup>st</sup> to May 4<sup>th</sup> for April 28-April 30 testing
- You will need to prepare, package, and return the test materials; this includes returning all nonscorable materials



# After Testing – Review Documents

- Have you:
  - checked test booklets for scorable answer documents?
  - checked answer documents to verify the booklet Test Form is filled in?
  - checked answer documents to confirm student Portal information is either personalized or hand gridded?





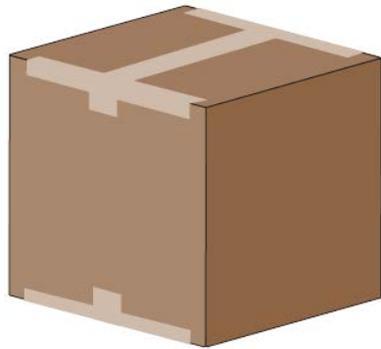
# General Packing Information

- ❑ Pack return materials using the original shipping boxes
  - If the original boxes have been damaged, ship the materials using ECT 44 (275lb)-rated boxes
  - Replacement boxes can also be ordered by calling ACT Aspire Customer Service
- ❑ Do not overfill a box; if the materials do not completely fill the box, add filler material
- ❑ Remove any previous markings or labels from each box before applying new labels
- ❑ Do not combine your scorable box count with your nonscorable box count



# General Sealing / Labeling Information

- ❑ To ensure that a box is securely closed, apply three strips of tape to both the top and the bottom of the box in an “H” pattern as shown



- ❑ Place the shipping labels on the top of the box as shown; note the colored label





# Packing Scorable Materials, Steps 1-4

1. Gather all scorable answer documents
2. Stack the answer documents carefully in each original shipping box
3. Seal each box securely with packaging tape
4. Locate the package labeled "Test Coordinator Kit"
  - This package contains lavender labels, yellow labels, and UPS labels





# Packing Scorable Materials, Steps 5-6

5. Place one lavender return shipping label on top of each box
6. Count the number of boxes. On the return label that reads "Box \_\_\_ of \_\_\_," fill in the sequence of boxes being returned

DISTRICT/SCHOOL NAME \_\_\_\_\_ DIST/SCH NUMBER \_\_\_\_\_

1234 GREEN STREET  
ANYPLACE, XY 12345

SCHOOL NAME \_\_\_\_\_ SCHOOL NUMBER \_\_\_\_\_

SCH BOX \_\_\_\_\_ OF \_\_\_\_\_

**ACT Aspire 2015**  
Pearson  
9200 Earhart Lane  
Cedar Rapids, IA 52404  
Scorable Materials

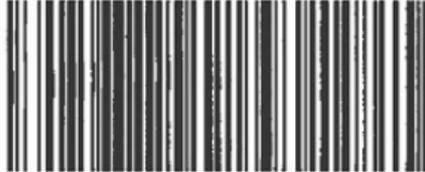


**936-016-001 0005380344 ANS**



# Packing Scorable Materials, Step 7

- 7. Affix one UPS second-day air label to the top of each box of scorable material

|  |             |   |
|--|-------------|---|
| ASPIRE COORDINATOR<br>SAMPLE DISTRICT 1<br>1111 SAMPLE<br>IOWA CITY IA 52245         | 2 LBS       | 1 OF 1  |
| SHIP TO:<br>PEARSON  |             |   |
| ACT ASPIRE<br>9200 EARHART LANE SW<br>CEDAR RAPIDS IA 52404-9078                     |             |   |
|   | IA 524 0-10 |   |
|   |             |   |
| UPS 2ND DAY AIR  |             | 2   |
| TRACKING #: 1Z 532 043 02 9466 1221  |             |   |
|  |             |   |
| BILLING: P/P   |             |   |
| PROJECT NUMBER or COST CENTER:<br>PERSON RESPONSIBLE FOR SHIPMENT:                   |             |  |
| <small>CS 16.7.04 WWH/MS 07.0a 10/2014</small>                                       |             |   |



# Packing Nonscorable Materials, Steps 1-4

1. Gather the nonscorable materials
2. Pack materials for **each subject** as follows, from bottom to top, starting with your highest-numbered box and working back:
  - 1) Used test booklets
  - 2) Unused answer documents
  - 3) Unused UPS ARS labels, scratch paper, and seating charts
3. Seal each box securely with packaging tape
4. Locate the package labeled "Test Coordinator Kit"
  - This package contains lavender labels, yellow labels, and UPS labels





# Packing Nonscorable Materials, Steps 5-6

5. Place one yellow return shipping label on top of each box
6. Count the number of boxes. On the return label that reads "Box \_\_\_ of \_\_\_," fill in the sequence of boxes being returned

DISTRICT/SCHOOL NAME \_\_\_\_\_ DIST/SCH NUMBER \_\_\_\_\_

1234 GREEN STREET  
ANYPLACE, XY 12345

SCHOOL NAME \_\_\_\_\_ SCHOOL NUMBER \_\_\_\_\_

SCH BOX \_\_\_\_\_ OF \_\_\_\_\_

**ACT Aspire 2015**

**Pearson**  
7405 Irish Drive  
Cedar Rapids, IA 52404  
Non Scorable Materials



**936-016-001 0005380344 ANS**

# Packing Nonscorable Materials, Step 7

7. Affix one UPS ground service label to the top of each box of nonscorable material

|  |  |       |   |
|--|--|-------|---|
| ASPIRE COORDINATOR<br>SAMPLE DISTRICT 1<br>1111 SAMPLE<br>IOWA CITY IA 52245         |  | 2 LBS | 1 OF 1  |
| SHIP TO:<br>PEARSON  |  |       |   |
| ACT ASPIRE<br>7405 IRISH DRIVE SW<br>CEDAR RAPIDS IA 52404-8964                      |  |       |   |
|   | IA 524 0-10<br> |       |   |
| UPS GROUND   |  |       |   |
| TRACKING #: 1Z 532 043 03 9270 5837  |  |       |   |
|  |  |       |   |
| BILLING: P/P   |  |       |   |
| PROJECT NUMBER or COST CENTER:<br>PERSON RESPONSIBLE FOR SHIPMENT:                   |  |       |  |

# Complete Security Checklist

## BEFORE TESTING

Write the name of the school in the "Assigned To" column where test books were distributed. If you did not distribute any overage to schools write Not Distributed.

## AFTER TESTING

Write the date when the test books were returned in the "Returned by District" column. Provide an explanation for any secure materials not included in the return shipment. If you require additional space for your explanation, write on the back of the form.

We recommend you keep this form for your records for a minimum of two months after receipt of your score reports since you are accountable for any secure materials that are missing after the security numbers have been electronically verified at Pearson. You will need to refer to it if an investigation of missing materials is required. **DO NOT** return this form with your test materials.

Overage for TEST BOOK, GR 3 English

| Security Number(s) | Assigned To | Returned by District | Reason book is not being returned | Comments |
|--------------------|-------------|----------------------|-----------------------------------|----------|
| 000000001          |             |                      |                                   |          |
| 000000002          |             |                      |                                   |          |
| 000000003          |             |                      |                                   |          |
| 000000004          |             |                      |                                   |          |
| 000000005          |             |                      |                                   |          |

- **Every book** must be accounted for
- Use checklist to track assignment of materials, date returned; if not returned, note the reason

# Reporting



# Summative Reports Overview

- Users with Admin or Test Coordinator roles will be able to access reports
- Reports are posted to the ACT Aspire Portal per the reporting schedule
- Reports will include the Individual Student Report (ISR), Student Performance File (SPF), Subject and Skill Proficiency reports
- Dynamic Teacher/Group reports are also available





# Reporting for Optional Science Assessment

Students who take the Science test will receive the following:

- A Science score displayed relative to an ACT Readiness Benchmark and ACT Readiness Range for Science
- Performance indicators in specific skills areas within the Science subject area compared against the ACT Readiness range
- Ideas for improving in specific skills areas in Science
- A STEM score for students who take both the Mathematics and Science tests

Students in Grade 8 will receive the data described above, plus:

- A Progress Toward Career Readiness score for students who take the English, Mathematics, Reading, and Science tests



# Accessing Downloadable Summative Reports

The screenshot displays the ACT Aspire dashboard interface. At the top, the ACT Aspire logo is on the left, and navigation links for Documentations, Messages, and a user profile are on the right. Below the logo, a navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Summative Tests' menu is open, showing options like 'My Tests', 'My Test Calendar', 'Find My Test Sessions', 'Test Session Print', 'Activate Tests', 'Create a Test Session', 'Report', 'View Summative Reports', 'Status Reports', and 'Monitoring Dashboard'. The 'View Summative Reports' option is highlighted with a red box. Below the menu, a table lists test sessions with columns for 'Students Added', 'Auth/Roster Printed', 'PNP Printed', 'Started', and 'Closed'. A 'New Test Session' button is visible. On the right, there are sections for 'Recent Activity' and 'Messages'.

|                       | Students Added | Auth/Roster Printed | PNP Printed | Started | Closed |
|-----------------------|----------------|---------------------|-------------|---------|--------|
| Grade 9 Math -        | ●              | ●                   | ●           | ●       | ●      |
| Grade 9 Math -        | ●              | ●                   | ●           | ●       | ●      |
| Math Grade 7 Exemplar | ●              | ●                   | ●           | ●       | ●      |

- After selecting the appropriate organization, select *View Summative Reports* from the Summative Tests menu

# Accessing Downloadable Summative Reports

### Summative Reports

Show 30 Reports Search:

Create Report

| Organization | Org Type | Report Type                        | File Name              | Tested Grade | Student Count | Generated On | Action  |
|--------------|----------|------------------------------------|------------------------|--------------|---------------|--------------|---|
| DISTRICT1    | District | SPF                                | NA                     | ALL          | 0             | 9/12/2014    |  |
| DISTRICT1    | District | SUBJECT_PROFICIENCY_BY_GRADE       | NA                     | ALL          |               | 9/19/2014    |  |
| DISTRICT1    | District | SUBJECT_PROFICIENCY_BY_DEMOGRAPHIC | NA                     | 03           |               | 9/19/2014    |  |
| SCHOOL2      | School   | ISR                                | 1928-03-ISR-School.zip | 03           | 202           | 9/13/2014    |  |
| SCHOOL2      | School   | SUBJECT_PROFICIENCY_BY_GRADE       | NA                     | ALL          |               | 9/19/2014    |  |
| SCHOOL2      | School   | SUBJECT_PROFICIENCY_BY_DEMOGRAPHIC | NA                     | 03           |               | 9/19/2014    |  |

#### Quick Guide ?

This page contains the list of the reports available to view or download. PDF reports consists of 1 grade per school for up to 1000 students. For grades that exceed 1000 students, you will see multiple reports.

To view online Educator and ISR Reports for a specific grade and/or subject, select the **Create Report** button.

**To download reports on this page:**

- Select the  icon. A pop up confirmation screen will display the report you have selected, with additional information, like the file size
- Select the **Save** button to begin the download process. This **Save** button is active for 5 minutes only. If you select it after 5 minutes, you will receive an error message and you will need to close the popup and reselect the PDF link to get an active **Save** button.

**To view an online reports on this page:**

- Select the  icon. The selected report will display in your browser window.

- To download the SPF or ISR PDF(s), click the *Download* icon in the Action column for the applicable report
- Select *Save* to begin the download process
- Remember to save your file after downloading it

# Viewing Generated Online Reports

### Summative Reports

Show 30 Reports Search:

Create Report

| Organization | Org Type | Report Type                        | File Name | Tested Grade | Student Count | Generated On | Action  |
|--------------|----------|------------------------------------|-----------|--------------|---------------|--------------|---|
| DISTRICT1    | District | ORG_CURRENT_PROGRESS               | NA        | 03           |               | 9/26/2014    |  |
| DISTRICT1    | District | ORG_CURRENT_PROGRESS               | NA        | 04           |               | 9/26/2014    |  |
| DISTRICT1    | District | SUBJECT_PROFICIENCY_BY_GRADE       | NA        | ALL          |               | 9/19/2014    |  |
| DISTRICT1    | District | SUBJECT_PROFICIENCY_BY_DEMOGRAPHIC | NA        | 03           |               | 9/19/2014    |  |
| DISTRICT1    | District | SUBJECT_PROFICIENCY_BY_DEMOGRAPHIC | NA        | 04           |               | 9/19/2014    |  |
| DISTRICT1    | District | SUBJECT_PROFICIENCY_BY_SCHOOL      | NA        | 03           |               | 9/19/2014    |  |
| DISTRICT1    | District | SUBJECT_PROFICIENCY_BY_SCHOOL      | NA        | 04           |               | 9/19/2014    |  |
| DISTRICT1    | District | SPF                                | NA        | ALL          | 0             | 9/12/2014    |  |

#### Quick Guide ?

This page contains the list of the reports available to view or download. PDF reports consists of 1 grade per school for up to 1000 students. For grades that exceed 1000 students, you will see multiple reports.

To view online Educator and ISR Reports for a specific grade and/or subject, select the **Create Report** button.

**To download reports on this page:**

- Select the  icon. A pop up confirmation screen will display the report you have selected, with additional information, like the file size
- Select the **Save** button to begin the download process. This **Save** button is active for 5 minutes only. If you select it after 5 minutes, you will receive an error message and you will need to close the popup and reselect the PDF link to get an active **Save** button.

- To view the Organization Progress Report, click the *View Report* icon in the Action column for the applicable report

# Accessing Educator Reports by Grade

### Summative Reports

Show 30 Reports Search:

[Create Report](#)

| Organization | Org Type | Report Type                        | File Name              | Tested Grade | Student Count | Generated On | Action |
|--------------|----------|------------------------------------|------------------------|--------------|---------------|--------------|--------|
| DISTRICT1    | District | SPF                                | NA                     | ALL          | 0             | 9/12/2014    |        |
| DISTRICT1    | District | SUBJECT_PROFICIENCY_BY_GRADE       | NA                     | ALL          |               | 9/19/2014    |        |
| DISTRICT1    | District | SUBJECT_PROFICIENCY_BY_DEMOGRAPHIC | NA                     | 03           |               | 9/19/2014    |        |
| SCHOOL2      | School   | ISR                                | 1928-03-ISR-School.zip | 03           | 202           | 9/13/2014    |        |
| SCHOOL2      | School   | SUBJECT_PROFICIENCY_BY_GRADE       | NA                     | ALL          |               | 9/19/2014    |        |
| SCHOOL2      | School   | SUBJECT_PROFICIENCY_BY_DEMOGRAPHIC | NA                     | 03           |               | 9/19/2014    |        |

### Quick Guide ?

This page contains the list of the reports available to view or download. PDF reports consists of 1 grade per school for up to 1000 students. For grades that exceed 1000 students, you will see multiple reports.

To view online Educator and ISR Reports for a specific grade and/or subject, select the [Create Report](#) button.

To download reports on this page:

- Select the icon. A pop up confirmation screen will display the report you have selected, with additional information, like the file size
- Select the [Save](#) button to begin the download process. This [Save](#) button is active for 5 minutes only. If you select it after 5 minutes, you will receive an error message and you will need to close the popup and reselect the PDF link to get an active [Save](#) button.

To view an online reports on this page:

- Select the icon. The selected report will display in your browser window.

- To view Educator Reports by grade, click the **Create Report** button

# Accessing Educator Reports by Grade, cont.

The screenshot displays the 'Summative Score Reports' interface. At the top, there is a 'Get Students' button. Below it, a 'By Grade' filter is active. On the left, a 'Tested Grade' dropdown menu is open, showing options from Grade K to Grade 6. In the center, three report thumbnails are visible: 'Subject Proficiency by Student', 'Current Progress', and 'Supplemental Scores'. Each report has a 'Select' checkbox. On the right, a 'Quick Guide' section provides instructions on how to use the page.

**Summative Score Reports** Get Students

**By Grade**

**Tested Grade \***

None selected

Search

- Grade K
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6

**Available Reports \***

- Subject Proficiency by Student**  
 Select
- Current Progress**  
 Select
- Supplemental Scores**  
 Select

**Quick Guide ?**

This page allows you to generate and view online Educator and ISR Reports.

**Reports by Grade**

- Select a grade.
- Select 1 or more available Educator reports.

**Reports by Subject**

- Select a grade and a subject.
- Select 1 or more available Educator reports.

After selecting the Get Students button a screen for selecting students who matched your search criteria will be displayed. Please note that online ISR reports will be available for all students on the this page.

- From the *Summative Score Reports* screen, select **By Grade**; choose a **Tested Grade** and report(s), then click **Get Students**

# Accessing Educator Reports by Grade / Subject

**Summative Score Reports** [Get Students](#)

By Grade ▾

**By Subject** ▾

**Tested Grade \***  
None selected ▾

**Subject \***  
None selected ▾

**Available Reports \***

**Proficiency Summary**  
 Select

**Skill Proficiency**  
 Select

By Group ▾

**Quick Guide ?**

This page allows you to generate and view online Educator and ISR Reports.

**Reports by Grade**

- Select a grade.
- Select 1 or more available Educator reports.

**Reports by Subject**

- Select a grade and a subject.
- Select 1 or more available Educator reports.

After selecting the [Get Students](#) button a screen for selecting students who matched your search criteria will be displayed. Please note that online ISR reports will be available for all students on the this page.

- From the *Summative Score Reports* screen, select **By Subject**; choose a **Tested Grade**, **Subject** and report(s), then click **Get Students**

# Accessing Educator Reports by Group

**Summative Score Reports** Get Students

By Grade ▾

By Subject ▾

**By Group** ▾

**Tested Grade \***  
None selected ▾

**Subject \***  
None selected ▾

**Group \***  
None Selected ▾

**Available Reports \***

  
**Skill Proficiency by Group**  
 Select

**Quick Guide ?**

This page allows you to generate and view online Educator and ISR Reports.

**Reports by Grade**

- Select a grade.
- Select 1 or more available Educator reports.

**Reports by Subject**

- Select a grade and a subject.
- Select 1 or more available Educator reports.

After selecting the Get Students button a screen for selecting students who matched your search criteria will be displayed. Please note that online ISR reports will be available for all students on the this page.

- From the *Summative Score Reports* screen, select **By Group**; choose a **Tested Grade**, **Subject**, **Group(s)** and the **Skill Proficiency by Group** report, then click **Get Students**



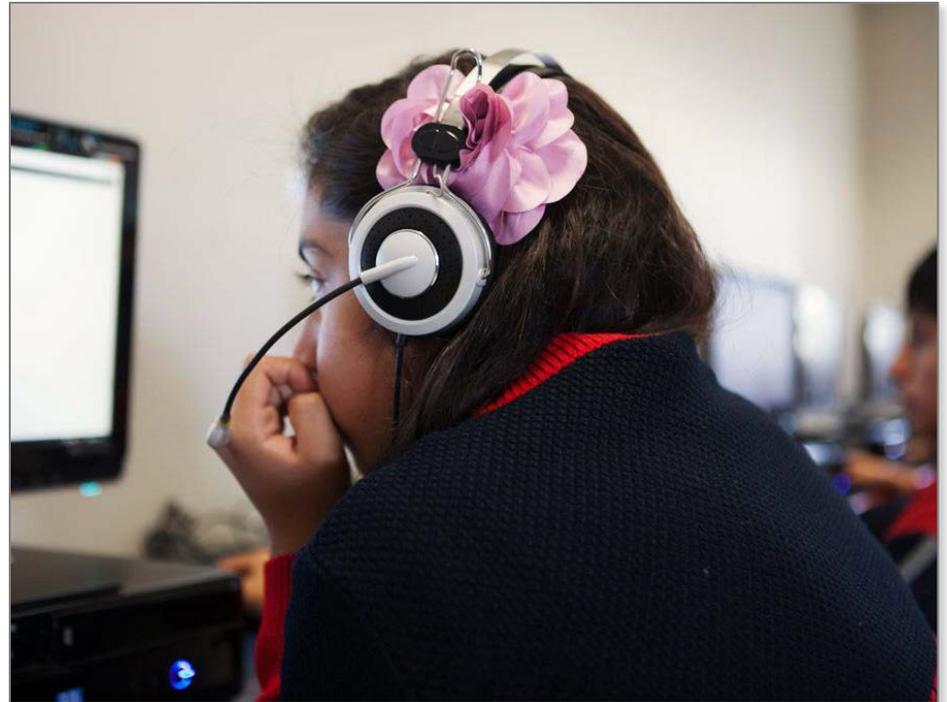


# Session 5: Computer-based Testing (Accommodations)



# Computer-based Testing Overview

- SCDE will only allow ACT Aspire computer-based testing in 2015 as an accommodation for students that need “oral administrations” on the Math, Science, and Writing assessments



# Exemplars

## Exemplars

- Online samples of test questions
- Booklet provides overview, concepts measured, and answer key
- Requires login
- Should not be accessed from tablets or smartphones

**English** Math Reading Science Writing

### English Exemplar Resources

The Exemplar English Test Questions document contains information about the exemplar test content, individual exemplar questions, an answer key, and access information.

Click the link below to visit this resource on Avocet. While viewing the document press the green download or print buttons to save a complete local copy or print the full document.

[English Exemplar Supporting Document Answer Key ↗](#)

### English Exemplar Login Credentials

Visit TestNav 8 by clicking the button at the bottom of the instructions on the right, and use the login information to view the English exemplar items.

| Subject | Username | Password  |
|---------|----------|-----------|
| English | english  | actaspire |

# Tech Readiness

# Handy Technical Resources

- **ACT Aspire Landing Page**
  - Technology Set-up page
- **System Requirements: TestNav & ProctorCache**
  - A list of minimum system requirements
- **Technology Coordinator Checklist**
  - A list of technology activities
- **Testnav 8 Error Codes**
  - List of error codes and troubleshooting / resolution steps
- **ProctorCache Quick Guide**
  - Steps for configuring ProctorCache
  - Step by Step on last two pages



Each of these resources found on Avocet and Landing Page

- <http://ACTAspire.Avocet.Pearson.com>
- <http://ACTAspire.Pearson.com>



# Computer-based Testing Components

- ProctorCache
  - Works with TestNav 8 to reduce bandwidth requirements
- SystemCheck for TestNav 8
  - Web-based tool for assessing readiness
- TestNav 8
  - Test delivery engine
  - TestNav 8 Early Warning System
- The ACT Aspire Portal
  - Manage test sessions



# Proctor Caching



# ProctorCache

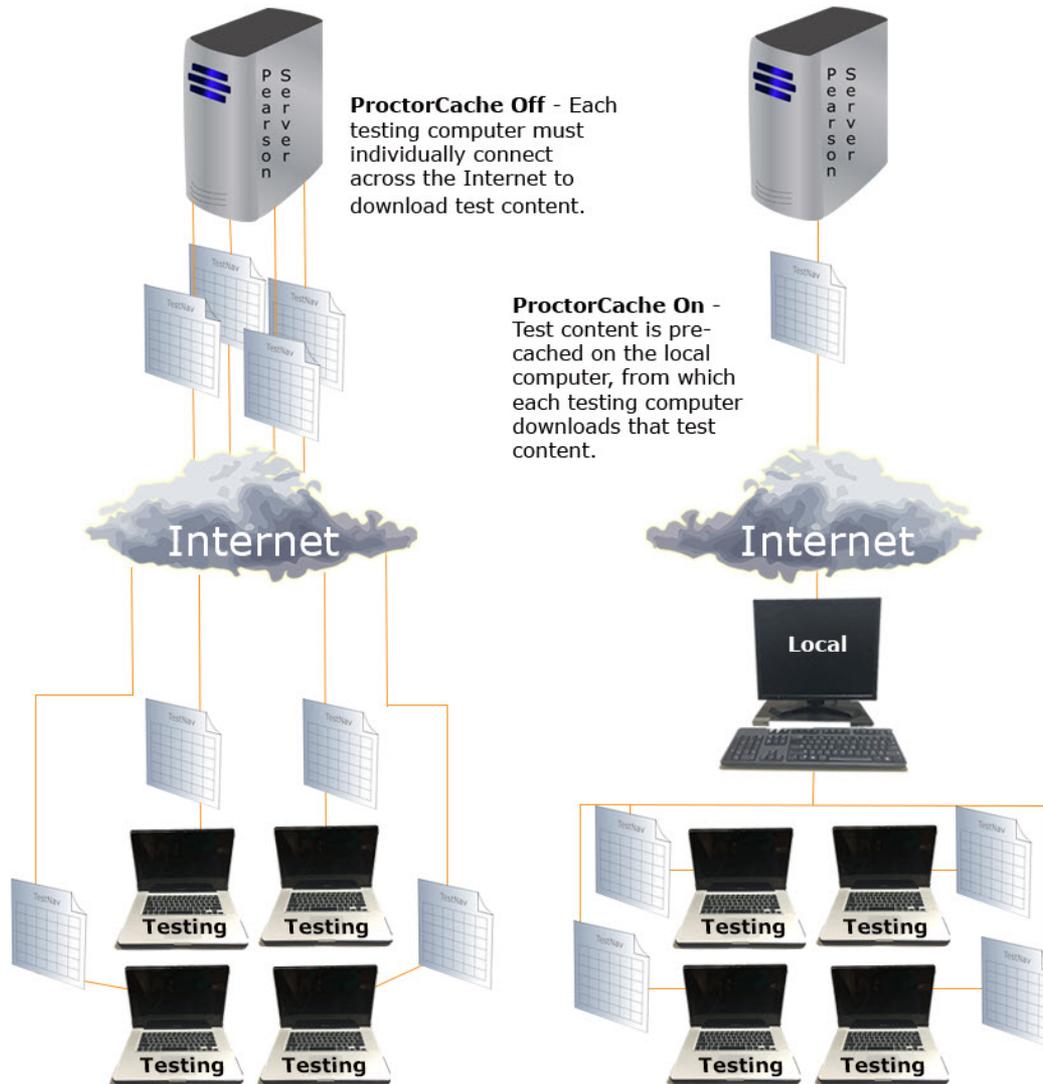
ProctorCache is Pearson-supplied software that is used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content.

Proctor caching:

- allows you to pre-cache test content to your local network before a test;
- reduces the burden on your internet service provider (ISP) by eliminating redundancy in requests for test content; and
- stores an encrypted local copy of all pre-cached tests.



# Proctor Caching



# Proctor Caching - The ACT Aspire Portal

The screenshot displays the ACT Aspire portal interface. The top navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The current page is 'Manage Proctor Cache' under the 'Organizations' section. The breadcrumb trail is 'DASHBOARD / MANAGE ORGANIZATIONS / PROCTOR CACHE MANAGEMENT'. The organization selected is 'IA / CEDAR RAPIDS SCHOOL DISTRICT(70001)'. The page contains two main sections: 'Organization Details' and 'Proctor Cache Server Details'. The 'Organization Details' section shows 'Record Type' as 'District', 'State' as 'IA', 'District Name' as 'CEDAR RAPIDS SCHOOL DISTRICT', and 'State District Code' as '70001'. The 'Proctor Cache Server Details' section shows 'Primary Host IP Address' as '10.25.99.146' and 'Port' as '4480'. There are 'Save' and 'Cancel' buttons at the top right of the form, and a 'Check Status' button next to the port field. A 'Quick Guide' box on the right provides instructions: 'Complete the fields on the page and select Save to add/remove the Proctor Cache Settings.'

| Organization Details |                              |                     |       |
|----------------------|------------------------------|---------------------|-------|
| Record Type          | District                     | State               | IA    |
| District Name        | CEDAR RAPIDS SCHOOL DISTRICT | State District Code | 70001 |

| Proctor Cache Server Details |              |      |      |
|------------------------------|--------------|------|------|
| Primary Host IP Address      | 10.25.99.146 | Port | 4480 |

- Manage proctor cache in the ACT Portal
  - TestNav will detect and use proctor cache settings entered into the Portal
    - No need to configure individual student work stations for proctor caching
  - Set default proctor cache settings for district and schools
  - Default settings can be applied to test sessions

# SystemCheck for TestNav 8



# SystemCheck

TESTNA ✓ SystemCheck

## SystemCheck

Choose a customer and Click Start to perform a series of system checks to confirm that this system is configured correctly.

Customers:

- <http://SystemCheck.ACTAspire.org>

# SystemCheck

TESTNAV SystemCheck

Check Your System Testing Capacity

ACT Aspire ▶ Start Print Friendly

Not Started

Computer Name: AUSTXWL-B9L3HV1  
Computer IP Address: 10.25.145.109

| CHECKS PERFORMED | RESULTS |
|------------------|---------|
| Browser          |         |
| Java Environment |         |
| Operating System |         |

## Check Your System:

- Validates system requirements are met on testing workstations
- Provides steps to verify whether TestNav can run on the workstation

## Testing Capacity:

- Bandwidth testing for internet and proctor caching connections
- Volume estimates for capacity planning

# TestNav 8

# TestNav 8

TN8 Not Signed In

HOME

## Sign In

Please sign in:

[Sign In](#)

[←](#) [→](#) [Review](#) [Flag](#) 3:59:52 | f. last

HOME / AVAILABLE TESTS / T 1 / 3 OF 41



Which person listed below served the longest period of time as president of the United States?

- A. George Washington
- B. Grover Cleveland
- C. Franklin D. Roosevelt
- D. George Bush

# Test Sessions: Creating Test Sessions



# Test Session Overview

Students must be placed into test sessions for computer-based testing. By creating test sessions:

- Students receive the correct form type dictated by their PNP
- Students are able to log into TestNav with the Student Authorization tickets generated
- Students can be placed into Test Sessions in various ways, including grades or groups



# Session Details – Selecting a Test

New Test Details

1 **Test Admin**

2 Test \*

Daily Test Window  
 24-hour testing

**Select a Test**

Show 10 Tests Search:

| Test Name                                 | Test Admin     | Grade   | Subject | Mode                |
|---|----------------|---------|---------|---------------------|
| Grade 9 Math                              | EA Test        | Grade 9 | Math    | <b>Online Paper</b> |
| Math Grade 7 Exemplar w/Highlight Tool    | 2014 Exemplars | Grade 7 | Math    | Online              |
| Reading Grade 7 Exemplar w/Highlight Tool | 2014 Exemplars | Grade 7 | Reading | Online              |

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Cancel

Create test session Cancel

Click the list icon to access the *Select a Test* window

Choose **Online** for Mode

# Session Details – Testing Schedule

**1 Test Admin**

Test \*

**2 Testing Schedule**

Start Date \*

01/26/2015

End Date \*

01/30/2015

Daily Test Window

24-hour testing

Start Time \*

08:00 AM

End Time \*

04:00 PM

Daily Test Schedule

M  T  W  T  F  S  S

Enable

Primary Host IP Address \*

10.27.91.234

Primary Host Port \*

4480

[Proctor Cache Health Check](#)

Create Test Session Cancel

Determine your testing window, and set start and end dates, times, and active days of testing

**Note:** Consider school class schedules when setting times

# Session Details – Title and Instructions

**New Test Details**

**1 Test Admin**  
Test \*

**2 Testing Schedule**  
Start Date \*  End Date \*

**3 Testing Details**  
Title \*   
Instructions

**4 Proctor Caching Details**  
 Enable Proctor Caching  
Primary Host IP Address \*  Primary Host Port \*  [Proctor Cache Health Check](#)

Define a title and any special instructions for the session

# Session Details – Proctor Caching

The screenshot shows the 'New Test Details' form with a modal window titled '4 Proctor Caching Details' overlaid. The modal contains the following elements:

- Enable Proctor Caching
- Primary Host IP Address \* (input field)
- Primary Host Port \* (input field)
- Proctor Cache Health Check

Below the modal, the main form shows the '4 Proctor Caching Details' section with the following values:

- Enable Proctor Caching
- Primary Host IP Address \* : 10.27.91.234
- Primary Host Port \* : 4480
- Proctor Cache Health Check

At the bottom of the form, the 'Create Test Session' button is highlighted with a red box.

If default proctor cache settings have been defined, verify they are correct.

If no settings have been entered, you may enable proctor caching and enter details.

**Proctor Cache Health Check** opens the *Proctor Cache Diagnostics* screen for the specified machine.

# **Test Sessions: Adding & Removing Authorized Users**

# Test Session Details – Invite New Users

The screenshot displays the ACT Aspire portal interface. At the top, the logo 'ACT Aspire' is visible, along with navigation links for 'Infrastructure Trial', 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The current page is 'Test Session Details' for 'Mr Smith, G7 Science, Session 1'. The session is scheduled and 0% completed. A modal window titled 'Invite Room Supervisor to Test' is open, with a text input field for email addresses and 'Submit' and 'Cancel' buttons. A red arrow points from the 'Invite' link in the 'Authorized Users' section to the modal window.

- *Invite* new Room Supervisors to the Portal

# Test Session Details – Add/Edit Existing Users

The screenshot displays the ACT Aspire web application interface. At the top, the logo 'ACT Aspire' is visible on the left, and 'Infrastructure Trial' is on the right. Below the logo is a navigation bar with tabs for 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. A breadcrumb trail shows 'DASHBOARD / TEST SESSIONS - SUMMATIVE / DETAILS'. The main content area is titled 'Test Session Details' and shows 'Mr Smith, G7 Science, Session 1' with a 'Scheduled' status and '0% Completed'. A 'Quick Guide ?' button is present. Below this, there are buttons for 'Print', 'Comment', 'Edit', and 'Refresh'. A section for 'Authorized Users (1)' includes an 'Add/Edit' link, which is highlighted by a red arrow. A modal dialog box titled 'Add & Remove Users / Change User Permissions' is open, showing a search bar with 'admin' entered and a table of users. The table has columns for Role, Last Name, First Name, Email Address, and Organization. Two users are listed: one with role 'Not Assigned' and one with role 'Creator'. The dialog also includes a 'Save' button and a 'Cancel' button. On the right side of the dialog, there are additional controls for 'Student Status' and 'Search'.

**Test Session Details**

Mr Smith, G7 Science, Session 1

Scheduled 0% Completed Authorized Users (1) **Add/Edit** Invite

**Add & Remove Users / Change User Permissions**

Show 10 members Search: admin

| Role         | Last Name     | First Name            | Email Address               | Organization |
|--------------|---------------|-----------------------|-----------------------------|--------------|
| Not Assigned | Admin         | Example Administrator | jeramy.dichiera@gmail.com   | IA           |
| Creator      | Administrator | Example Administrator | jeramy.dichiera@pearson.com | IA           |

Showing 1 to 2 of 2 entries (filtered from 9 total entries)

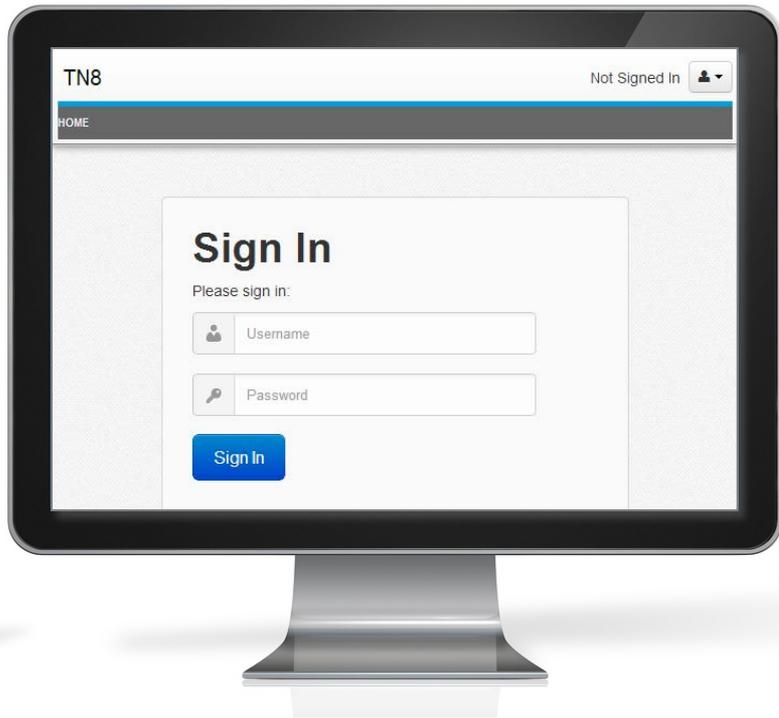
← Previous 1 Next →

Save Cancel

- *Add/Edit* existing users to update access to the test session

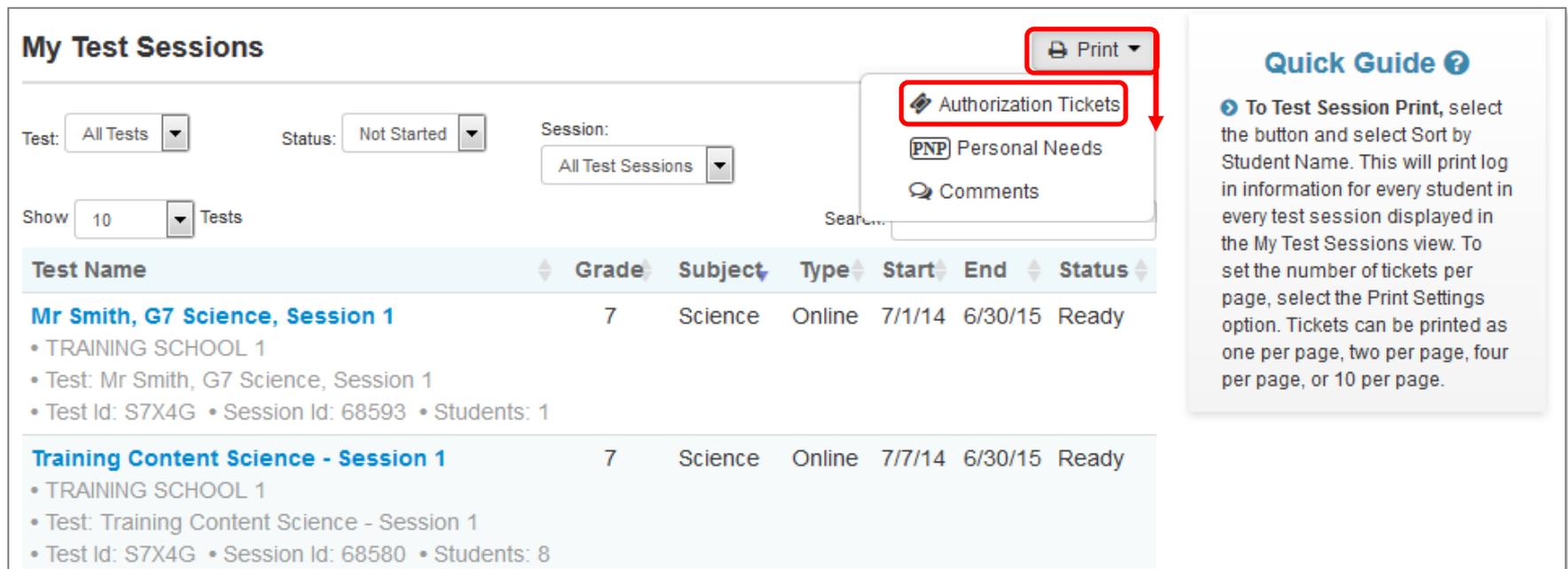
# Test Sessions: Student Authorization Tickets

# Student Authorization Ticket Overview



- Student Authorization tickets:
- Contain the URL and login information for students to access TestNav
  - Can be printed for an entire school, individual test sessions, or individual students
  - Should be treated as secure material

# Printing Authorization Tickets – School



**My Test Sessions**

Test: All Tests Status: Not Started Session: All Test Sessions

Show 10 Tests

| Test Name  | Grade | Subject | Type   | Start  | End     | Status |
|--|-------|---------|--------|--------|---------|--------|
| <b>Mr Smith, G7 Science, Session 1</b><br>• TRAINING SCHOOL 1<br>• Test: Mr Smith, G7 Science, Session 1<br>• Test Id: S7X4G • Session Id: 68593 • Students: 1           | 7     | Science | Online | 7/1/14 | 6/30/15 | Ready  |
| <b>Training Content Science - Session 1</b><br>• TRAINING SCHOOL 1<br>• Test: Training Content Science - Session 1<br>• Test Id: S7X4G • Session Id: 68580 • Students: 8 | 7     | Science | Online | 7/7/14 | 6/30/15 | Ready  |

Print

- Authorization Tickets
- Personal Needs
- Comments

**Quick Guide**

To Test Session Print, select the button and select Sort by Student Name. This will print log in information for every student in every test session displayed in the My Test Sessions view. To set the number of tickets per page, select the Print Settings option. Tickets can be printed as one per page, two per page, four per page, or 10 per page.

- Go to **Summative Tests** and select *Test Session Print*
- Click **Print** and then *Authorization Tickets*
- Print options manage how tickets print

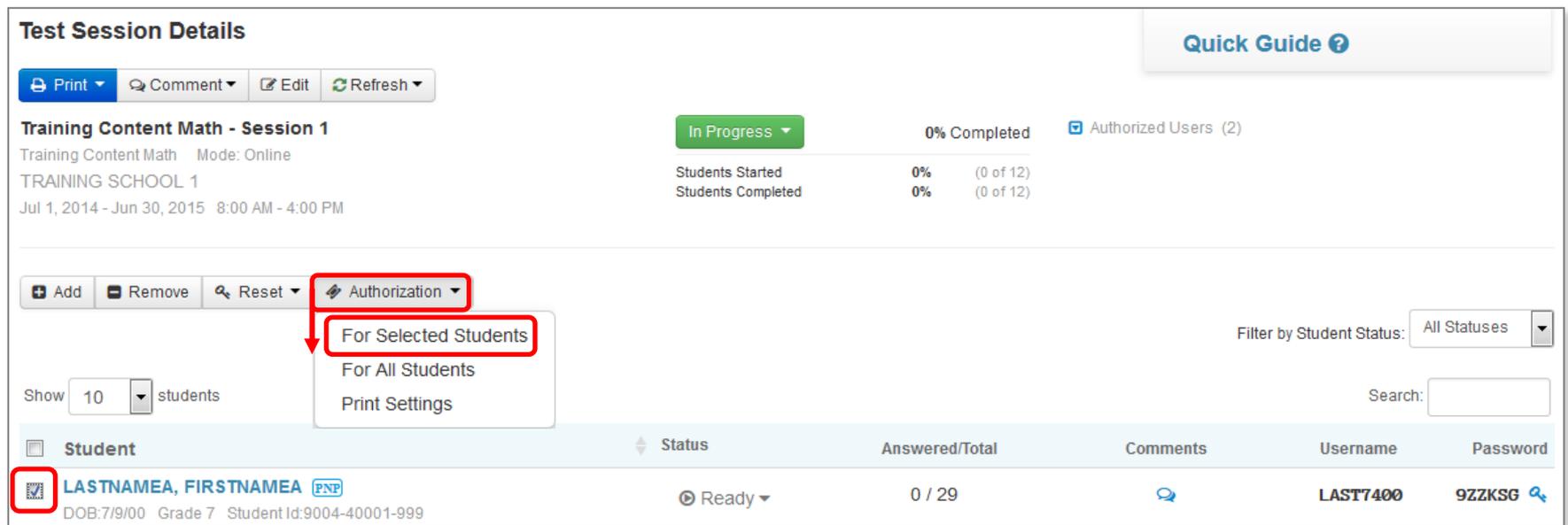
# Printing Authorization Tickets – Session

The screenshot displays the 'Test Session Details' page for 'Training Content Math - Session 1'. The page includes a 'Quick Guide' button, a toolbar with 'Print', 'Comment', 'Edit', and 'Refresh' options, and a status section showing 'In Progress' and '0% Completed'. A table lists 'Students Started' and 'Students Completed' as 0% (0 of 12). Below this, there are buttons for 'Add', 'Remove', 'Reset', and 'Authorization'. The 'Authorization' dropdown menu is open, showing options for 'For Selected Students', 'For All Students', and 'Print Settings'. A 'Filter by Student Status' dropdown is set to 'All Statuses', and a search box is present. At the bottom, a table lists student details for 'LASTNAMEA, FIRSTNAMEA', including their status as 'Ready', answered/total count as '0 / 29', and login credentials.

| Student   | Status                                 | Answered/Total | Comments | Username | Password |
|---|--|----------------|----------|----------|----------|
| <input type="checkbox"/> LASTNAMEA, FIRSTNAMEA <small>PNP</small><br>DOB: 7/9/00 Grade 7 Student Id: 9004-40001-999 | <input checked="" type="radio"/> Ready | 0 / 29         |          | LAST7400 | 9ZZKSG   |

- From *Test Session Details*, click **Authorization** and then **For All Students**
- Print options manage how many tickets print per page

# Printing Authorization Tickets – Student



The screenshot displays the 'Test Session Details' interface. At the top, there are buttons for 'Print', 'Comment', 'Edit', and 'Refresh'. Below this, the session title is 'Training Content Math - Session 1' with a status of 'In Progress' and '0% Completed'. A table shows 'Students Started' and 'Students Completed' at 0% (0 of 12). There are also buttons for 'Add', 'Remove', 'Reset', and 'Authorization'. The 'Authorization' dropdown menu is open, showing options: 'For Selected Students', 'For All Students', and 'Print Settings'. A 'Show 10 students' dropdown is visible. On the right, there is a 'Filter by Student Status' dropdown set to 'All Statuses' and a search box. Below the menu, a table lists student details. The first student, 'LASTNAMEA, FIRSTNAMEA', is selected with a checked checkbox. The table columns are Student, Status, Answered/Total, Comments, Username, and Password.

| Student  | Status | Answered/Total | Comments | Username | Password |
|--|--------|----------------|----------|----------|----------|
| <input checked="" type="checkbox"/> LASTNAMEA, FIRSTNAMEA <small>PNP</small><br>DOB: 7/9/00 Grade 7 Student Id: 9004-40001-999 | Ready  | 0 / 29         |          | LAST7400 | 9ZZKSG   |

- From *Test Session Details*, checkbox student name(s)
- Click **Authorization** and then **For Selected Students**
- Print options manage how many tickets print per page

# Student Authorization Ticket Review

*Test Name:*  
**Training Content Math**

*Session Name:*  
**Fred Flintstone Training Content Math Session 1**

---

**IDAHO HOLLYWOOD**

*Login Info:*

Log into your test here: <http://tn.actaspire.org>

User Name: **HOLL3428**

Password: **4869DF**

---

*Test Name:*  
**Training Content Math**

*Session Name:*  
**Fred Flintstone Training Content Math Session 1**

---

**CONNECTICUT JUNEAU**

*Login Info:*

Log into your test here: <http://tn.actaspire.org>

User Name: **JUNE3436**

Password: **23E85M**

Test Name (subject)

Session Name

Student's Name; now  
alpha by last name

Student specific User  
Name and Password

**Note:** Passwords will not  
contain I/1/O/0

**Authorization tickets  
can only be used by  
the student listed  
on the ticket;**  
failure to do so will  
result in testing and  
reporting irregularities



# Materials Provided by the School



Scratch Paper



Calculators (optional)

# Computer-based Testing: Room Supervisor Overview



*Before  
Testing*



# Key Manuals



## Test Coordinator Manual

### SUMMATIVE TESTING

#### TESTING STAFF MANUAL STATEMENT AND SIGNATURE

1. Read the following **Statement**: I understand ACT owns these copyrighted test materials, including this Manual and the test questions and responses in the test booklets, through the online testing system. By accessing the contents of this Manual, I agree to: keep the test materials confidential, use the test materials only in connection with the administration of the test to authorized students, administer the test in accordance with the policies and procedures set forth in this Manual, and to retain this Manual for one year following this test event. I further agree that I will not share questions and responses with anyone by any form of communication—other than with authorized students at the designated test time—and I understand that violating this agreement may result in legal penalties.
2. Sign your name as you would any official document and enter today's date.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Today's Date

**ACT**<sup>®</sup> **Aspire**



## Room Supervisor Manual

### Online Summative Testing

#### TESTING STAFF MANUAL STATEMENT AND SIGNATURE

1. Read the following **Statement**: I understand ACT owns these copyrighted test materials, including this Manual and the test questions and responses in the test booklets. By accessing the contents of this Manual, I agree to: keep the test materials confidential, use the test materials only in connection with the administration of the test to authorized students, administer the test in accordance with the policies and procedures set forth in this Manual, and to retain this Manual for one year following this test event. I further agree that I will not share ACT questions and responses with anyone by any form of communication—other than with authorized students at the designated test time—and I understand that violating this agreement may result in legal penalties.
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Your Signature

\_\_\_\_\_  
Today's Date

**ACT**<sup>®</sup> **Aspire**



# ACT Aspire Portal User Guide

SPRING 2015



## Portal User Guide For All ACT Aspire Assessments

**ACT** Aspire™





## Before Testing, Room Supervisors Should:

- ✓ Print student authorization tickets
- ✓ Provide students with scratch paper; this can be the back of the student authorization ticket
- ✓ Ensure that test session(s) have been started
- ✓ Ensure that all computers are turned on and TestNav is up; the student login should be visible
- ✓ If audio support is needed, verify that audio is turned up





*During  
Testing*



## During Testing, Room Supervisors Should:

- ✓ Distribute student authorization tickets
- ✓ Read the appropriate Verbal Instructions from your manual, EXACTLY as stated
- ✓ Log start and stop times for each session
- ✓ Move about the room observing students as they test & noting irregularities (e.g. student becomes ill)
- ✓ Resume students, if needed
- ✓ Assist students in ending and submitting test, if necessary



# Active Monitoring



- Room Supervisors must be actively monitoring during testing
- IT staff should be available for troubleshooting computer-based testing, if needed
- A communication plan with the Test Coordinator should be in place

# Viewing Student Status

**Test Session Details** Quick Guide ?

[Print](#) [Comment](#) [Edit](#) [Refresh](#)

**Training Content Math - Session 1** In Progress 0% Completed Authorized Users (2)

Training Content Math Mode: Online  
TRAINING SCHOOL 1  
Jul 1, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

Students Started 0% (0 of 12)  
Students Completed 8% (1 of 12)

[Add](#) [Remove](#) [Reset](#) [Authorization](#)

Filter by Student Status: All Statuses

Show 10 students Search:

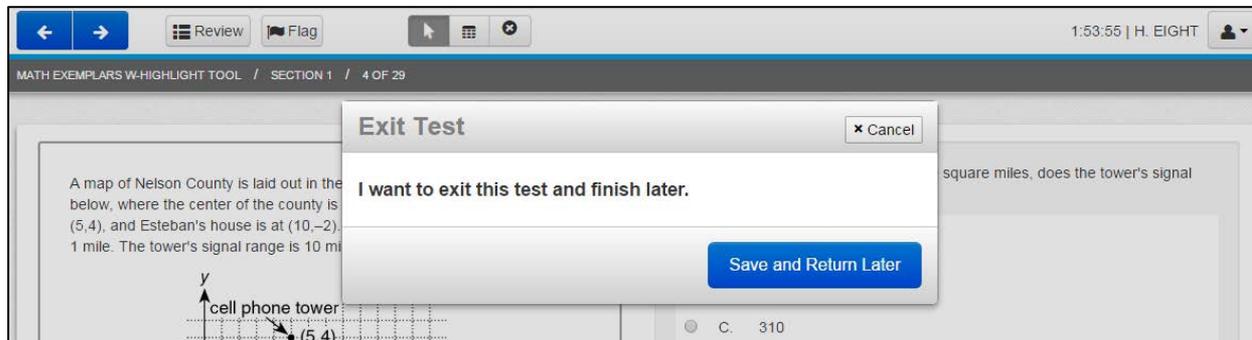
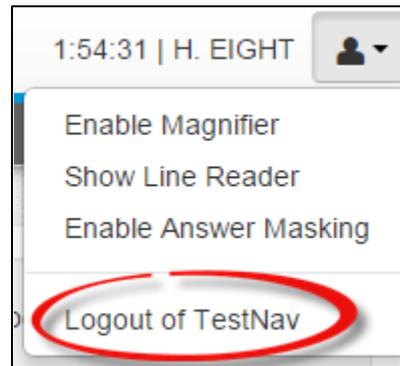
| Student   | Status      | Answered/Total | Comments                 | Username | Password                     |
|---|-------------|----------------|--------------------------|----------|------------------------------|
| <input type="checkbox"/> <b>LASTNAMEA, FIRSTNAMEA</b> <a href="#">PNP</a><br>DOB:7/9/00 Grade 7 Student Id:9004-40001-999 | Force Close | 0 / 29         | <a href="#">Comments</a> | LAST7400 | 9ZZKSG <a href="#">Reset</a> |
| <input type="checkbox"/> <b>YUMZ, NEVADA Y</b><br>DOB:1/7/01 Grade 8 Student Id:9004-40001-007                            | Ready       | 0 / 29         | <a href="#">Comments</a> | YUMA3430 | QAV28G <a href="#">Reset</a> |

- View student test status and number of questions student has answered on the *Test Session Details* screen
- Sections update as student progresses through the test



# TestNav – “Save and Finish Later” Allows for Breaks

- New screen for exit and finish later from the person icon drop-down menu





# Proctor Teacher Portal Code Needed for **Unplanned** Extended Time

## Time Expired

**ⓘ Warning: If you do not select "Submit Final Answers", you may not get a score for this test.**

Select "Submit Final Answers" now.

---

TIME FOR THIS TEST HAS EXPIRED.  
Select "Submit Final Answers" now.  
You will not be able to return later to this test.

**Submit Final Answers**

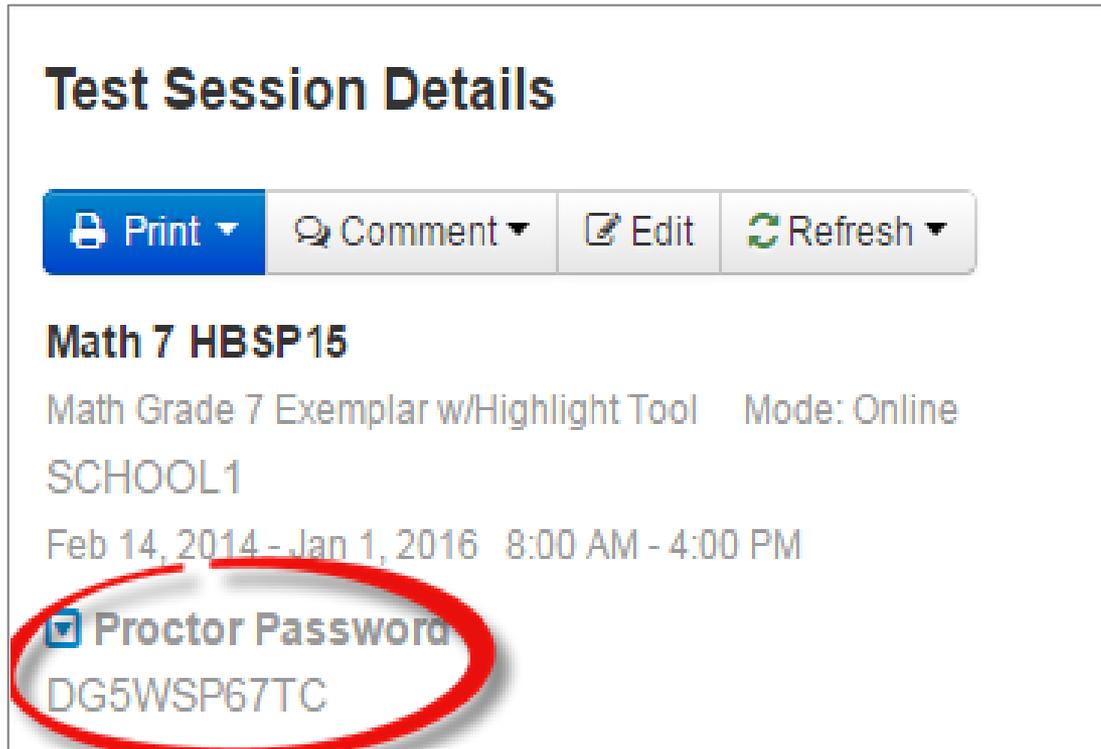
---

PROCTOR ONLY:  
ENTER PASSWORD FOR  
EXTENDED TESTING TIME.

Continue

- Time may run out naturally on the TestNav timer and student would go ahead and submit their responses
- Unique situations may require unplanned extended time
- A Proctor Teacher Password located in the Portal is needed for any student needing to gain access after timer has expired

# Portal Location of Proctor Code



The screenshot shows a 'Test Session Details' page. At the top, there is a title 'Test Session Details' and a row of four buttons: 'Print', 'Comment', 'Edit', and 'Refresh'. Below the buttons, the session details are listed: 'Math 7 HBSP15', 'Math Grade 7 Exemplar w/Highlight Tool Mode: Online', 'SCHOOL1', and 'Feb 14, 2014 - Jan 1, 2016 8:00 AM - 4:00 PM'. At the bottom, there is a section for 'Proctor Password' with a checkbox and the password 'DG5WSP67TC'. A red circle highlights the 'Proctor Password' label and the password text.

**Test Session Details**

Print Comment Edit Refresh

**Math 7 HBSP15**  
Math Grade 7 Exemplar w/Highlight Tool Mode: Online  
SCHOOL1  
Feb 14, 2014 - Jan 1, 2016 8:00 AM - 4:00 PM

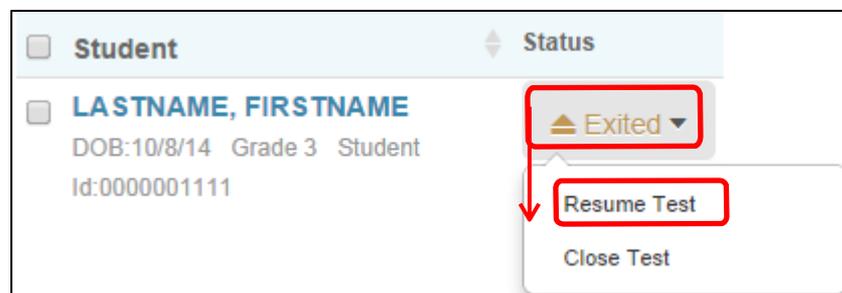
**Proctor Password**  
DG5WSP67TC

- Password cannot be entered with spaces
- Password is alphanumeric
- Length is always 10 characters
- Located in each Test Session Details screen
- Unique to that test session
- One code used for all students in the session
- This password cannot be reset



## TestNav – After a Break: Resuming a Student in the Portal

- Locate the exited student in the *Test Session Details* screen. A quick way to do this would be to look for the text “Exited” in the *Status* column.
- Click the word *Exited*, and select **Resume Test**.



- The student’s status will change to *Resumed* and he or she will be able to log into TestNav using the same credentials initially used to enter the test for this test session.

# Resetting TestNav 8 Login Passwords

Resetting all student passwords for the session

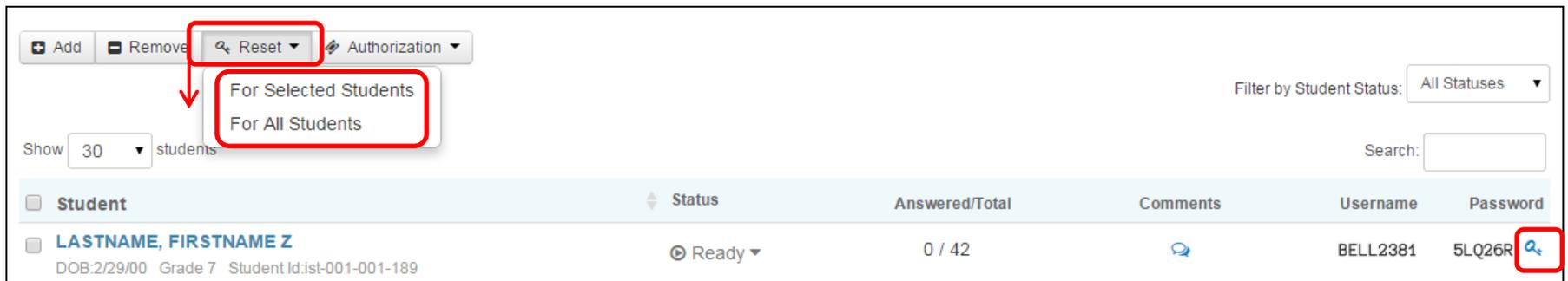
1. Click **Reset**
2. Select **For All Students**

Resetting passwords for groups of Students

1. Check the checkbox beside each student you want to reset
2. Click **Reset**
3. Select **For Selected Students** to reset a group of student passwords

Resetting passwords for individual students

1. Click the key icon to the right of the current password



The screenshot shows the TestNav 8 interface. At the top, there are buttons for 'Add', 'Remove', 'Reset', and 'Authorization'. The 'Reset' button is highlighted with a red box, and its dropdown menu is open, showing two options: 'For Selected Students' and 'For All Students'. The 'For All Students' option is also highlighted with a red box. Below the menu, there is a 'Filter by Student Status' dropdown set to 'All Statuses' and a 'Search' input field. The main table has columns for 'Student', 'Status', 'Answered/Total', 'Comments', 'Username', and 'Password'. The first row shows a student with the name 'LASTNAME, FIRSTNAME Z', status 'Ready', and password '5LQ26R'. The password field is highlighted with a red box, and a key icon is visible to its right, also highlighted with a red box.

| Student  | Status | Answered/Total | Comments | Username | Password |
|--|--------|----------------|----------|----------|----------|
| <input type="checkbox"/> LASTNAME, FIRSTNAME Z<br>DOB: 2/29/00 Grade 7 Student Id: ist-001-001-189 | Ready  | 0 / 42         |          | BELL2381 | 5LQ26R   |



# TestNav: Submitting Student Responses

- Option 1: The TestNav timer will run out and this screen will appear; students select ***Submit Final Answers***

## Time Expired

**ⓘ Warning: If you do not select "Submit Final Answers", you may not get a score for this test.**

Select "Submit Final Answers" now.

---

TIME FOR THIS TEST HAS EXPIRED.  
Select "Submit Final Answers" now.  
You will not be able to return later to this test.

**Submit Final Answers**

---

PROCTOR ONLY:  
ENTER PASSWORD FOR  
EXTENDED TESTING TIME.

Continue

# TestNav: Submitting Student Responses

- Option 2: Advancing from the last item on the test will prompt the submit screen to appear

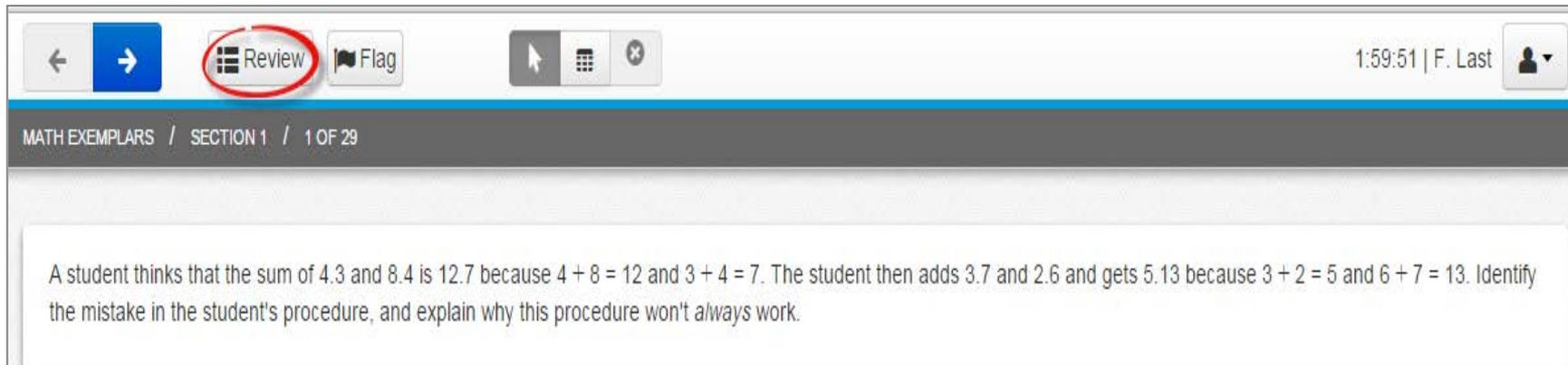
The screenshot displays the TestNav interface. At the top, a navigation bar includes a left arrow, a right arrow (circled in red), a 'Review' button, a 'Flag' button, and a close button. Below the navigation bar, the breadcrumb trail reads 'MATH EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / 29 OF 29', with '29 OF 29' circled in red. The main content area shows a text prompt: 'Ryan y Tomás caminaron a la escuela y después al parque, como se des'. In the top right corner, the time '29:07' and the user 'V. DEUX' are visible.

The submit screen displays a blue banner with a trophy icon and the text: 'Congratulations! You have finished the last section in this test.' Below this, a white box contains the message: 'The last section has 28 unanswered questions.' Underneath, it states: 'There are two things you can do:'

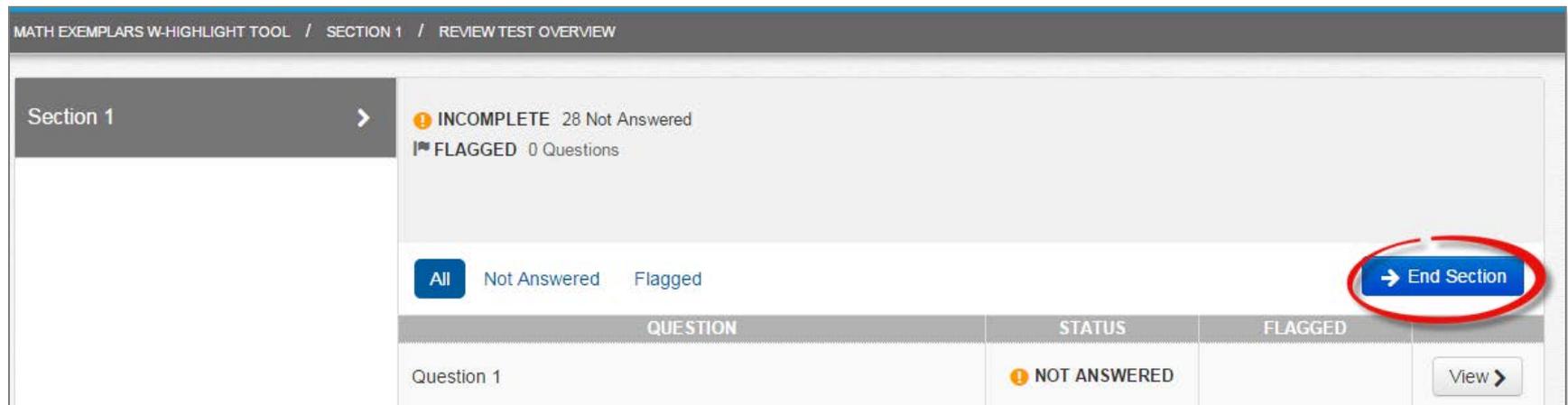
|  |                                      |
|--|--------------------------------------|
| Review section questions and your answers.   | <a href="#">Review Answers</a>       |
| Exit this test, submitting your answers as final. You will not be able to return later to this test. | <a href="#">Submit Final Answers</a> |

# TestNav: Submitting Student Responses

- Option 3: Navigating to the *Review* section, and choosing **End Section** will prompt the submit screen to appear



The screenshot shows the TestNav interface. At the top, there are navigation buttons: a left arrow, a right arrow, a 'Review' button (circled in red), and a 'Flag' button. To the right, there is a timer showing '1:59:51' and a user profile icon labeled 'F. Last'. Below the navigation bar, the breadcrumb trail reads 'MATH EXEMPLARS / SECTION 1 / 1 OF 29'. The main content area contains a math problem: 'A student thinks that the sum of 4.3 and 8.4 is 12.7 because  $4 + 8 = 12$  and  $3 + 4 = 7$ . The student then adds 3.7 and 2.6 and gets 5.13 because  $3 + 2 = 5$  and  $6 + 7 = 13$ . Identify the mistake in the student's procedure, and explain why this procedure won't always work.'

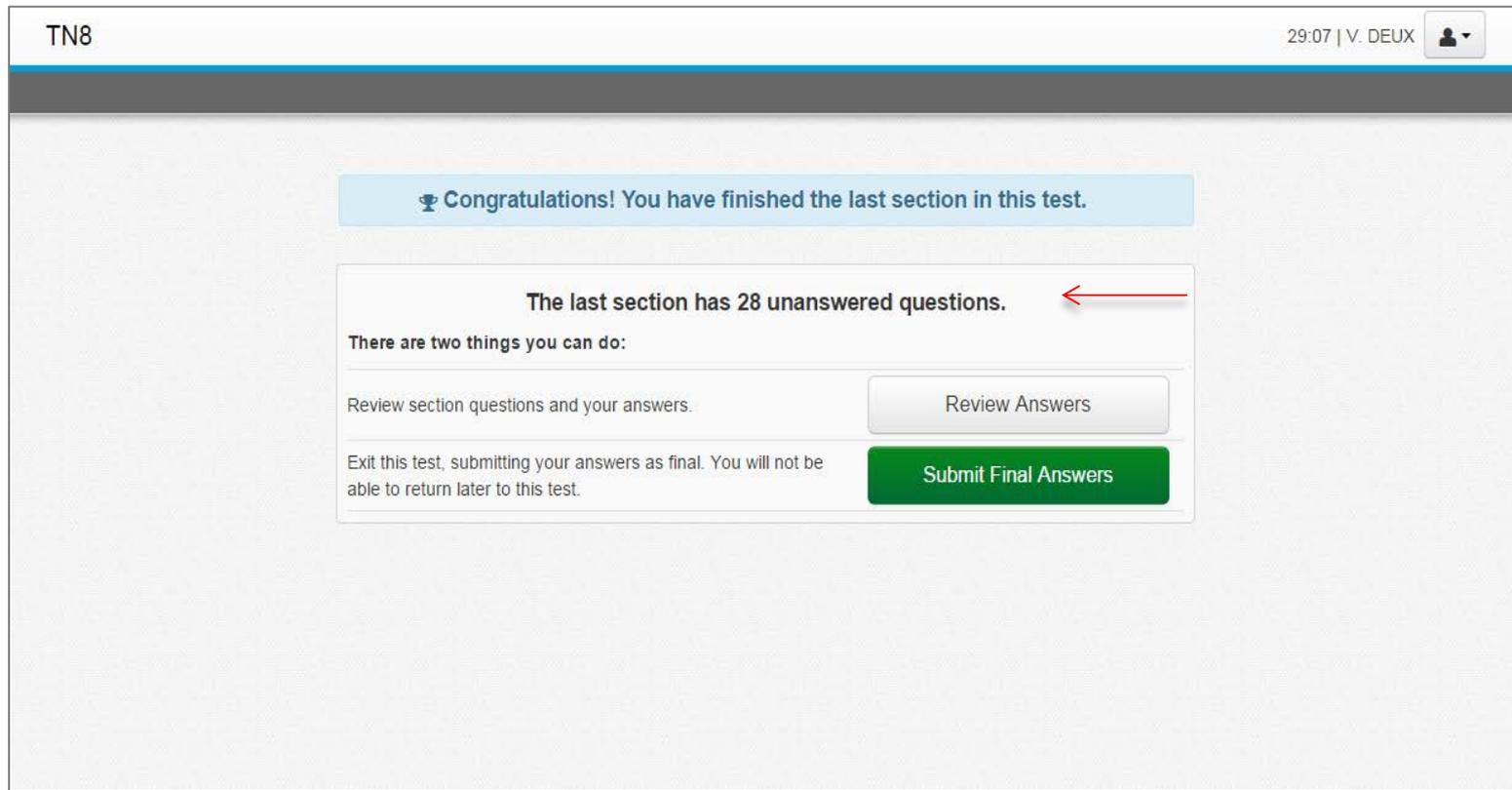


The screenshot shows the 'REVIEW TEST OVERVIEW' screen. The breadcrumb trail is 'MATH EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / REVIEW TEST OVERVIEW'. On the left, there is a sidebar with 'Section 1' and a right arrow. The main area displays summary statistics: 'INCOMPLETE 28 Not Answered' and 'FLAGGED 0 Questions'. Below this, there are filter buttons: 'All', 'Not Answered', and 'Flagged'. A blue button with a right arrow and the text 'End Section' is circled in red. At the bottom, there is a table with columns for 'QUESTION', 'STATUS', and 'FLAGGED'. The table contains one row for 'Question 1' with a status of 'NOT ANSWERED' and a 'View >' button.

| QUESTION   | STATUS       | FLAGGED |
|------------|--------------|---------|
| Question 1 | NOT ANSWERED |         |



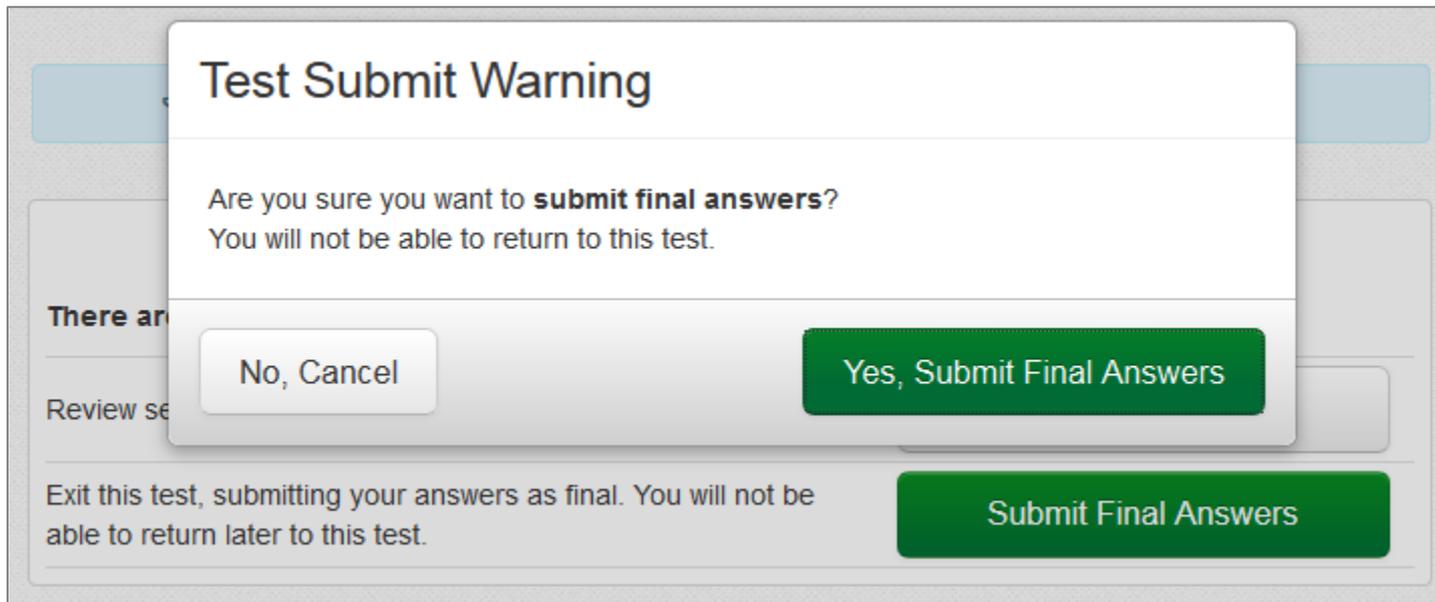
# TestNav – Displays Unanswered Questions



- Students will see how many questions have been left unanswered, and can review as needed



# TestNav – Test Submit Warning



- Students will be prompted to confirm if they want to submit their final answers; clicking **Yes** submits the test for scoring, and the test cannot be resumed

After  
Testing



## After Testing, Room Supervisors Should:



- ✓ Collect student authorization tickets and any other scratch paper before students leave room
- ✓ Note students who tested with accommodations in the Portal
- ✓ Report irregularities; notify your test coordinator
- ✓ Ensure all computers are logged out of TestNav 8
- ✓ Once **ALL** students have finished, notify your test coordinator to close test sessions after they have entered any irregularities

# Support

# Next Training Webinar

|          |                  |  |
|----------|------------------|--|
| March 9  | 9:30 am – 11 am  | <b>Training Session 3:</b> Updates to student data, student transfers, documenting/entering irregularities |
| March 10 | 2 pm – 3:30 pm   |  |
| March 11 | 11 am – 12:30 pm |  |
| March 12 | 9:30 am – 11 am  |  |
| March 13 | 10 am – 11:30 am |  |

\*all times listed are Eastern



# Support Contacts

## **ACT Aspire Customer Service**

888-802-7502

[ACTAspire\\_Implementation@ACTAspire.org](mailto:ACTAspire_Implementation@ACTAspire.org)

7:00 a.m.–8:30 p.m. Eastern Time, Mon–Fri