

Introduction to ACT Aspire



Agenda

General Information

Assessment Preparation

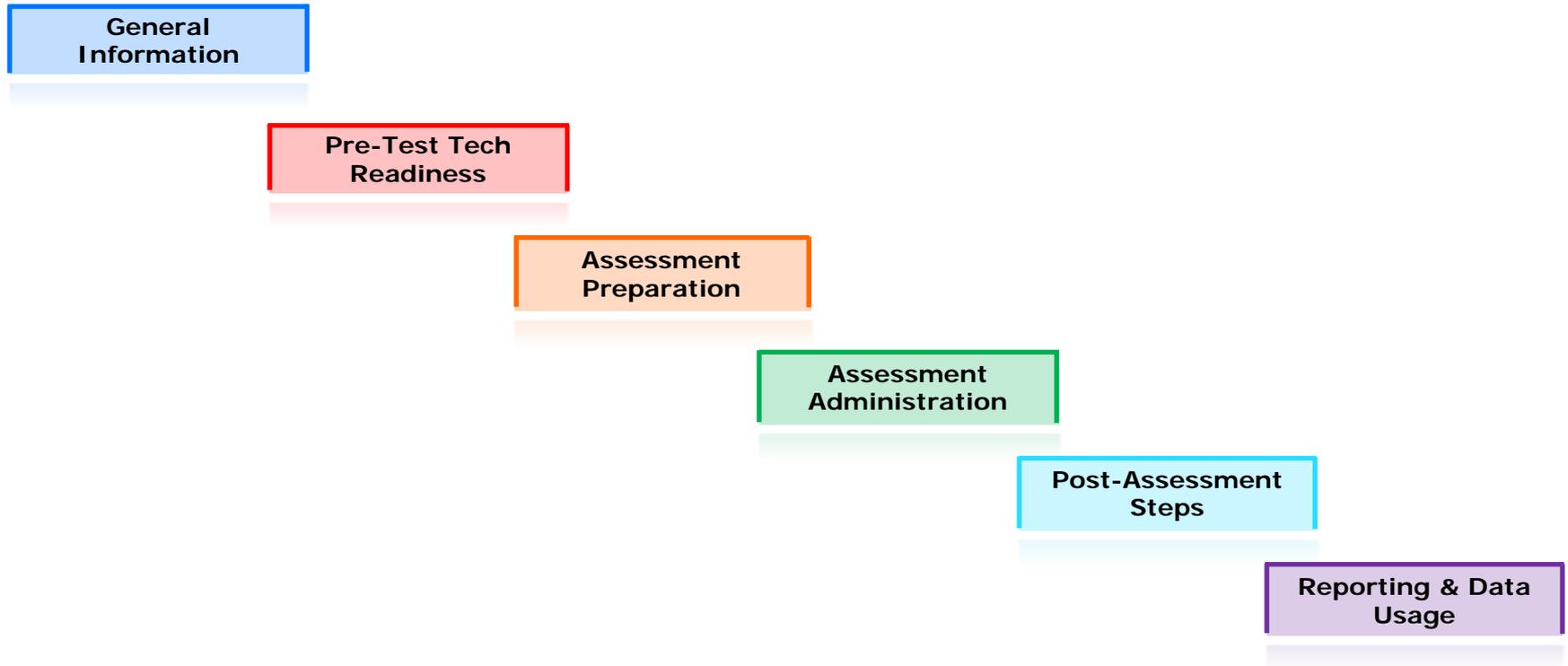
Preparing Your Personnel

Assessment Administration

Post Assessment Steps

Color Coding

Training will cross several phases of testing; slides will change to reflect the phases they represent:



General Information

What is ACT Aspire?



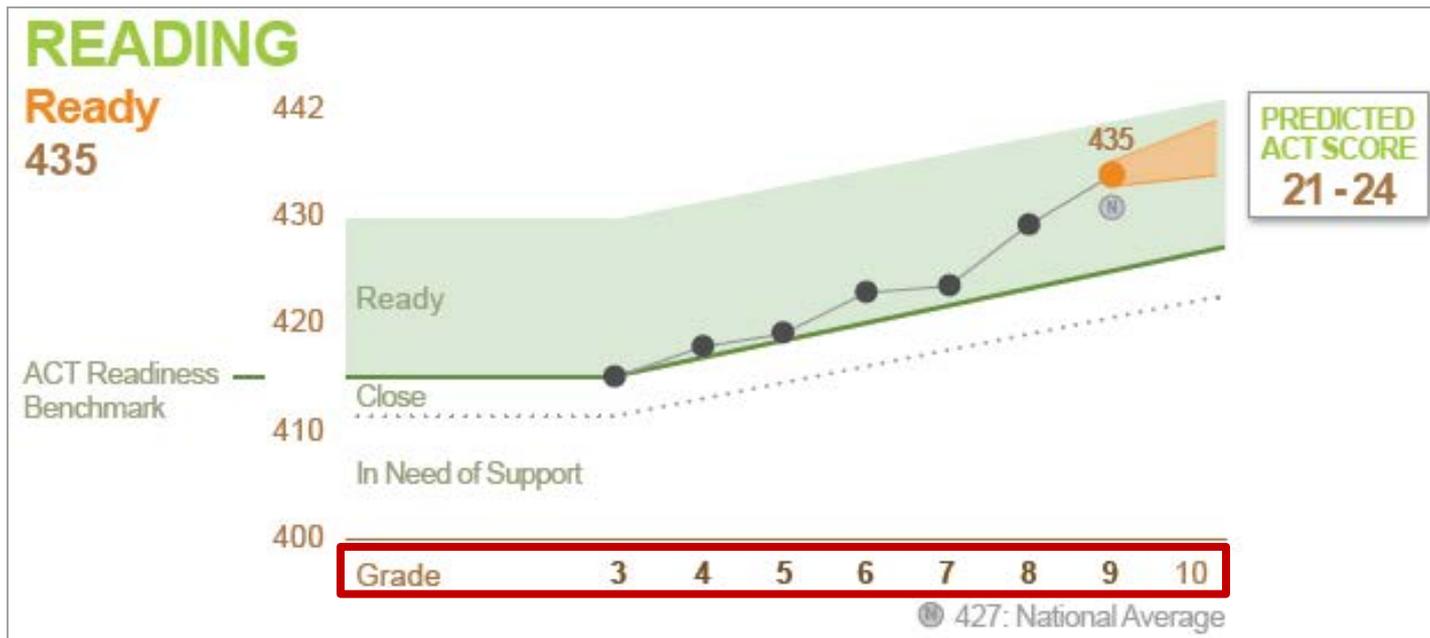
ACT Aspire is a vertically articulated, standards-based assessment system comprised of:

Periodic

- summative
- interim
- classroom-based assessments

ACT Aspire Goals

- Measures student growth towards college and career readiness grades 3-10; South Carolina will be administering grades 3-8
- Identifies early learning gaps to help all students graduate from high school ready for college and career opportunities



Subjects and Grades Assessed

English



Reading



Writing



Math



Science



(optional)

South Carolina:
Grades 3-8

Common Core Alignment

ACT Aspire scores will be linked to the ACT College Readiness Standards and results presented in reporting categories that are aligned to the Common Core State Standards. The Common Core State Standards draw heavily from ACT College Readiness Standards and research. The ACT Aspire system will go beyond Common Core to measure other critical areas by providing insights on science skills and offering career-readiness measures that prepare students to graduate, ready for both college and career.

Items per Grade and Subject

Depending on the grade and subject, most assessments have between 30-60 items.

English

Reading

Writing

Math

Science

Test Administration Times

Table 1. ACT Aspire Test Time by Grade and Subject (in minutes)

Grade	English	Math	Reading	Science	Writing
Standard Test Forms					
3	30	55	60	55	30
4	30	55	60	55	30
5	30	55	60	55	30
6	35	60	60	55	30
7	35	60	60	55	30
8	35	65	60	55	30
EHS	40	65	60	55	30
English Text Audio for Sighted, English Audio for Blind					
3	n/a	165	n/a	165	90
4	–	165	–	165	90
5	–	165	–	165	90
6	–	180	–	165	90
7	–	180	–	165	90
8	–	195	–	165	90
EHS	–	195	–	165	90

Note: EHS = Early High School (Grades 9–10)

Note: Administration times begin after students have completed pre-test gridding and Verbal Instructions have been given.

If two or more tests will be administered in a single sitting, you will need to allow 5–10 minutes between each test to collect completed materials and go over instructions for the next test.

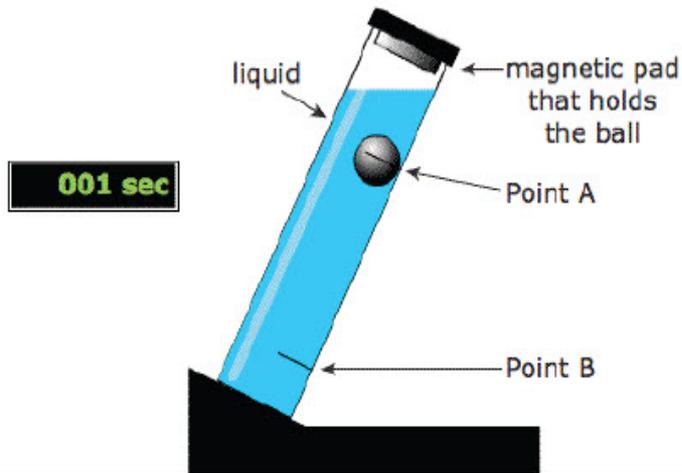
Total Administration Times

Total Time		+ Science *optional
Grades 3, 4, 5:	2 hours, 55 minutes	3 hours, 50 minutes
Grades 6 & 7:	3 hours, 5 minutes	4 hours
Grade 8:	3 hours, 10 minutes	4 hours, 5 minutes

Question Formats

- Selected-response tasks
- Constructed-response tasks

Students used a *viscometer* (a device that measures the viscosity of a substance) to study several liquids. The viscometer consisted of a tube to hold a liquid, a metal ball, and a magnetic pad that can hold or release the ball (see Figure 1).



A different liquid, Liquid Z, is tested as in Experiment 1, and its viscosity is determined to be 1,100 cp. Use the results of Experiment 1 to predict an approximate roll time for Liquid Z at 25°C. Explain how you used the results to make your prediction. Then, identify the liquid in Table 2 that, at 25°C, has a viscosity closest to the viscosity of Liquid Z.

1080

Assessment Scoring

- 3 digit vertical scale score for grades 3-8 (English, Reading, Math, & Science)

Subject Score

- Readiness Benchmarks for all grades in English, math, reading, and science
- ELA Composite
- Reading Text Complexity
- STEM
- Work Readiness

New Readiness Measure

- Linked to the ACT College Readiness Standards
- Presented in reporting categories that are aligned to the CCSS

Standards-Based Reporting

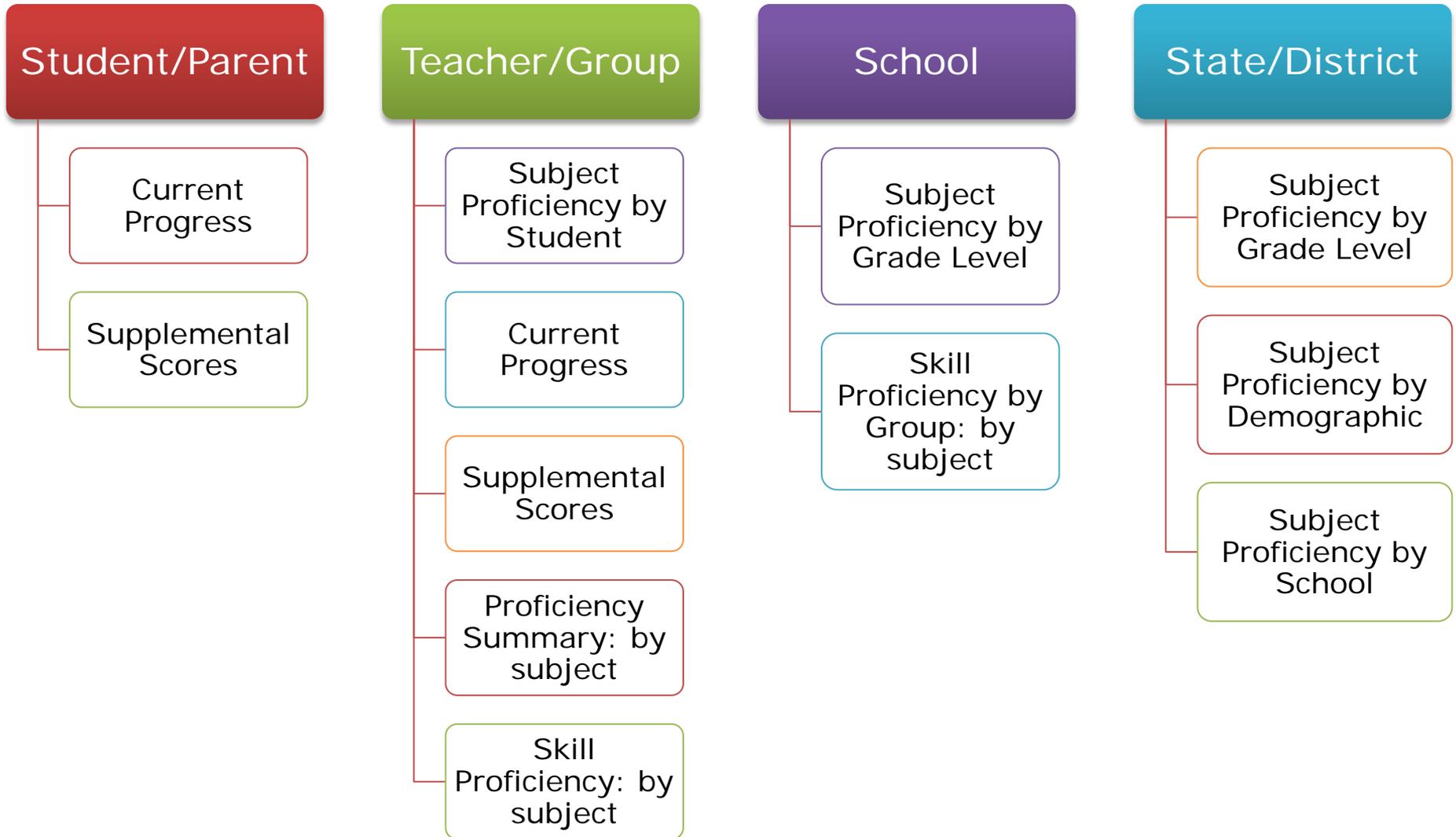
- Available once a student has completed two or more subject scores at different grade levels.

Growth Reporting

- National Norms
- Paths to Improvement
- Student-Predicted paths toward college and career readiness

Additional Reporting Areas

Summative Reports



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

- STCs 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 2nd 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 15th SDU update file

South Carolina Schedule, cont

3/30-
4/3/15

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

by
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

- Test materials are picked up (for all testing completed 4/28-4/30)

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 Website

<http://actaspire.pearson.com>

The screenshot shows the homepage of the ACT Aspire Assessment Website. 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 this 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 thank-you message, and a description of the site's resources. To the right of this is a photograph of a smiling female teacher in a pink shirt holding a clipboard, standing in a classroom with students at desks. Below the 'Home' section are three columns of content, each with a title, a button, and a description. The first column is 'Training and Manuals', the second is 'Exemplars', and the third is 'Technology setup'. Each column has a corresponding button with a right-pointing arrow. At the bottom of each column, there is a button with a right-pointing arrow. The overall layout is clean and professional, with a focus on providing resources for educators and students.

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 \(1New\)](#)

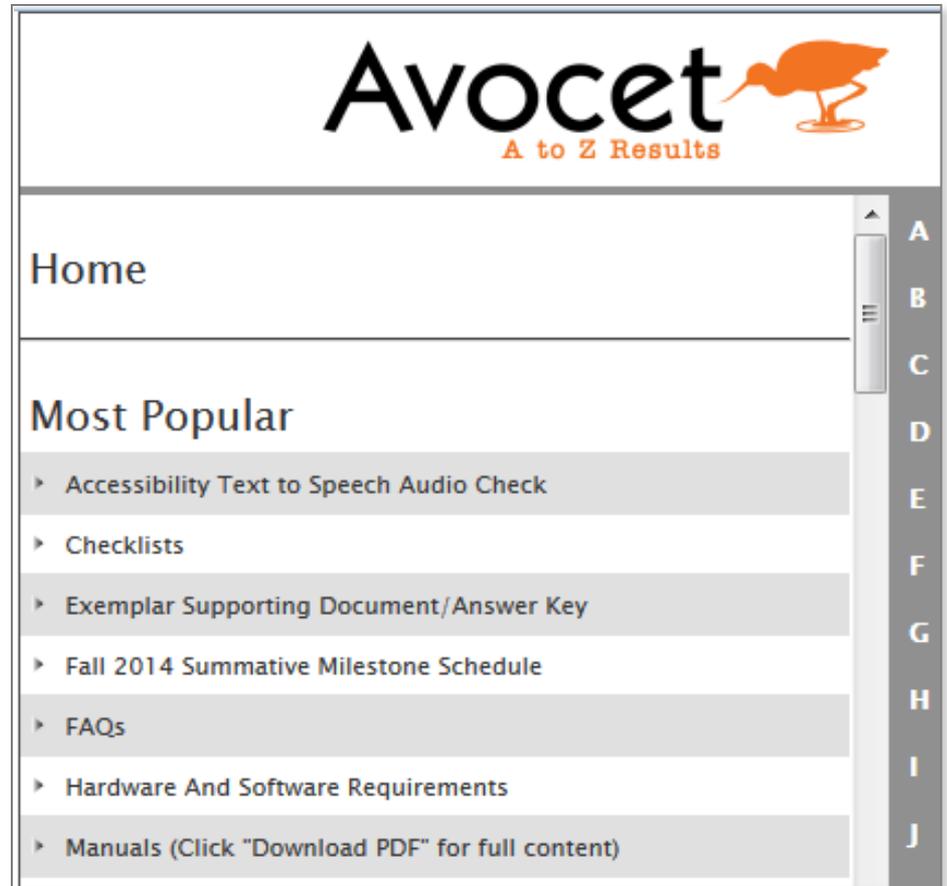
Support

[ACT Aspire Support](#)

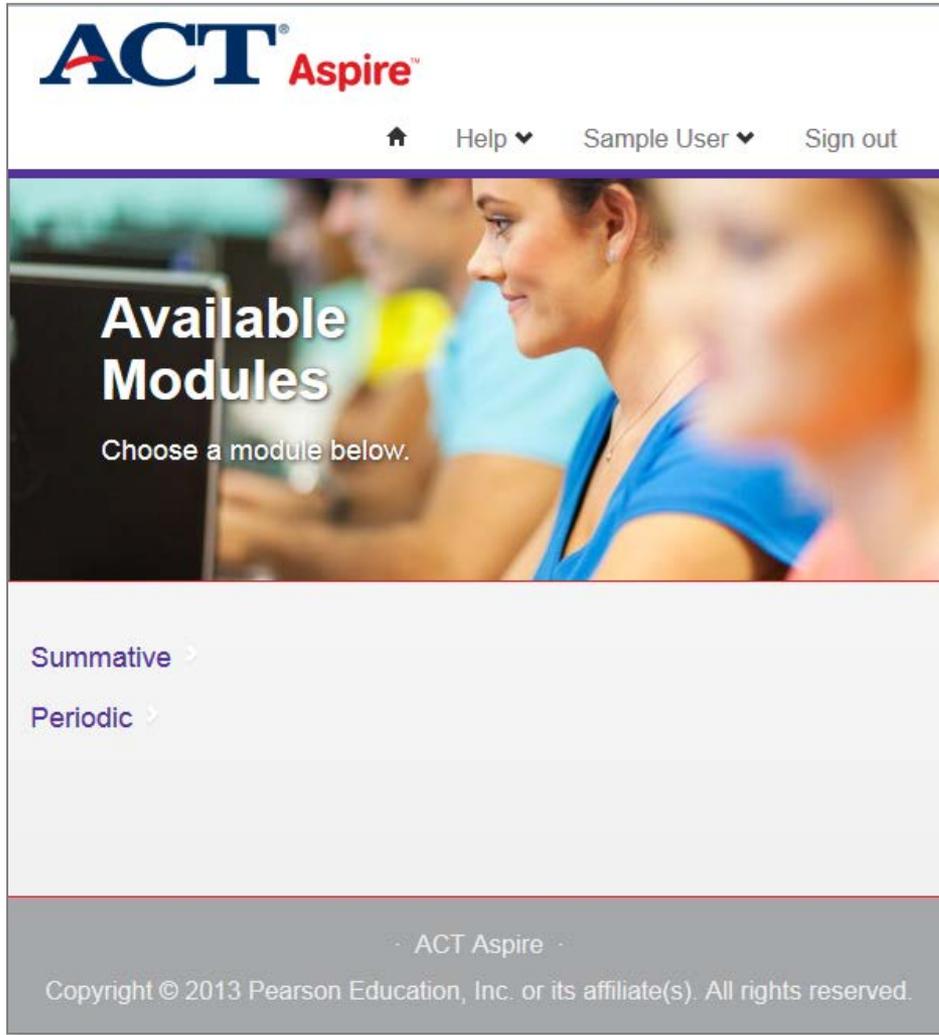
Information...

Avocet

- Online indexing of ancillaries, manuals, program resources
- Only the latest version will be posted
- Requires no login
- Mobile-ready



...Training...



The screenshot shows the ACT Aspire TMS interface. At the top left is the ACT Aspire logo. To the right of the logo are navigation links: a home icon, 'Help' with a dropdown arrow, 'Sample User' with a dropdown arrow, and 'Sign out'. Below the navigation is a large banner image of a woman in a blue shirt looking at a laptop. Overlaid on the left side of the banner is the text 'Available Modules' in large white font, with 'Choose a module below.' in smaller white font underneath. Below the banner is a list of available modules: 'Summative' and 'Periodic', each with a right-pointing chevron. At the bottom of the page, there is a footer with the text 'ACT Aspire' and 'Copyright © 2013 Pearson Education, Inc. or its affiliate(s). All rights reserved.'

Training Management System (TMS)

- Enables convenient self-paced training
- Requires email to login
- Transcript feature tracks training
- Mobile-ready

...and 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

Assessment Preparation

Assessment Preparation Overview

SCDE provides ACT Aspire with organization and student data upload (SDU) files

ACT Aspire invites Test Coordinators to the ACT Aspire Portal

Add additional users to the ACT Aspire Portal with the appropriate permissions (user roles)

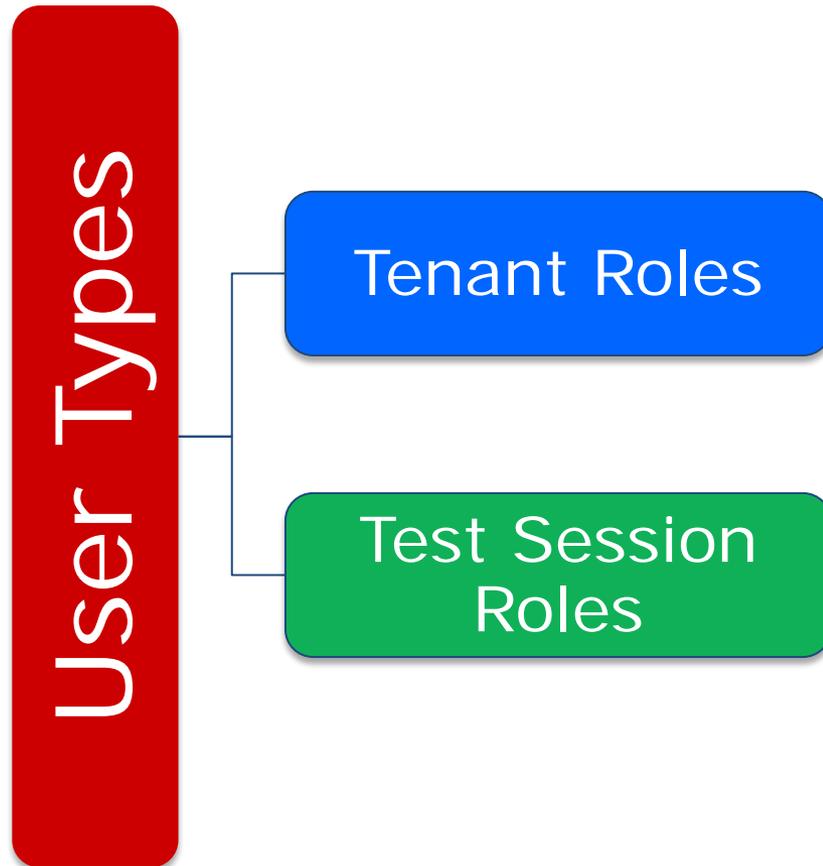
Enter Personal Needs Profile (PNP) information into system for EACH student that has accommodations

Create test sessions, selecting the paper form option

Receive materials and keep shrink wrapped for security

If students move in after 3/19/15, contact ACT Aspire Customer Service if more materials are needed

User Roles Learning Points



Test Session Roles determine what a user can do with ACT Aspire Session

- Add/remove users/proctors
- Uploading organization
- Add/remove students and student data
- Edit test session details
- View Members like dates, times, and
- Manage User permissions titles.
- Invite/delete users
- Add/Edit Test Session roles
- Associate users to Orgs for users
- Create test sessions
- Print authorization tickets
- View/edit student or rosters profiles
- Start/end a test session

User Role Types

Tenant Roles

- Administrator
- Test Coordinator
- Educator
- Guest

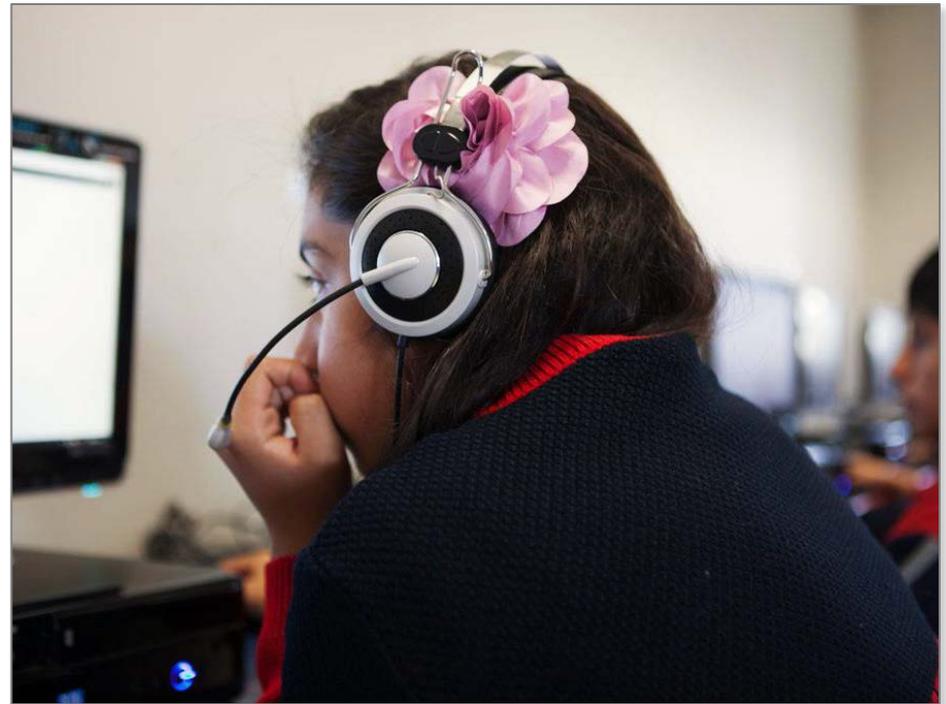
Test Session Roles

- Test Supervisor
- Room Supervisor
- Guest

Personal Needs Profile Overview

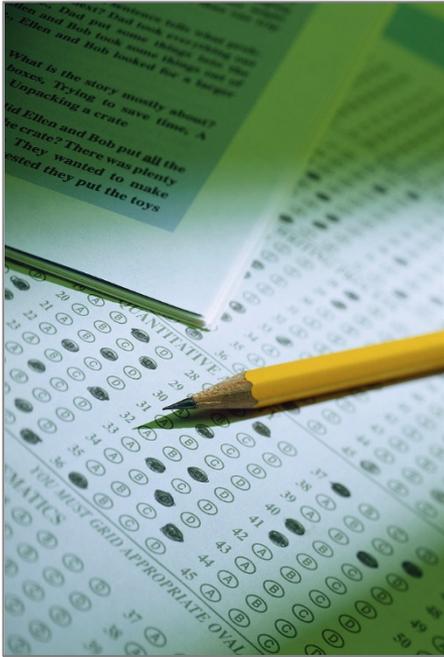
The Personal Needs Profile (PNP) defines a student's specific test supports for testing. Keep in mind:

- 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
- Students with PNP supports do not always require a separate test session
- Individual settings are recommended for some PNP supports



Test Session Overview

- Students must be placed into test sessions for paper-based testing. By creating test sessions:
 - Students receive the correct form type dictated by their PNP
 - ACT Aspire can assess and deliver the appropriate number and type of paper materials for your students
 - ACT Aspire is able to generate and pre-print the students' answer documents



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
- Quantities, including a 10% answer document 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

Receiving Test Materials

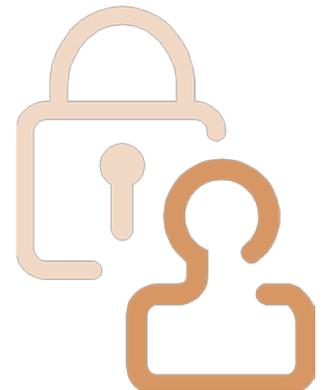


- Examine shipment and verify contents match the packing list
- Count, but do not open, all items to confirm receipt
- Verify that the materials have not been tampered with in any way
- If there are any discrepancies or concerns, contact ACT Aspire Customer Support immediately

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



Materials Provided by the School



Timers



No. 2 Pencils



Scratch Paper



Calculators (optional)

Preparing your Personnel

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[®] **Aspire**[™]



Room Supervisor Manual

Paper 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.
2. Sign your name as you would any official document and enter today's date.

Your Signature

Today's Date

ACT[®] **Aspire**[™]

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 for training videos and 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 for training videos and 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.

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.

Assessment Administration

Assessment Administration Overview

Materials are delivered to classrooms

Room Supervisors follow Verbal Instructions in the *Room Supervisor Manual* for the correct grade and subject

Students begin assessments!

Room Supervisors actively monitor during test sessions and report testing irregularities immediately after testing

Room Supervisors return materials to Test Coordinators

During 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
- ✓ 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 student have gridded in key information on their answer document
- ✓ Move about the room observing students as they test & noting irregularities (e.g. student becomes ill)

Gridding an Answer Document – A-F

Box A – Leave blank

Box B – District & School Name

Box C – Student Name

Box D – Test Form

Box E – Date of Birth

Box F – ACT Aspire Portal ID

TEST FORM

1A (xxxxxx)
 2A (xxxxxx)
 2B (xxxxxx)

DATE OF BIRTH
School Use Only
(Required if Box A is blank)

Month	Day	Year
<input type="radio"/> Jan.		
<input type="radio"/> Feb.		
<input type="radio"/> March	0 0	19 0 0
<input type="radio"/> April	1 1	20 1 1
<input type="radio"/> May	2 2	2 2

ACT ASPIRE PORTAL ID
School Use Only
(Required if Box A is blank)

0 0 0 0 0 0 0 0 0 0
1 1 1 1 1 1 1 1 1 1

DO NOT WRITE IN THIS SHADED AREA.

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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

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

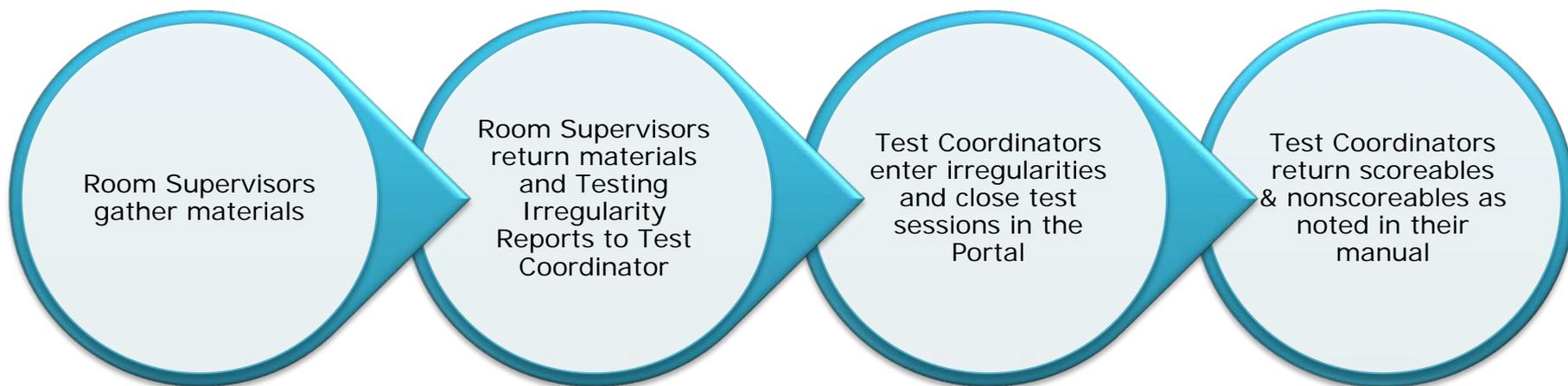
GROUP IRREGULARITIES

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

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

Post Assessment Steps

Post Assessment Steps Overview



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
- 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 5-7

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

DISTRICT/ 1234 GREE ANYPLACE SCHOOL N ACT As Pearson 9200 Ea Cedar R Scorable M 936-01	ASPIRE COORDINATOR SAMPLE DISTRICT 1 1111 SAMPLE IOWA CITY IA 52245 SHIP TO: PEARSON ACT ASPIRE 9200 EARHART LANE SW CEDAR RAPIDS IA 52404-9078	2 LBS 1 OF 1
	 IA 524 0-10 	
	UPS 2ND DAY AIR TRACKING #: 1Z 532 043 02 9466 1221	2
		
	BILLING: P/P PROJECT NUMBER or COST CENTER: PERSON RESPONSIBLE FOR SHIPMENT: <small>CS 16.7.04 WWHV550 57.0a 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 and scratch paper
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 5-7

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

DISTRICT/ 1234 GREE ANYPLACE SCHOOL N ACT Aspire Pearson 7405 Iris Cedar Ra Non Scora 936-01	ASPIRE COORDINATOR SAMPLE DISTRICT 1 1111 SAMPLE IOWA CITY IA 52245	2 LBS	1 OF 1
	SHIP TO: PEARSON ACT ASPIRE 7405 IRISH DRIVE SW CEDAR RAPIDS IA 52404-8964		
		IA 524 0-10	
UPS GROUND			
TRACKING #: 1Z 532 043 03 9270 5837			
			
BILLING: P/P			
PROJECT NUMBER or COST CENTER: PERSON RESPONSIBLE FOR SHIPMENT: CE 14.7.01. 1/15/2015 10/2011 			

Support

Support Contacts

ACT Aspire Customer Service

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