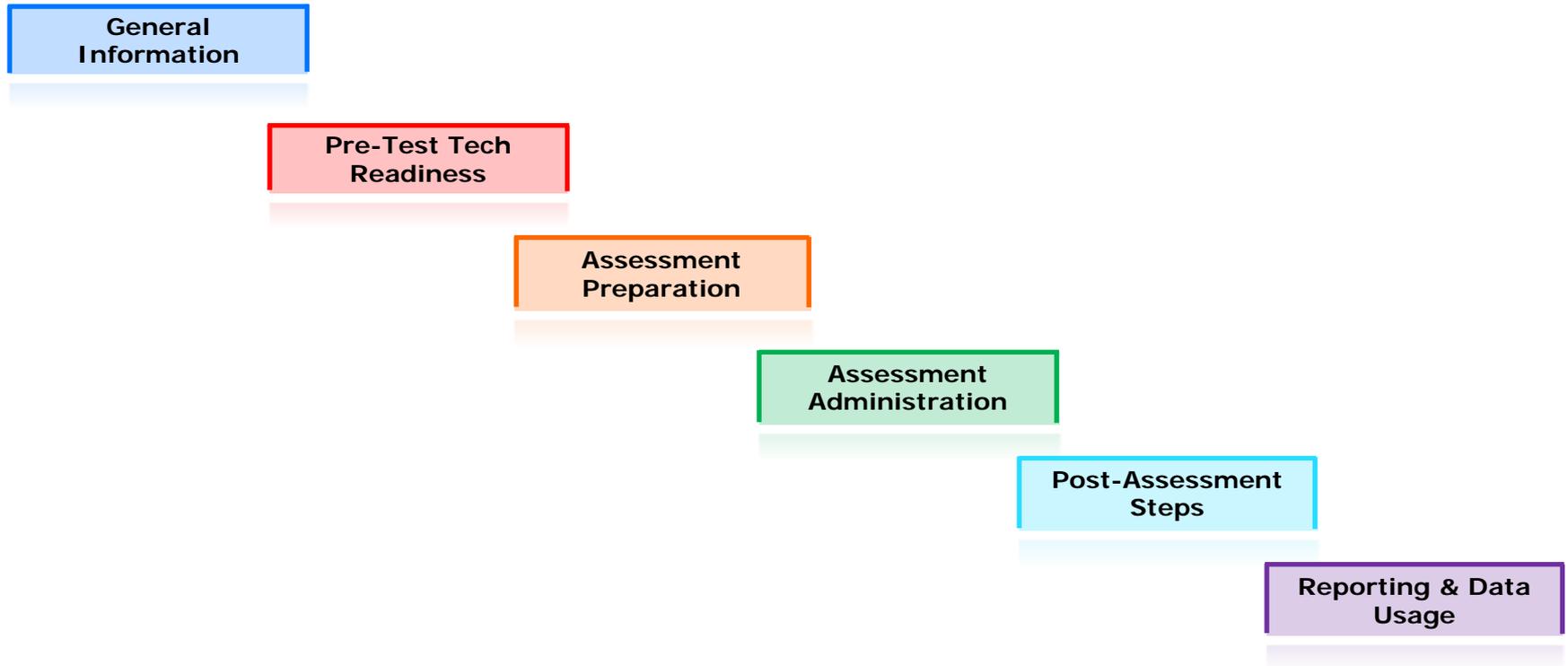


Irregularities, Student Data, and Computer-based Testing



Color Coding

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



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
3/8/15

- ~~Test Session set-up window; deadline is 3/5/15~~
- ~~**Note:** deadline changed from March 5th to March 8th~~

3/6-
4/14/15

- Computer-based Test Session set-up window; deadline is 4/14/15

South Carolina Schedule, cont.

~~3/15/15~~
3/16/15

- SCDE submits 2nd SDU with any updates to student data
- **Note:** changed from March 15th to March 16th

~~3/16-
3/19/15~~
3/17-
3/23/15

- Window for additional test session set-up and loading PNP for new students from the March 16th SDU update file
- **Note:** window shifted

~~3/30-
4/3/15~~
4/8-
4/10/15

- ACT Aspire materials are packaged and shipped to schools
- **Note:** window shifted

4/13-
4/15/15

- School Test Coordinators (STCs) receive initial wave of test material shipments

by
4/20/15

- STCs receive second wave of test materials shipments no later than April 20th

South Carolina Schedule, cont.

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 1st to May 4th

5/1-
5/13/15

- Make-up and optional Science testing occurs

5/14/15

- Make-up and Science test materials are picked up

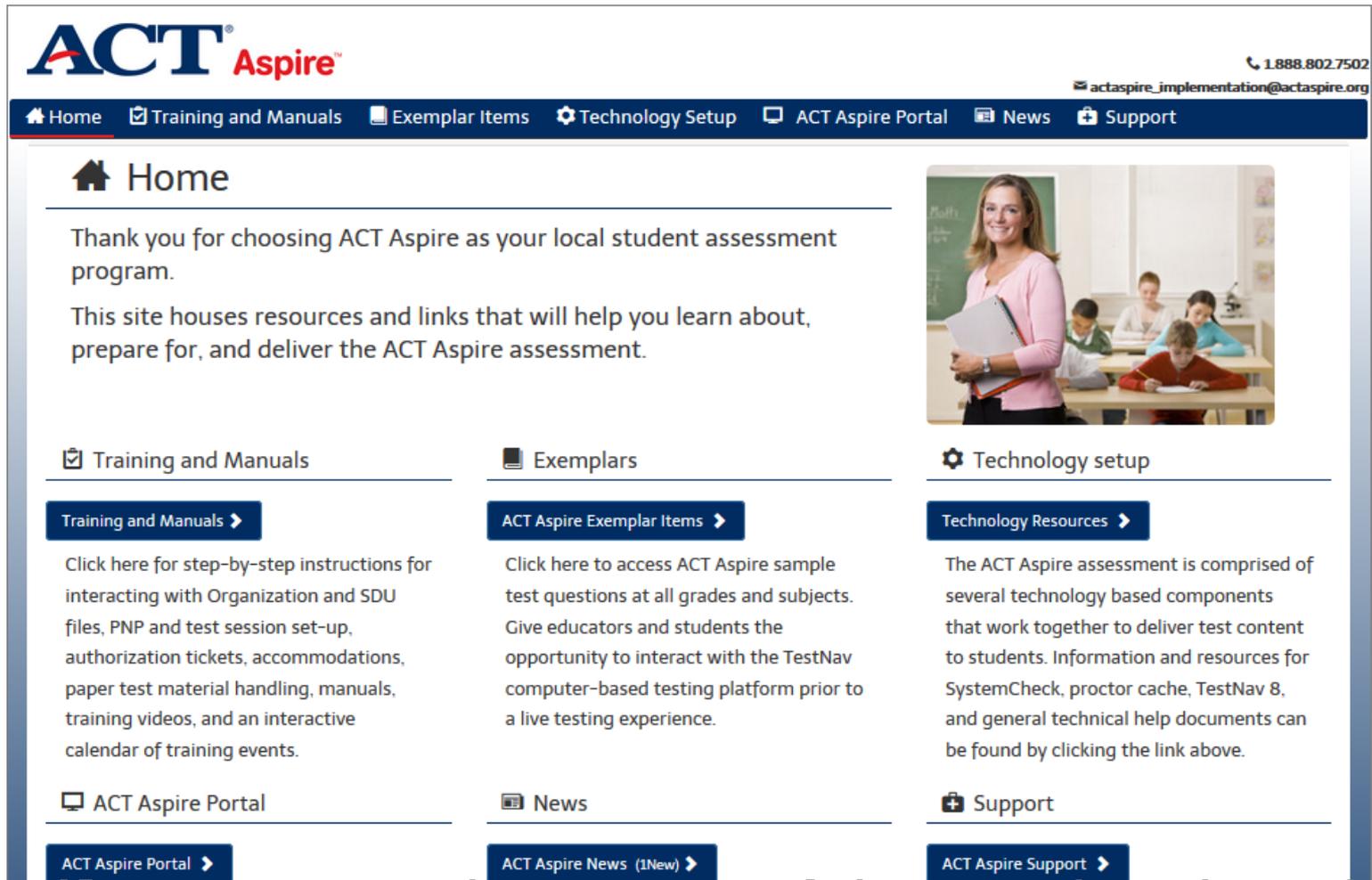
Testing Window

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 thank you message, and a description of the site's resources. To the right of the Home section 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. The first column is 'Training and Manuals' with a checklist icon, a 'Training and Manuals' button, and a paragraph of text. The second column is 'Exemplars' with a book icon, an 'ACT Aspire Exemplar Items' button, and a paragraph of text. The third column is 'Technology setup' with a gear icon, a 'Technology Resources' button, and a paragraph of text. At the bottom of the page are three more buttons: 'ACT Aspire Portal', 'ACT Aspire News (1New)', and 'ACT Aspire Support'.

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 >

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 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

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](#)

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 \(PDF\)](#) updated 2.26.15

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

Training Session 3: ACT Aspire Accessibility System Overview

- [ACT Aspire Accessibility System Overview \(Webinar Recording\)](#)
- [ACT Aspire Accessibility System Overview \(PPT\)](#)

Training Session 4: ACT Aspire District Test Coordinator On Site Training

- [ACT Aspire District Test Coordinator On Site Training \(PPT\)](#)

South Carolina Department Website

The screenshot shows the South Carolina Department of Education website. At the top, there is a search bar with the text "Search ed.sc.gov" and a "Go" button. Below the search bar are social media icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube. A navigation menu includes "I'm Looking For?", "Agency", "Programs & Services", "Research Portal", "Contact", "Login", and "Help". The main content area has a breadcrumb trail: "Home > Agency > Programs services > 214 > ACT Aspire". The title is "ACT® Aspire™". A paragraph states: "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." Below this is a table titled "ACT Aspire Spring 2015 Test Administration Schedule". A red arrow points to the "Additional Resources & Information" section at the bottom of the page.

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.

ACT Aspire Spring 2015 Test Administration Schedule		
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)
- [Attachment to Memorandum](#) (160 Kb PDF)
- [FAQs - ACT Aspire Testing in South Carolina, Spring 2015](#) (113 Kb PDF) (updated 1-21-15)
- [FAQs - ACT Aspire Accommodations & Accessibility](#) (206 Kb PDF)

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Tel: 803-734-8649
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E-mail: sgraybea@ed.sc.gov

Student Data: SCDE Student Data Upload

Student Data Upload Information

March 16th
SDU:

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

- SCDE will submit the 2nd 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 Groups

In the initial SDU submitted in January, 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

Student Data Upload File Template

	A	B	C	D	E	F	G	H	I	J	K	L
					+	Optional Length: 10						
	Update		State	State	ACT High	St	0-9		First	Last	Middle	
1	Indicator	State	District	School	School	St	A-Z	ID	Name	Name	Initial	DOB
2			Code	Code	Code	ID	a-z					Gender
3							-(dash)					
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:
Student Data Uploads
after March 16**

Student Data Upload Overview



Student Data Upload Resources

ACT Aspire Infrastructure Trial

Dashboard Summative Tests Interim Tests Classroom Tests **Students** Organizations Pre-Id Help

DASHBOARD / STUDENT UPLOADS ORGANIZATION: IA / TRAINING DISTRICT(4000)

Student Profile Imports

Import Students

Show 30 imports Search:

Id	Organization	Filename	Status	Created On	Action
11011	TRAINING DISTRICT	SDU_Training_School_result.xlsx	Success	09/17/2014 02:54 PM	
11009	TRAINING DISTRICT	SDU_Training_School_result.xlsx	Success	09/17/2014 02:53 PM	
10422	TRAINING SCHOOL 1	Training SDU Flintstone's File_result.xlsx	Failed	09/15/2014 10:03 AM	
9650	TRAINING DISTRICT	Training SDU Flintstone's File_result.xlsx	Failed	09/10/2014 12:28 PM	

Quick Guide ?

Select the organization you want to import students into from the Organization icon . Select the Import Students button to locate and select a Student Profile file (.xls / .xlsx / .csv file). The selected file will be uploaded, validated, and saved in the system.

When you import a file, the system allows you to add, update, and delete student profiles all in the same file by the value that is in the "Update Indicator" field. D = Delete an existing record. U = Update an existing record. N = do Nothing with this record (system ignores the record). Leaving the field blank will add a new record.

- Select **Students** > *Import Students* to submit SDU file
- Resources:
 - Student Import Template – workbook with header row
 - Student Profile Import Guidelines (aka Student Data Upload Layout) – expected values for file fields

Student Data Upload – Important Tips

If submitting updates to student data:

- If the student(s) are in groups, and the update does not include the groups, the student(s) will be removed from the groups, but the group name remains in the portal.
- If the student(s) have previously entered PNP information, the student demographic and / or group information is updated, but the PNP selections remain intact.



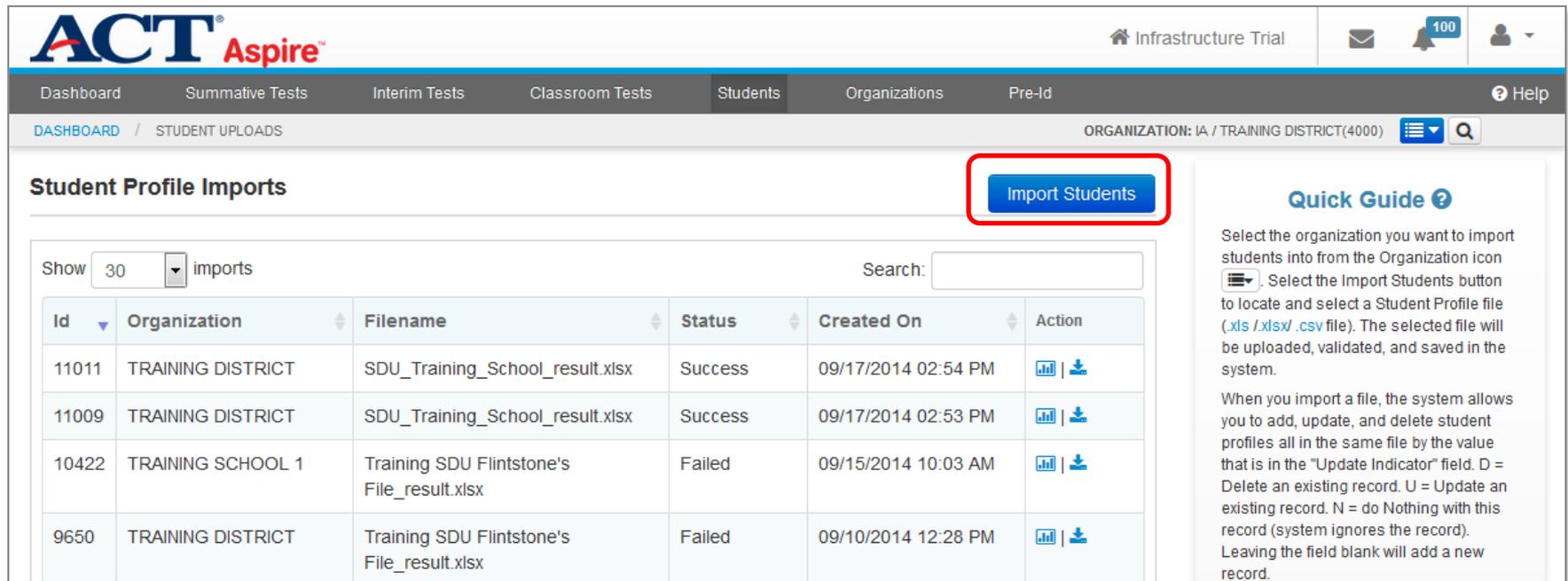
Student Data Upload – Important Tips, cont.

If submitting updates to student data:

- If the student(s) are already in the portal, and the update includes a change in district / school, it will produce an error and leave the student record unchanged. **Transfer process required to move students between schools.**
- If the student(s) are already in the portal and the Update Indicator column is left blank, it will produce an error that the student is already in the tenant, and will not change the record.



Student Data Upload – Uploading Files



The screenshot displays the ACT Aspire web application interface for student data uploads. The top navigation bar includes the ACT Aspire logo, a home icon, 'Infrastructure Trial', a mail icon, a notification bell with '100', and a user profile icon. Below this is a secondary navigation bar with tabs for 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The main content area is titled 'STUDENT UPLOADS' and shows the 'ORGANIZATION: IA / TRAINING DISTRICT(4000)'. A prominent blue button labeled 'Import Students' is highlighted with a red rectangular box. Below the button is a table of student profile imports. The table has columns for 'Id', 'Organization', 'Filename', 'Status', 'Created On', and 'Action'. The 'Action' column contains icons for a bar chart and a download arrow. To the right of the table is a 'Quick Guide' sidebar with a question mark icon and text explaining the import process and update indicators (D, U, N).

Id	Organization	Filename	Status	Created On	Action
11011	TRAINING DISTRICT	SDU_Training_School_result.xlsx	Success	09/17/2014 02:54 PM	 
11009	TRAINING DISTRICT	SDU_Training_School_result.xlsx	Success	09/17/2014 02:53 PM	 
10422	TRAINING SCHOOL 1	Training SDU Flintstone's File_result.xlsx	Failed	09/15/2014 10:03 AM	 
9650	TRAINING DISTRICT	Training SDU Flintstone's File_result.xlsx	Failed	09/10/2014 12:28 PM	 

- Click **Import Students** to browse for your file
- Files can be uploaded at any time to the Portal

Student Data Upload – File Status

The screenshot shows the ACT Aspire interface for Student Profile Imports. The navigation bar includes Dashboard, Tests, Students, Reports, and Organizations. The current page is 'STUDENT UPLOADS' under 'DASHBOARD'. The main heading is 'Student Profile Imports' with an 'Import Students' button. Below the heading, there is a 'Show 10 imports' dropdown and a search box. A table displays the upload details:

Id	Organization	Filename	Status	Created On	Action
5	IA	SDU import_TRAINING_result.xlsx	Success	Jan 13, 2014 1:58:43 PM	

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes navigation buttons for 'Previous', '1', and 'Next'.

- Files are processed immediately
- Status column displays Success, Invalid Template or Failed, accordingly

Student Data Upload – Resubmitting Files

Student Profile Imports [Import Students](#)

Show imports Search:

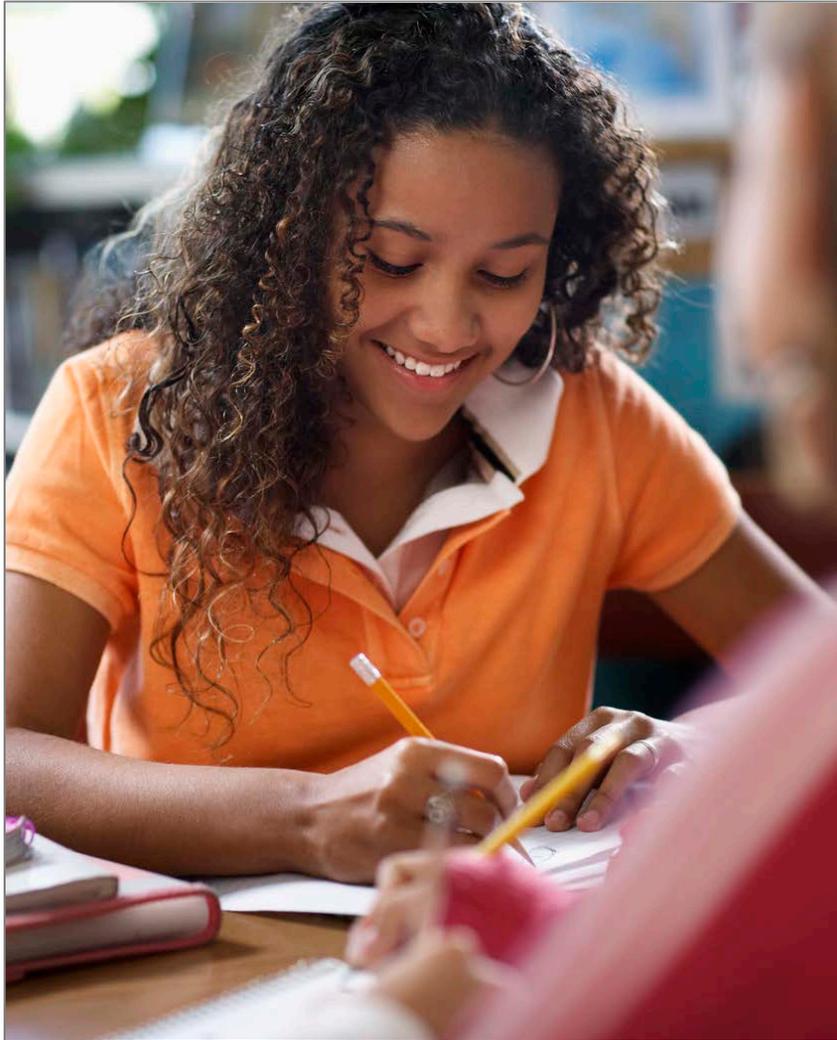
Id	Organization	Filename	Status	Created On	Action
2125	SMITH COUNTY SYSTEM	SDU_StudentImport_corrected_result.xlsx	Success	04/09/2014 01:30 PM	 
2124	SMITH COUNTY SYSTEM	SDU_StudentImport_result.xlsx	Failed	04/09/2014 01:15 PM	 
2123	SMITH COUNTY SYSTEM	SDU_StudentImport_result.xlsx	Failed	04/09/2014 01:03 PM	 

Showing 1 to 3 of 3 entries [← Previous](#) [1](#) [Next →](#)

- Click the download icon to view errors on “Failed” files
- Review and correct errors
- Make sure to remove the Error Message column before resubmitting

**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 Basic Information

Student Profile



Basic Information

Save **Cancel**

First Name * FIRSTNAMEA

Middle Initial 1 ch

Last Name * LASTNAMEB

Student ID 9004-40001-999

Grade * Grade 9

School TRAINING SCHOOL 1

Gender Female

Date of Birth * 07/09/2000

Last Modified None

Manually Updating Other Student Details

Student Profile



Basic Information [Edit](#)

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

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

Testing Grade

[Edit](#)

English	Not specified	Math	Not specified
Reading	Not specified	Science	Not specified
Writing	Not specified		

Deleting a Student Profile

Students Found : 3787 [Change Criteria](#)

Action Show 30

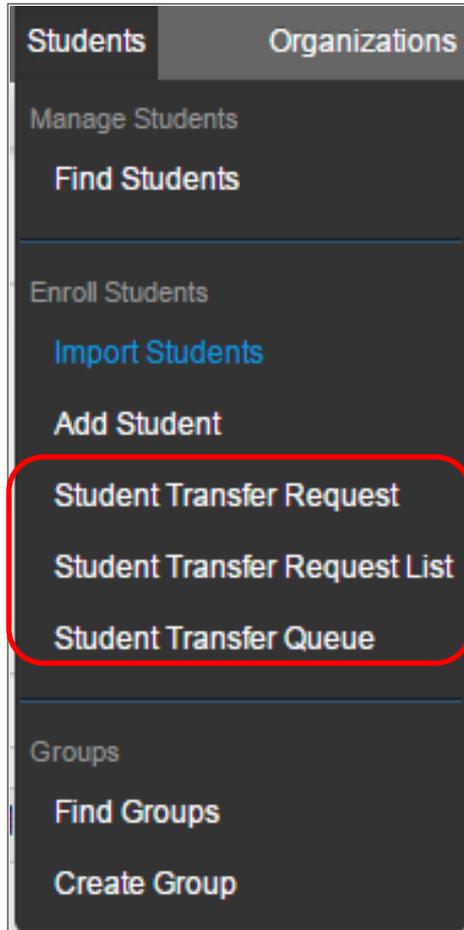
	me	Gender	Date of Birth	Grade	School	District
<input type="checkbox"/>	1017140001 LASTNAMEONE, FIRSTNAMEONE A	M	01-01-2001	Grade 7	TRAINING SCHOOL 02	TRAINING DISTRICT
<input type="checkbox"/>	1017140010 LASTNAMEONEZERO, FIRSTNAMEONEZERO J	F	01-10-2001	Grade 7	TRAINING SCHOOL 02	TRAINING DISTRICT
<input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

Note: Students cannot be deleted when in a test session



Student Data: Transferring Students

Transfers Within the State



- For students that have transferred schools
- Access via the Students Menu
- **Student's new School initiates a transfer request**
- Student score will be reported out in the school they reside in at the time of reporting
- Options to see requests sent and received by a school

Transfers Within the State, cont.

Student Transfer

[Request History](#) [Request For Transfer](#)

Organization Details
Previous School *

Student Details
First Name * Middle Initial Last Name *
Student Id * Date of Birth * Grade

Comments

- 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

Transfer Process for Spring 2015

- New school initiates the Transfer Request
- Old school does not take action; ignore transfer request emails from system
- ACT Aspire will approve transfers
- New school receives the approval email from admin@actaspire.org
- New school puts student into appropriate test sessions

Transfers Within the State, cont.

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 Grade 9 09/02/2014	SCHOOL1	SCHOOL2	PENDING	02/11/2015			

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Transfer Request History

- Contains outgoing transfer activity for the selected organization
- Once Status = Approved, can add to test sessions in the new school

Transfers Within the State, cont.

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 Grade 9 09/02/2014	SCHOOL1	SCHOOL2	PENDING	02/11/2015			Approve Reject

Old School Can Review

- Do not take action; ACT Aspire will handle the approval process

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

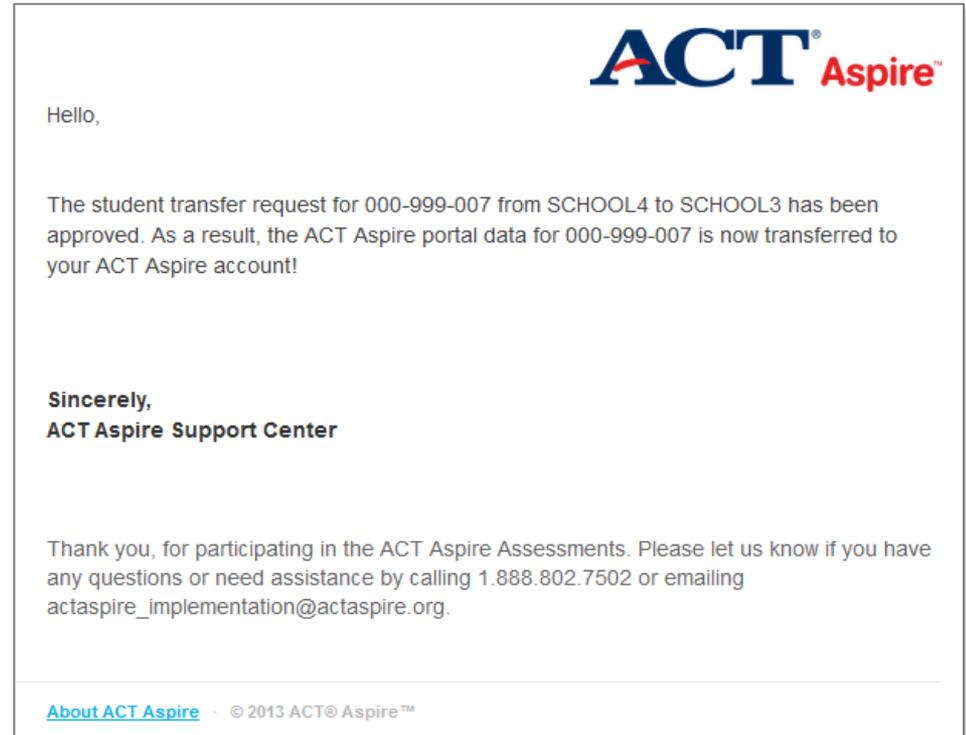


Transfer Approval Email

- Email subject:

Student Transfer request has been APPROVED

- Notifications sent from admin@actaspire.org



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

Manually Gridding Answer Documents

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.
 - 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 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[®] Aspire[™]

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: ID (620100302-9)
- 14: P: (P: 000000054)

ACT[®] Aspire[™]
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

Test Book – Form Location

EXAMINEE STATEMENT

1. Read the following **Statement**: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't explain test questions or provide test answers to me.
2. Print your name here and enter today's date.

Your Name

Today's Date

Form 1A (E441PA)

ACT[®] **Aspire**[™]

**Grade 4
English**

D	TEST FORM
<input checked="" type="radio"/>	1A (xxxxxx)
<input type="radio"/>	2A (xxxxxx)
<input type="radio"/>	2B (xxxxxx)
<input type="radio"/>	Braille—contracted (xxxxxx)
<input type="radio"/>	Braille—uncontracted (xxxxxx)
<input type="radio"/>	Large print (xxxxxx)



Copy Test Session
Now Available!

Copy Test Session Overview

- New! Available as of March 4th
- Allows test session details and students to be duplicated in a new test session
- Helpful when the same group of students will take multiple subjects
- Status will display any errors to resolve



Copy Test Session

Test Session Details Quick Guide ?

Print Comment **Copy** Edit

SSG3S Scheduled Total Students: 3 Authorized Users (1)

Grade 3 Science Mode: Paper
TEST SCHOOL 9
Apr 28, 2015 - May 13, 2015 8:00 AM - 4:00 PM
Sara Snuggs Grade 3 Science

Students yet to be processed 3
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"/> LASTNAME, FIRSTNAME G DOB:7/1/00 DOB:7/1/00 Grade 3 Student Id:000-999-007	Scheduled		0494974627
<input type="checkbox"/> LASTNAME, FIRSTNAME F DOB:7/1/00 DOB:7/1/00 Grade 3 Student Id:000-999-006	Scheduled		3689131151
<input type="checkbox"/> LASTNAME, FIRSTNAME DOB:7/1/00 DOB:7/1/00 Grade 3 Student Id:000-999-001	Scheduled		0969753141

Showing 1 to 3 of 3 entries ← Previous 1 Next →

- From Test Session Details, click **Copy**

Copy Test Session, cont.

Select a Test to Copy the Test Session

Show Tests

Search:

Test Name	Test Admin	Grade	Subject	Mode
Grade 3 Math	Summ SP15	Grade 3	Math	<input type="checkbox"/> Online <input type="checkbox"/> Paper

Showing 1 to 1 of 1 entries
(filtered from 103 total entries)

← Previous 1 Next →

- A list of all available grades and subjects will display
- Search functionality will help you filter to appropriate grade / subject

Copy Test Session, cont.

Select a Test to Copy the Test Session

Show Tests Search:

Test Name	Test Admin	Grade	Subject	Mode
Grade 3 Math	Summ SP15	Grade 3	Math	<input type="checkbox"/> Online
				<input checked="" type="checkbox"/> Paper <input type="text" value="Grade 3 Math - Session 1"/>

Showing (filtered entries)

Previous 1 Next →

Information
Copy successfully initiated. Click "OK" to view this progress.

- Select the mode for the grade / subject of the test session to create
- Click **Copy** to create the session

Copy Test Session – Success

 Creating test sessions may take several minutes. Do not leave the Copy Test Session Status screen. The progress of each test session will automatically update. Please view the Status Report for each test session.

Test Session Details

SSG3S
Grade 3 Science Mode: Paper
TEST SCHOOL 9
Apr 28, 2015 - May 13, 2015 8:00 AM - 4:00 PM
Sara%20Snuggs%20Grade%203%20Science

Test Session Copy Status

Test Name ▲	Test Session Name ⇅	Test Admin ⇅	Subject ⇅	Mode ⇅	Status
Grade 3 Math	SSG3M	Summ SP15	Math	Paper	

Quick Guide ?

Copy Test Session Status

Here you can view the real-time progress of test sessions as they are created. You can also view their the final status. For test sessions which have warnings or errors please click the  icon to view status and information about the issue(s). Review this information before navigating away from this screen. This status information is not available again after you leave this screen.

 A status of "Created with Warnings" indicates the test session was created. However, issue(s) have occurred with test session details, or users, or students. View these details so you understand the issue and what further action you may need to take.

- Status column displays if the copy was successful, created with warnings, or did not create
- "Success" means the session was created, students were added, and there are no errors to resolve

Copy Test Session – Created with Warnings

 Creating test sessions may take several minutes. Do not leave the Copy Test Session Status screen. The progress of each test session will automatically update. Please view the Status Report for each test session.

Test Session Details

Grade 3 Math - Session 1
Grade 3 Math Mode: Paper
TEST SCHOOL 9
Apr 28, 2015 - May 13, 2015 8:00 AM - 4:00 PM
Sara%20Snuggs%20Grade%203%20Science

Test Session Copy Status

Test Name ▲	Test Session Name ▾	Test Admin ▾	Subject ▾	Mode ▾	Status
Grade 3 Math	Grade 3 Math - Session 2	Summ SP15	Math	Paper	Created with Warnings 

Quick Guide ?

Copy Test Session Status

Here you can view the real-time progress of test sessions as they are created. You can also view their the final status. For test sessions which have warnings or errors please click the  icon to view status and information about the issue(s). Review this information before navigating away from this screen. This status information is not available again after you leave this screen.

 A status of "Created with Warnings" indicates the test session was created. However, issue(s) have occurred with test session details, or users, or students. View these details so you understand the issue and what further action you may need to take.

- Created with Warnings indicates that issue(s) have occurred; click the *View Status Report* icon to review
- Navigate to the *Test Session Details* screen to make necessary updates

Copy Test Session – Example Warnings

Test Session Copy Status

- **Students added with some Warnings.**
 - LASTNAME, FIRSTNAME G's (Id=000-999-007) grade is different from the grade of the test.
 - LASTNAME, FIRSTNAME F's (Id=000-999-006) grade is different from the grade of the test.
 - LASTNAME, FIRSTNAME's (Id=000-999-001) grade is different from the grade of the test.

Close

Test Session Copy Status

- **Error occurred while Adding Students**
 - Student LASTNAME, FIRSTNAME G's (Id=871223) has already attempted the tests
 - Student LASTNAME, FIRSTNAME F's (Id=871222) has already attempted the tests
 - Student LASTNAME, FIRSTNAME's (Id=871217) has already attempted the tests

Close

- Common Warnings:
 - Student grade is different from test grade
 - Student is already in an active test session

Copy Test Session – Review New Session

Test Session Details

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

SSG3M
Grade 3 Math Mode: Paper
TEST SCHOOL 9
Apr 28, 2015 - May 13, 2015 8:00 AM - 4:00 PM
Sara Snuggs **Grade 3 Science**

Quick Guide ?

Scheduled **Total Students: 3**

Students yet to be processed 3
Students already sent for processing 0

[Authorized Users \(1\)](#) [Add/Edit](#) [Invite](#)
Coordinator, Sample Creator

Filter by Student Status: All Statuses

Search:

Student	Status	Comments	System Id Number
<input type="checkbox"/> LASTNAME, FIRSTNAME DOB:7/1/00 DOB:7/1/00 Grade 3 Student Id:000-999-001	Scheduled		0160104269
<input type="checkbox"/> LASTNAME, FIRSTNAME F DOB:7/1/00 DOB:7/1/00 Grade 3 Student Id:000-999-006	Scheduled		2450327850
<input type="checkbox"/> LASTNAME, FIRSTNAME G DOB:7/1/00 DOB:7/1/00 Grade 3 Student Id:000-999-007	Scheduled		8735161561

Showing 1 to 3 of 3 entries

[← Previous](#) [1](#) [Next →](#)

- Check session for any edits
 - Instructions
 - Authorized Users

Managing Test Sessions:

Starting Sessions

Monitoring Students

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 field. A table lists student information 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 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*

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
 - *Writing, Math, and optional Science tests

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



South Carolina Test Security

- Districts and schools are responsible for following all South Carolina test security policies and procedures
- For more information, visit the SCDE Test Security page, which will have test security agreement forms for ACT Aspire added

Home > Agency > Ie > Assessment > Test Security

Test Security

[South Carolina Test Security Law \(13 Kb PDF\)](#)

[State Board Test Security Regulations \(21 Kb PDF\)](#)

ACCESS for ELLs® and Alternate ACCESS for ELLs®

[Test Security Agreement Form for DTCs and STCs for ACCESS for ELLs and Alternate ACCESS for ELLs \(45 Kb PDF\)](#)

[Test Security Agreement Form for TAs for ACCESS for ELLs and Alternate ACCESS for ELLs \(43 Kb PDF\)](#)

[Test Security Agreement Form for Monitors for ACCESS for ELLs and Alternate ACCESS FOR ELLs \(44 Kb PDF\)](#)

CogAT, IA, and PTA

[Test Security Agreement Form for DTCs and STCs for CogAT, IA, and PTA \(43 Kb PDF\)](#)

[Test Security Agreement Form for TAs for CogAT, IA, and PTA \(42 Kb PDF\)](#)

[Test Security Agreement Form for Monitors for CogAT, IA, and PTA \(42 Kb PDF\)](#)

EOCEP

[Test Security Agreement Form for DTCs and STCs for EOCEP \(44 Kb PDF\)](#)

[Test Security Agreement Form for TAs for EOCEP \(43 Kb PDF\)](#)

[Test Security Agreement Form for Monitors for EOCEP \(42 Kb PDF\)](#)

SCPASS

[Test Security Agreement Form for DTCs and STCs for SCPASS \(44 Kb PDF\)](#)

[Test Security Agreement Form for TAs for SCPASS \(43 Kb PDF\)](#)

[Test Security Agreement Form for Monitors for SCPASS \(42 Kb PDF\)](#)

[Reporting Test Security Violations \(Policy\) \(23 Kb PDF\)](#)

[Test Security Violations and Students with Disabilities \(Policy\) \(22 Kb PDF\)](#)

[Test Security Violation Action Form \(891 Kb PDF\)](#)

Last Updated: 02/02/2015

Student Irregularities

Test Session Details

Print Comment Edit

Grade 3 Read - Session 2
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 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 Search:

Show 30 students

Student	Status	Comments	System Id Number
<input type="checkbox"/> COTTAGE GROVE, CALIFORNIA 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 *

- 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 Reading Exemplar Ready Total Students: 1 Authorized Users (1)

Grade 3 Reading Exemplar + Add Comment

View All

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
COTTAGE GROVE, CALIFORNIA 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

The screenshot shows the 'Test Session Details' page for 'Grade 3 Read - Session 1'. The status is 'In Progress'. A dropdown menu is open, showing the 'Close Test' option. A warning dialog box is displayed in the foreground, asking 'Are you sure you want to close the Test session?' with 'Cancel' and 'OK' buttons. The background interface includes a 'Quick Guide' button, 'Print', 'Comment', and 'Edit' buttons, and a table of students. The student list shows one student, 'BAYFIELD, WISCONSIN', with a 'Close Test' button next to their name.

Student	Status	Total Students
BAYFIELD, WISCONSIN	In Progress	1

- 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

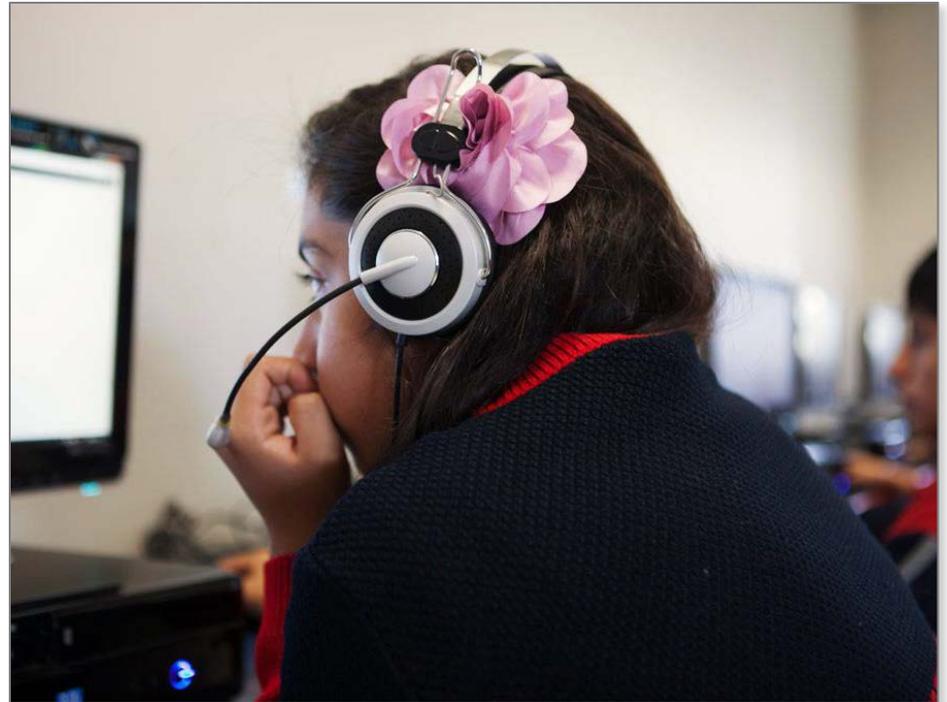
Next Training Webinar

- Week of March 16 – March 20
- Training Session 4: Review manuals, packaging and distribution of test materials, test administration, return of test materials

Computer-based Test Sessions

Computer-based Testing (CBT) 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
- Manuals will not be sent for CBT; can be printed from Avocet



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



Test Sessions: Creating CBT 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	Online Paper
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

New Test Details

1 Test Admin

Test *

2 **Testing Schedule**

Start Date *

End Date *

Daily Test

Daily Test Window

Start Time *

End Time *

Daily Test Schedule

3 Testing De

Title *

Instructions

4 Proctor C

Enable

Primary Host IP Address *

Primary Host Port *

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

New Test Details

1 Test Admin
Test *

2 Testing Schedule
Start Date * End Date *

Daily Test Window
 24-hour test
Start Time *

Daily Test Schedule
 M T W T

3 Testing Details
Title *
Instructions

4 Proctor Caching Details
 Enable Proctor Caching
Primary Host IP Address * Primary Host Port *

 Proctor Cache Health Check

10.27.91.234 4480 Proctor Cache Health Check

Create Test Session Cancel

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.

Proctor Caching - The ACT Aspire Portal

The screenshot displays the ACT Aspire portal interface for managing proctor cache settings. The top navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The current page is 'Manage Proctor Cache' for the organization 'IA / CEDAR RAPIDS SCHOOL DISTRICT(70001)'. The page is divided into 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 side of the page provides instructions: 'Complete the fields on the page and select Save to add/remove the Proctor Cache Settings.'

- 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

Test Sessions: Student Authorization Tickets

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
Mr Smith, G7 Science, Session 1 • TRAINING SCHOOL 1 • Test: Mr Smith, G7 Science, Session 1 • Test Id: S7X4G • Session Id: 68593 • Students: 1	7	Science	Online	7/1/14	6/30/15	Ready
Training Content Science - Session 1 • TRAINING SCHOOL 1 • Test: Training Content Science - Session 1 • 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 'Print' button and a 'Quick Guide' link. A progress indicator shows 'In Progress' with '0% Completed' and 'Authorized Users (2)'. A table shows 'Students Started' and 'Students Completed' at 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'. The 'For All Students' option is highlighted with a red box. A 'Print Authorization Settings' dialog box is open, showing options for 'View as PDF' and 'Download as CSV', with 'Submit' and 'Cancel' buttons at the bottom.

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

Printing Authorization Tickets – Student

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 'Show 10 students' dropdown is also visible. A student list is shown with a checkbox next to 'LASTNAMEA, FIRSTNAMEA' (DOB: 7/9/00, Grade 7, Student Id: 9004-40001-999) highlighted with a red box. A 'Print Authorization Settings' dialog box is open, showing options for 'View as PDF' and 'Download as CSV', with 'Submit' and 'Cancel' buttons at the bottom.

- From *Test Session Details*, checkbox student name(s)
- Click **Authorization** and then *For Selected Students*
- Print Settings manage how many tickets print per PDF 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; alpha by last name

Student specific User Name and Password

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

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)

Managing Test Sessions: Monitoring Students TestNav Functionality

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

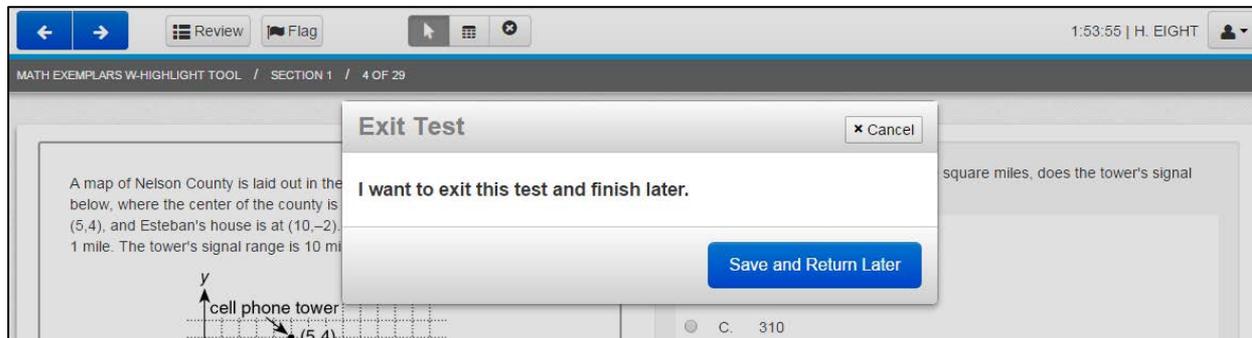
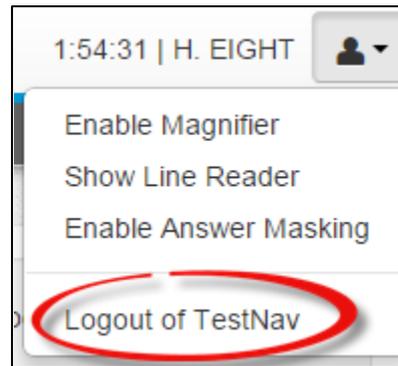
Show students Search:

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

- 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

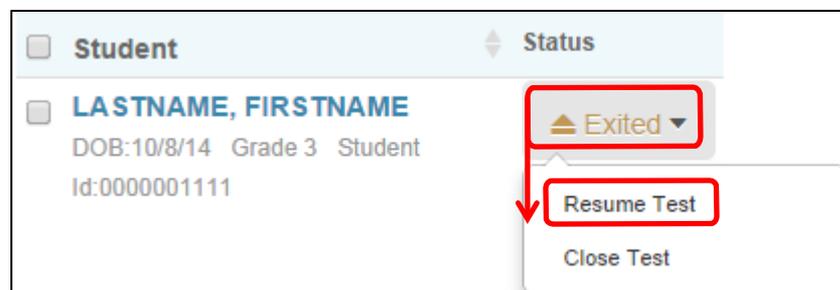
TestNav – “Save and Finish Later” Allows for Breaks

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



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.

Proctor 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 Password located in the Portal is needed for any student needing to gain access after timer has expired

Portal Location of Proctor Code

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

Resetting TestNav 8 Login Passwords

Resetting all student passwords for the session

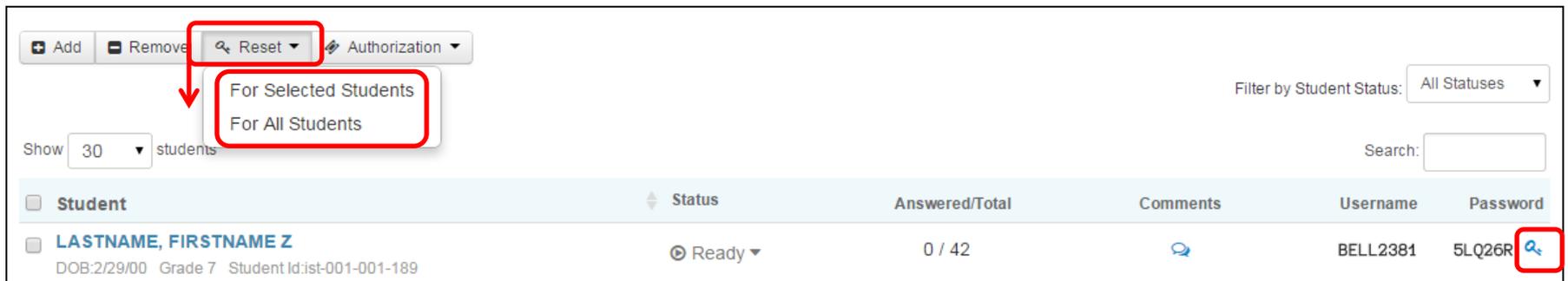
1. Click **Reset**
2. Select **For All Students**

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 a dropdown menu is open below it, showing 'For Selected Students' and 'For All Students' options. The 'For All Students' option is selected. Below the buttons, there is a 'Filter by Student Status' dropdown set to 'All Statuses' and a 'Search' input field. A table of students is displayed below. The first student is 'LASTNAME, FIRSTNAME Z' with a status of 'Ready' and a password of '5LQ26R'. The password field is highlighted with a red box, and a key icon is visible next to it.

Student	Status	Answered/Total	Comments	Username	Password
<input type="checkbox"/> LASTNAME, FIRSTNAME Z 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.

PROCTOR ONLY:
ENTER PASSWORD FOR
EXTENDED TESTING TIME.

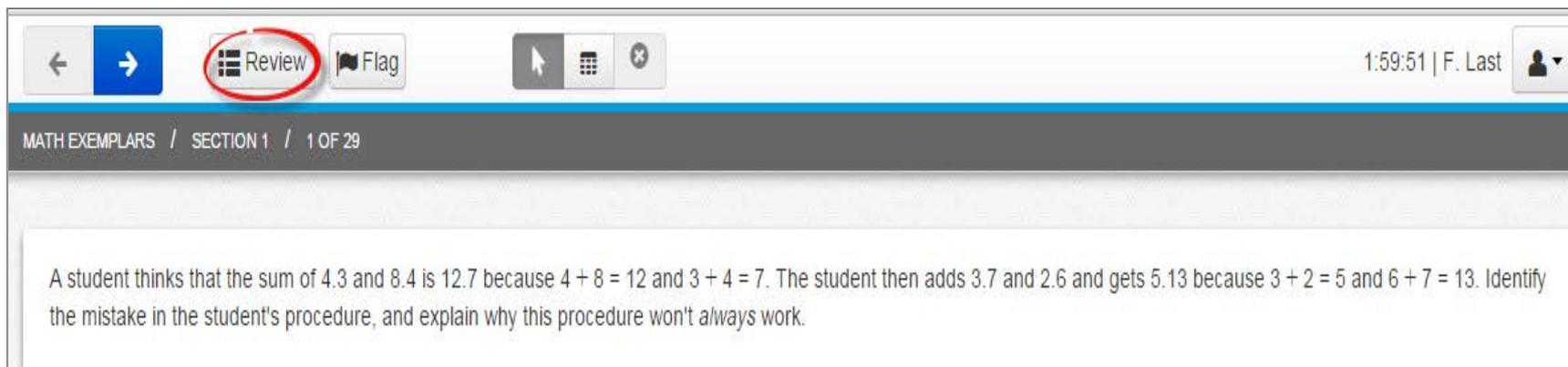
TestNav: Submitting Student Responses

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

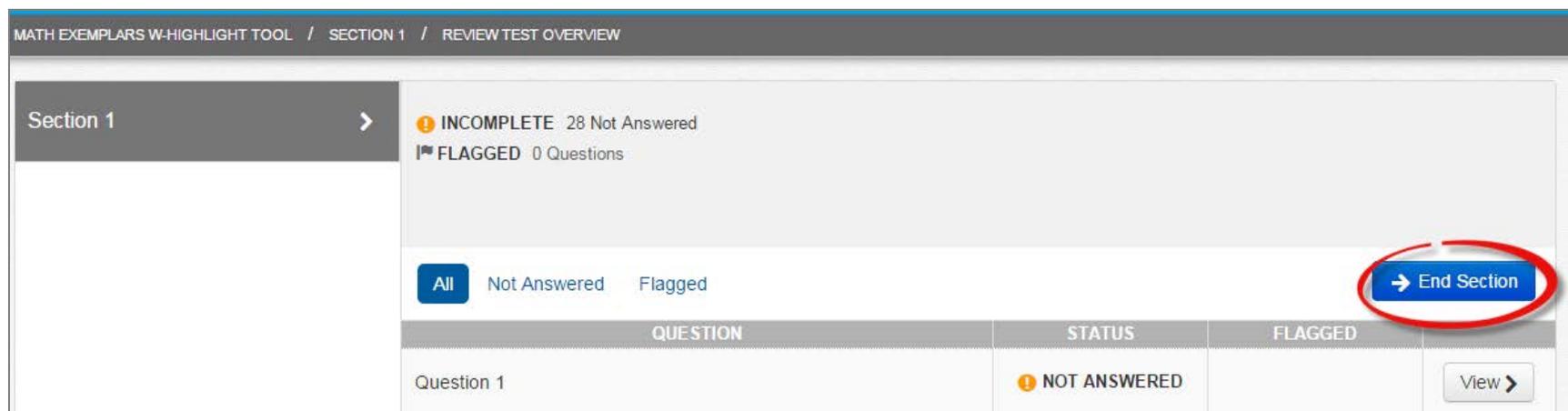
The screenshot displays the TestNav interface. At the top, a navigation bar includes a left arrow, a right arrow (circled in red), a 'Review' button, a 'Flag' button, and a mouse cursor icon. Below this, a dark grey bar shows the text 'MATH EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / 29 OF 29', with '29 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 bottom portion of the screenshot shows a confirmation screen with a blue banner that reads 'Congratulations! You have finished the last section in this test.' Below this, a white box contains the text: 'The last section has 28 unanswered questions. There are two things you can do: Review section questions and your answers. Exit this test, submitting your answers as final. You will not be able to return later to this test.' Two buttons are present: a grey 'Review Answers' button and a green 'Submit Final Answers' button.

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 top navigation bar with a 'Review' button circled in red. Below the 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.'

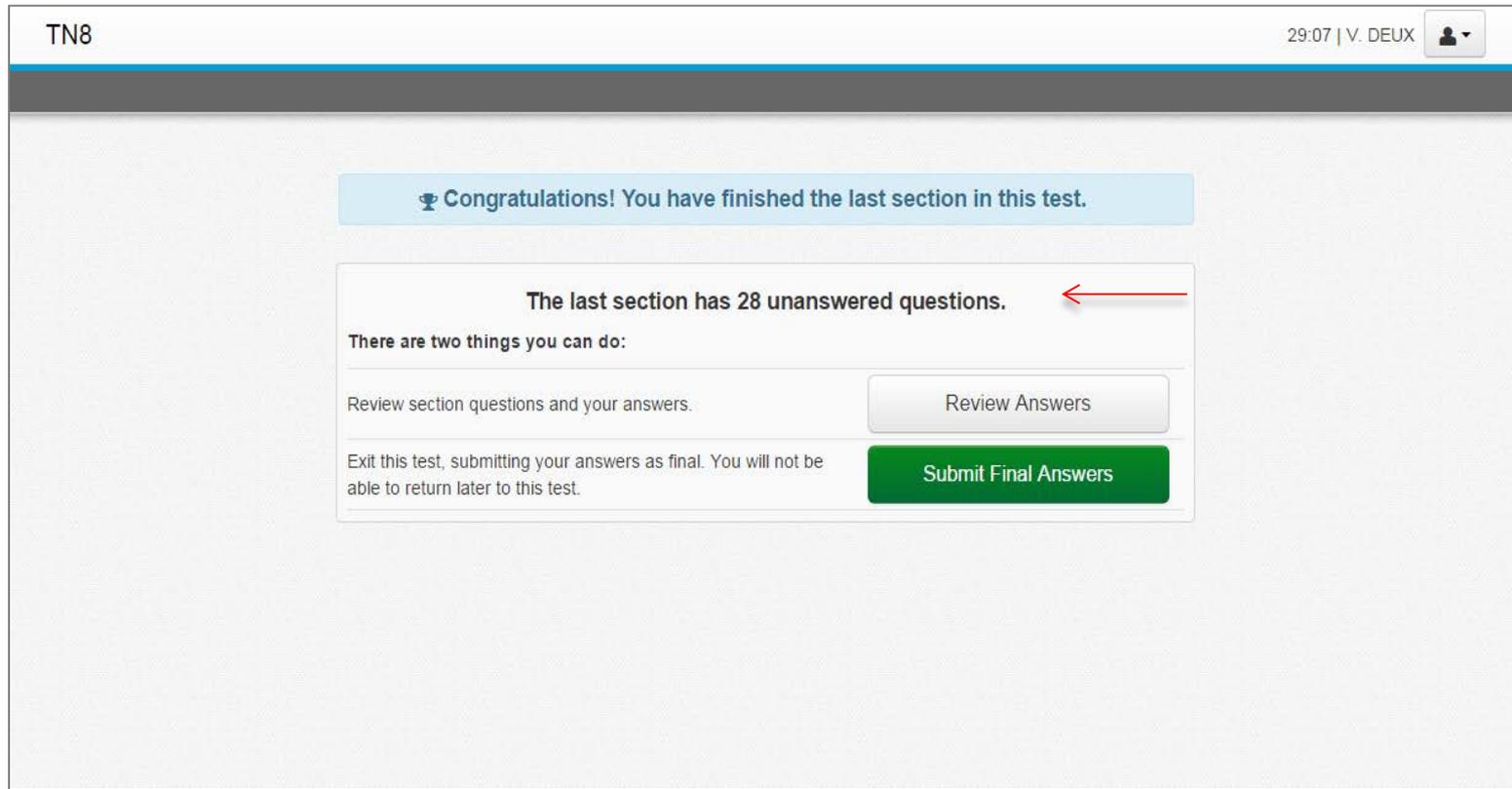


The screenshot shows the 'REVIEW TEST OVERVIEW' screen. The breadcrumb trail is 'MATH EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / REVIEW TEST OVERVIEW'. On the left, 'Section 1' is highlighted. The main area shows 'INCOMPLETE 28 Not Answered' and 'FLAGGED 0 Questions'. Below this are filters for 'All', 'Not Answered', and 'Flagged'. A table lists the questions:

QUESTION	STATUS	FLAGGED
Question 1	NOT ANSWERED	

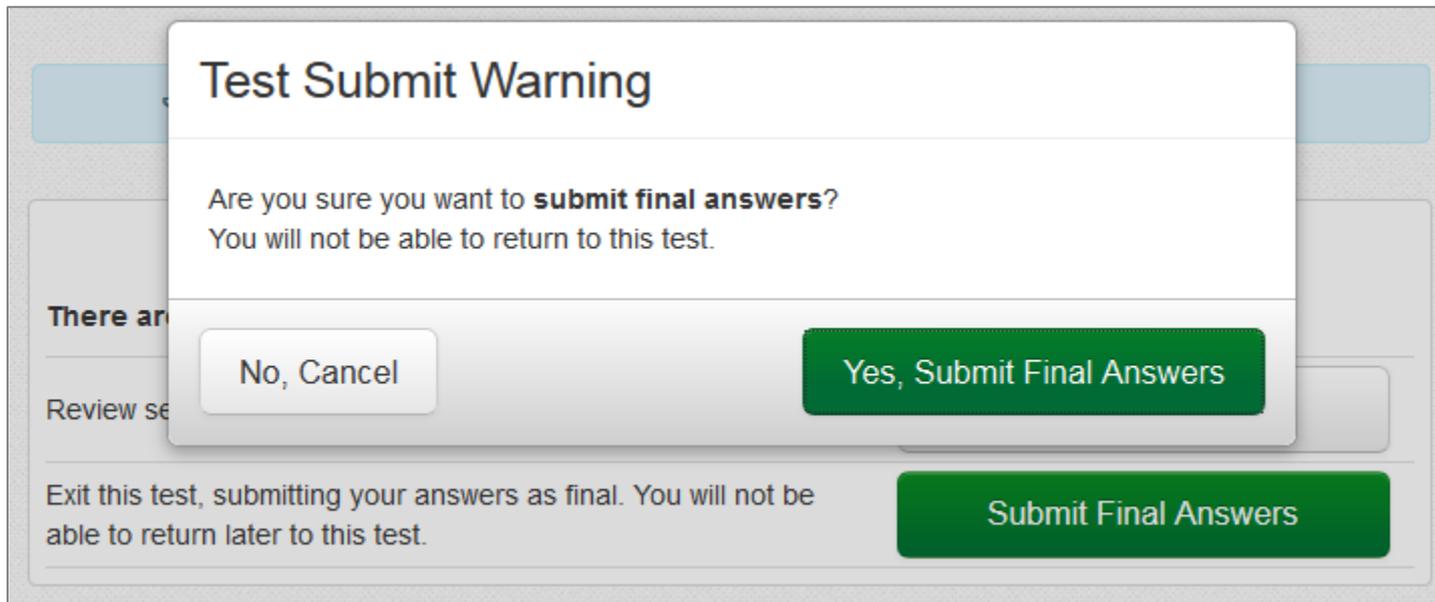
At the bottom right, an 'End Section' button is circled in red. A 'View >' button is also visible next to the question entry.

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

Support

Next Training Webinar

- Later in March – Tech Readiness Webinar for Technology Coordinators; communication will go out once the date is set

Support Contacts

ACT Aspire Customer Service

888-802-7502

ACTAspire_Implementation@ACTAspire.org

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