

2015-2016



# Portal User Guide

For All ACT Aspire Assessments

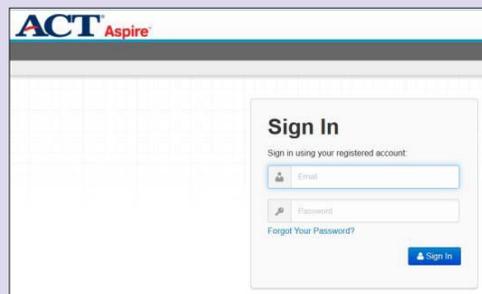
**ACT**<sup>®</sup> **Aspire**<sup>™</sup>

## Key Web Links

### ACT Aspire Portal

<http://www.actaspire.org/>

- Administrator/Teacher login page.



### ACT Aspire Student Login

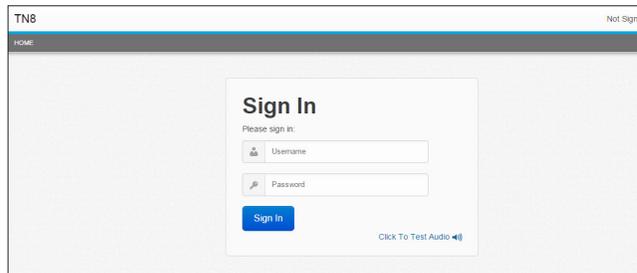
<http://tn.actaspire.org/>

- Student testing environment login page.

### ACT Aspire Exemplars

<http://tn.actaspire.org/>

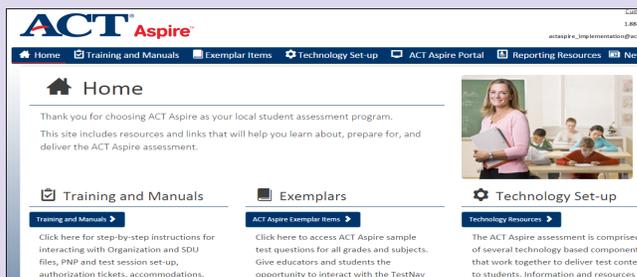
- Username: Subject name (Ex: Reading)
- Password: actaspire



### ACT Aspire Landing Page

<http://actaspire.pearson.com/>

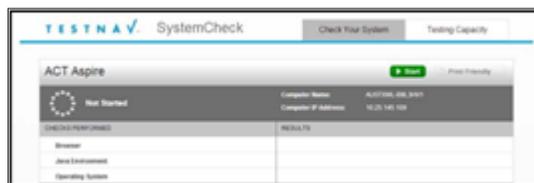
- Resources, links, and step-by-step instructions for your testing administration.



### ACT Aspire SystemCheck for TestNav 8

<http://systemcheck.actaspire.org>

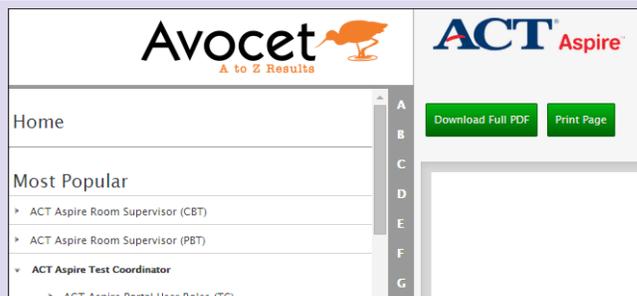
- Perform a series of system checks to confirm that this system is configured correctly.



### ACT Aspire Avocet

<http://actaspire.avocet.pearson.com/>

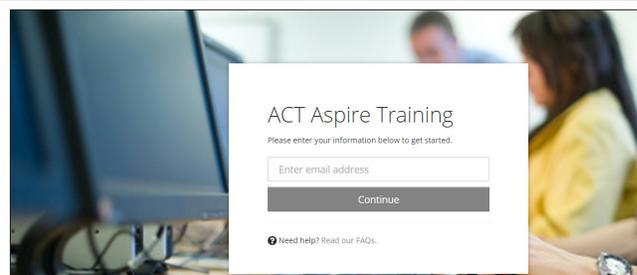
- Collection of manuals, guides, and helpful hints.



### ACT Aspire Training Management Site (TMS)

<https://actaspire.tms.pearson.com/>

- Free online training videos.



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# Introduction

## Objective of the ACT Aspire Portal Users Guide

The ACT Aspire Test Administration Guide is a one-stop guide for anything related to the ACT Aspire Portal. This guide's purpose is to give a detailed overview of the ACT Aspire Portal functionality and then walk through the step-by-step instructions for preparing for, administering, and completing a computer or paper testing administration.

## How to Use this Guide

This guide is separated into three major parts:

- ACT Aspire Portal system requirements, functionality, and walkthrough.
- Step-by-step instructions for computer-based and paper-based testing administrations.
- Appendices with an acronym list, glossary, and privacy policy information.

Each of the step-by-step instructions will have a color and user role associated with it in the top right hand corner. These colors are different for the six test administration categories they represent:

- *Blue:* General Information
- *Red:* Pre-Test Tech Readiness
- *Orange:* Assessment Preparation
- *Green:* Assessment Administration
- *Aqua:* Post-Test Steps
- *Purple:* Reporting & Data Usage

Each of these steps will also include the following introductions:

- **Objective:** Explains the purpose of the following step and how it fits into the testing administration.
- **Related Resources:** Some steps have additional documentation you may reference to learn more about the given step.

# User Role Descriptions

## Test Coordinator User Role

### *General Information*

The Test Coordinator user role is the main ACT Aspire contact at his or her organization. This role requires a broad understanding of how to use the Portal, how to assign organization members to appropriate test administration roles and tasks, and knowledge of the test administration from start to finish. Please see the Test Coordinator details below for a high-level overview of expectations for the Test Coordinator user role.

### **Who should be a Test Coordinator?**

The role of Test Coordinator should be assigned to the person in charge of overseeing assessments for a school or district. This person will act as the primary contact for his or her organization, and will receive any ACT Aspire communications that detail test administration updates

## Room Supervisor User Role

The Room Supervisor is responsible for the secure administration of the assessment in a designated room. This role requires an understanding of testing procedures and instructions to properly administer the assessment in a standard manner. Please see the Room Supervisor details below for a high-level overview of expectations.

### **Who should be a Room Supervisor?**

The role of Room Supervisor should be assigned to a person who can securely administer the ACT Aspire assessment on the test day.

## Technology Coordinator User Role

The Technology Coordinator acts as the main technology contact for his or her organization. This role requires a broad understanding of the technology needs for the ACT Aspire assessment. Please see the Technology Coordinator details below for a comprehensive overview of expectations for the Technology Coordinator user role.

### **Who should be a Technology Coordinator?**

The role of Technology Coordinator should be assigned to a person who can provide technology set-up and implementation for a successful ACT Aspire testing administration.

# Tenant Role Descriptions

**Tenant:** An organization's (school/district) data container. Any information related to that organization is stored, manipulated, and modified in the tenant.

**Administrator:** The highest level of organization permissions. Ability to manage users assigned to the various organizations in your tenant. You can invite new members, control their access to the organizations within the tenant, or delete them from the tenant completely.

Administrators have access to the below items in the Portal:

- **Student Information:** The Administrator user role has access to all student information including the ability to import, add or delete students and edit confidential student data. Complete access to adding, removing or editing student accommodations.
- **Groups:** Groups can consist of up to 200 students and organized by teacher, grade, subject, or other chosen criteria. Groups are intended to facilitate easier test session setups and to give a greater degree of control when generating Online Reports in the Portal. The Administrator role has full access to creating, editing, deleting and viewing groups and adding or deleting students from groups.
- **Test Sessions:** Ability to manage all aspects of the Test Session: creation, copying, editing, printing student login tickets, assigning proctors and starting a test.
- **Student Transfers & Test Reinstatement/Invalidations:** The Administrator role is the only level with the ability to transfer students between schools, approve/reject test reinstatements (allowing students to retest) or invalidations (invalidating test submission and not allowing further testing on subject invalidated).
- **Monitoring Testing:** Only the Administrator role has access to Monitoring Dashboard information.
  - Student-Test Assignment bar graph allows you to determine if all of your students have been assigned to a paper or online test session, by subject.
  - Test Session Status pie chart provides a visual representation of all of the test sessions in the platform.
  - Student Distribution bar graph displays counts of students that have accommodations.
- **Reporting:** Complete access to all reports
  - Current Progress Report - Prior & current year average scale scores, average composite scores, predicted future performance
  - Supplemental Scores Report- National percentile ranks, ELA, progress with test complexity, STEM, & progress toward career readiness
  - Subject Proficiency by Demographic - ACT readiness level distribution by subject & demographic for each grade
  - Subject Proficiency by Grade - ACT readiness level distributions by subject & grade
  - Individual Student Report - combination of Current Progress and Supplemental

## Scores

- o Subject Proficiency by School Report - (available to Administrator at District Level) - ACT readiness level distributions by grade, subject & school
- o Subject Proficiency by District - (available to Administrator at State Level) - ACT readiness level distributions by grade, subject & district
- o Student Performance File - (available to Administrator at State Level) - complete listing of student scale scores

**Test Coordinator** - Access to view individual organization data. You can invite new members, control their access to the organizations within the tenant, or delete them from the tenant completely.

Test Coordinators have access to the below items in the Portal:

- **Student Information** - The Test Coordinator role has access to all student information including the ability to import, add or delete students and edit confidential student data. Complete access to adding, removing or editing student accommodations.
- **Groups** - Groups can consist of up to 200 students and organized by teacher, grade, subject, or other chosen criteria. Groups are intended to facilitate easier test session setups and to give a greater degree of control when generating Online Reports in the Portal. The Test Coordinator role has full access to creating, editing, deleting and viewing groups and adding or deleting students from groups.
- **Test Sessions** - Ability to manage all aspects of the Test Session the individual is assigned to: creation, copying, editing, printing student login tickets, assigning proctors and starting a test.
- **Student Transfers & Test Reinstatement/Invalidations** - Limited access, only allowed to view or cancel student reinstatement/invalidation requests.

# General ACT Aspire Portal Functionality

**Objective:** [The ACT Aspire Portal](#) is the administrative hub for authorized test administration personnel to view and manage vital information for smooth and successful testing. This guide provides an overview of essential Portal tools and features.

## System Requirements for Using the ACT Aspire Portal

The machine(s) from which you will access the ACT Aspire Portal must meet the following requirements:

	PC/Windows	Mac
<b>Processor</b>	1.6 GHz x86-compatible	Intel Core Duo 1.83 GHz  Only Intel-based Macs are supported
<b>RAM</b>	512 MB RAM	1 GB RAM
<b>Operating System</b>	<ul style="list-style-type: none"> <li>Windows XP (SP 3)</li> <li>Windows Vista</li> <li>Windows 7</li> <li>Windows 8</li> </ul>	Mac OS X 10.5 or higher
<b>Web Browser</b>	<ul style="list-style-type: none"> <li>IE 9 &amp; 10</li> <li>Firefox (current stable version)</li> <li>Chrome (current stable version)</li> </ul>	<ul style="list-style-type: none"> <li>Safari 4.0, 5.0 &amp; 6.0</li> <li>Firefox (current stable version)</li> <li>Chrome (current stable version)</li> </ul>
<b>Minimum Screen Resolution</b>	1024 x 768	1024 x 768
<b>Network Speed</b>	High speed internet (DSL, etc.)	High speed internet (DSL, etc.)

## Setting Filtering, Firewalls, and Proxy Servers to permit access to the ACT Aspire Portal and TestNav8

To access the ACT Aspire Portal, you must set firewalls, proxy servers, or other internet content filters to permit [www.actaspire.org](http://www.actaspire.org). For Computer-Based Testing, you will also need to allow your preferred browser(s) to access [tn.actaspire.org](http://tn.actaspire.org), the URL for the TestNav8 testing platform. For both of these URLs, ports 80 and 443 must be opened in firewalls, proxy servers, and content filters.

In addition to the URLs for your test, the following must be open in any firewalls, proxy servers, or other software that is used for internet content filtering:

- \*.tn.actaspire.org:80
- \*.tn.actaspire.org:443
- \*.pearsonusercontent.com

- s3.amazonaws.com

## Accessing the ACT Aspire Portal

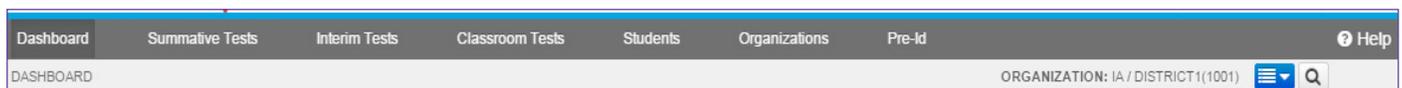
To begin setting up your ACT Aspire test administration:

- Open <https://www.actaspire.org/> in your internet browser
- Click the Sign In button at the upper right of the Welcome screen
- Enter your email address and password in the provided fields
- If you are accessing the Portal for the first time, you will be asked to enter your first and last name, create a password, accept ACT Aspire's Terms and Conditions and Privacy Policy, and verify the on-screen security code. (To minimize initial onboarding time, you may also access ACT Aspire's Terms and Conditions [here](#).)

## The ACT Aspire Portal Dashboard

The ACT Aspire Portal Dashboard is your organization's Welcome screen for authorized Portal users. It serves as a hub for viewing and accessing information about your ACT Aspire test administration. From the Dashboard you can access:

- A link to the Personal Details screen, where users can view and edit personal information and, for users associated with multiple tenants, switch tenants while remaining logged in to the Portal
- Messages sent by other organization members
- Notifications of recent organization activity
- Switch Organization and Search Organization functions for users associated with multiple organizations
- The Dashboard Menu Ribbon, which provides comprehensive access to the Portal's test administration tools:



- A list of recently active test sessions and their administrative status, as well as quick links for viewing all of an organization's tests, and for creating new test sessions

## Managing Your ACT Aspire Portal Password

If you would like to change your password to the Portal, please follow the steps below:

- From the Profile Icon drop down menu (include graphic) Click Change Password
- Complete the Change Password form by entering your current password and your desired new password, and confirming your new password
- Click Submit

If you have forgotten your password, follow these steps:

- Open the ACT Aspire Sign In page
- Click the Forgot Your Password? Link below the Sign In fields

- On the Forgot Password screen, enter your email address in the provided field, and click Submit
- ACT Aspire will email a password reset link to the address provided; click the link to proceed

## Viewing Messages and Notifications

To view messages sent to you by other organization members, click the envelope icon in the upper-right corner of the any ACT Aspire Portal screen. New messages will be indicated by a red box affixed to the envelope icon. To view notifications of recent organization activity, click the bell icon to the right of the envelope icon. Any organization activity that has taken place since your last login to the Portal will be indicated by a red box affixed to the bell icon.

## Creating Messages

Authorized organization members can create and send messages to other associated members using the Create Messages function in the ACT Aspire Portal. Please follow the steps below:

- Hover over Organizations on the Dashboard Menu Ribbon and select the Create Messages link from the dropdown menu
- On the Create System Messages screen, enter a message subject, compose your message, add recipients, and click the Send button above the Message Details fields
- You may send messages to individuals or groups of organization members by selecting either the Send to Individual User tab, from which you can search for recipients by email, or the Send to Group of Users tab, from which you can search for recipients by tenant, organization, and user role
- This screen also allows users to view their Message History, Preview messages prior to sending, Save message drafts, and Schedule messages for a specific delivery date

## Locating Help Resources for Using the ACT Aspire Portal

The Help function in the Portal allows users to access Avocet, an A-to-Z directory of ACT Aspire information and resources, and the [ACT Aspire Training Management System](#) [TMS], a hub for viewing training videos about ACT Aspire summative and periodic testing. To access these sites from the Portal:

- Click the Help link on the far right of the Dashboard Menu Ribbon
- On the Resources screen, select either the Resources/Ancillaries link to open Avocet in a new browser tab, or the Training Material link to open the TMS site in a new browser tab
- The Quick Guide inset to the far right of the Resources screen summarizes the type of content users can access by selecting either Resources/Ancillaries or Training Material

## Adding Organizations to the ACT Aspire Portal

Administrative entities participating in ACT Aspire Testing are known in the Portal as Organizations. An Organization is a hierarchical structure headed by either a State- or District-level organization, and one or more sub-organizations. Organizations with a State-level parent organization will contain at least two district-level sub-organizations. Districts, whether they are the parent organization or

a sub-organization within a State tenant, can contain one or more school sub-organizations. An organization with a State-level parent might look like this:

- State
  - o District 1
    - School 1A
    - School 1B
  - o District 2
    - School 2A
  - o District 3
    - School 3A
    - School 3B
    - School 3C

An organization with a District-level parent might look like this:

- District
  - o School A
  - o School B

Please note that schools that are not associated with a state, school district, or other parent organization (such as a private school) will still be structured on the District/School model in the Portal:

- District
  - o School

A State or District Administrator can add a sub-organization to their organization by completing the following steps:

- Select the organization to which you will add a sub-organization by clicking on the blue organization button at the upper right of any screen in the ACT Aspire Portal, or by clicking the adjacent magnifying glass icon and typing the name of the organization to which you wish to add a new organization(s)
- Hover over Organizations on the Dashboard Menu Ribbon, and click Add Organization on the pulldown menu
- Enter all required and any optional information you choose to on the Add School screen and click Save

## Viewing Organization Members

(For information on inviting organization members, please see Step 2 of the Step-by-Step Work Instructions in this guide.)

To view personnel associated with an organization, please perform the following steps:

- Select the organization to which you wish to view members by clicking on the switch organization button, or by clicking the adjacent magnifying glass icon and typing the name of the organization for which you wish to view organization members
- Hover over Organizations on the Dashboard Menu Ribbon, and select Organization Members on the pulldown menu
- From the Organization Member Management screen, you may either search for a specific organization member by entering the member's name or email in the provided search box,

or you may click the All Permissions dropdown filter and filter the member list to display only members with the selected permission level

## Managing Member Permissions

Administrators and Test Coordinators may manage the permission levels of organization members (depending on those members' Portal role) by following the below instructions:

- Select the organization for which you will manage member permissions by clicking on the switch organization button, or by clicking the adjacent magnifying glass icon and typing the name of the organization for which you wish to manage member permissions
- Hover over Organizations on the Dashboard Menu Ribbon, and select Organization Members on the pulldown menu
- To change a single user's permissions, click the Manage Permission for Org icon to the right of the user's name and email to open a list of organizations to which the user is associated; hover over the organization for which you want to change the user's permissions, and then select a permission level from the permissions options that appear in a new window
- To change permissions for more than one organization member, check the boxes to the left of the names of members for which you will edit permissions, and then open the Apply Permissions pulldown menu to the right of the Invite New Member button to either add or remove a specific role from the selected users

## Editing or Deleting Organizations

Administrators may edit or delete organizations by following these steps:

- Select Edit Organizations from the Organizations dropdown menu
- Click the Manage link next to the name of the organization you plan to modify to open a window of management options
- To add a new organization, click Add Organization to associate a sub-organization within the organization you have chosen, enter the new organization's details on the Add District or Add School screen, and click Save
- To edit an existing organization, select Edit Organization, edit the information on the Edit State, Edit District, or Edit School screen, and click Save (some information cannot be edited)
- To delete an organization, select Delete Organization (*Please Note: the Delete Organization command cannot be undone*)

## Locating and Managing Student Information

Follow the below steps to locate student information for your organization:

- Hover over Students on the Dashboard Menu Ribbon and select Find Students
- On the Find Students screen, Administrators and Test Coordinators can search for students by Student ID, Grade, First and Last Name, Teacher Email and Teacher Name, or Group
- Click the blue Search button after entering search parameters

- Clicking a student's ID number on the results page will take you to their individual student profile

To edit information in different categories, please follow the appropriate steps below:

- To manage an individual student's information, locate the student by conducting a search on the Find Students screen and then clicking the desired student's ID Number from the student list produced by the search. The Student Profile screen provides a student's Personal Needs Profile, Demographics, Groups, Teachers, Grades, and Test Sessions information.
- To edit a student's Basic Information, click the blue Edit button to the upper right of the Student Profile screen, and modify the information you wish to update. Click Save to finalize your changes. (Student IDs and Schools cannot be modified on this screen.)
- To edit a student's Personal Needs Profile or Demographics, select the appropriate button below the student's basic information, click the blue Edit button, modify information as is necessary, and click Save. *Please note: Those accommodations that affect forms in a student's Personal Needs Profile can only be edited prior to putting a student into a test session!*
- To edit Group or Teacher information, select the desired menu button below the student's basic information, and locate the group or teacher to which the student will be associated by clicking inside the provided Select Group/Teacher here box, which will open a list from which to choose a group or teacher.
- To edit a student's testing grade for a specific subject, select the Grades menu below the student's basic information and click the blue Edit button. This will reveal a pulldown menu for each ACT Aspire test subject, from which you can select the student's testing grade level.
- To view a list of Test Sessions in which a student is enrolled, click the Test Sessions button below the student's basic information. This will open a list all test sessions in which a student has or will participate in, along with Grade, Subject, Test Type, Student Test Session Status, and Scale Score information (if applicable). You may navigate to a specific test session by clicking on the test session name, or Title.

## Deleting Multiple Students from an Organization

To delete students from an organization, please follow the steps below:

- After using the Find Students screen's search function to generate a list of students, select the boxes to the left of the Student IDs for those students you wish to delete from the organization
- Click the Action button to open the Delete option
- By clicking Delete, a window that asks "Are you sure you want to delete the student(s)?" will appear. *Please note that clicking OK finalizes the deletion of students from the Portal.* Students who have scores associated with their profiles cannot be deleted from the Portal.

## Creating Test Sessions

Administrators and Test Coordinators are able to create test sessions by following the steps below:

- Select the school in which you will create a test session by clicking on the switch organization button, or by clicking the adjacent magnifying glass icon and typing the name

of the school in which you wish to create a session

- From the Dashboard, select New Test Session under the appropriate test menu (Summative, Interim, or Classroom), or hover over Summative, Interim, or Classroom Tests in the Dashboard Menu Ribbon and select Create a Test Session
- Select a test and enter test details on the New Test Details page, and click Create Test Session
  - Note: if using Proctor Caching, Proctor Caching setup should be completed prior to creating test sessions. If setup is completed, the test session will automatically populate the Primary Host IP Address and Port from the organization's Proctor Cache Settings.

## Editing Test Session Information

Test Supervisors (this includes organization administrators and any organization members to whom the test supervisor role has been assigned) can edit the information for active test sessions by following the steps below:

- Locate a test session using the Find My Test Sessions screen's filtering options (users can filter by mode, subject, grade, and session status)
- Click the name of the test session you wish to edit
- On the Test Session Details screen, select the Edit option at the upper left of the screen
- The Edit Test Details screen allows authorized users to update the Testing Dates (within the test administration), Testing Details (see the Quick Guide window to the right of the screen for detailed information), and Proctor Caching Details. (Note that changing Proctor Cache settings for sessions In Progress will not affect students who have already signed in to TestNav and begun testing.)
- Select Done to save all changes

## Adding or Removing Test Session Members

Test Supervisors and Room Supervisors can add organization members to test sessions by doing the following (test supervisors can also invite non-tenant members to the test session as test or room supervisors):

- On the Test Session Details screen, navigate to the Authorized Users section at the upper right of the screen and click the blue arrow to open a list of users
- Click Add/Edit to add, remove, or modify the test session permission level of organization members
- An Add & Remove Users / Change User Permissions window will provide a list of organization members who you can add or remove from the test session
- Click on the Role link to the left of the organization member's name to open a window that lists test session permission levels
- To assign a member to a test session, select Test Supervisor, Room Supervisor, or Guest, and then click Save
- To remove a member from the session, select Not Assigned and then click Save

- For a Test Supervisor to invite a non-organization member to the test session, click the Invite link from the Authorized Users menu to open a Invite Room Supervisor to Test window
- Enter the email address(es) of people you would like to invite to join the test session and click Submit; invitees who join the test session will automatically become organization members (Educator role) and be assigned the Room Supervisor in the test session.

## Resetting Student Passwords for Online Test Sessions

Test Supervisors and Room Supervisors can reset student test session passwords for individual or multiple students by two means. To reset passwords for one or more students from the Test Session Details page:

- Check the boxes to the left of the student names for which you will change passwords
- Click the Reset button to the top-left of the student roster and click For Selected Students on the Reset pulldown menu
- To reset passwords for all students, click For All Students on the Reset pulldown

To reset a password for a single student, simply locate and click on the Key icon to the right of the password currently listed for the student. A new password will appear, as well as a window confirming the password reset. Note that a student's password cannot be changed once they have signed in to the test.

## Managing Test Session Administration in the Portal

Authorized test session users can monitor running online test session from the Test Session Details screen by viewing the Status and Answered/Total fields next to the names of test session participants. Consult the following chart for explanations of student test session statuses.

Test Session	Student Session	Student Actions and Impacts
<b>Not Started</b>	<ul style="list-style-type: none"> <li>• Scheduled</li> <li>• Ready</li> </ul>	<ul style="list-style-type: none"> <li>• Scheduled: <ul style="list-style-type: none"> <li>o (CBT) The session has not been started and the student cannot log into TestNav.</li> <li>o (PBT) The student has not yet been processed for personalized answer documents.</li> </ul> </li> <li>• Ready: <ul style="list-style-type: none"> <li>o (PBT) The student's pre-ID has been processed and the student will receive personalized documents.</li> </ul> </li> </ul>

<p><b>In Progress</b></p>	<ul style="list-style-type: none"> <li>• Ready remains Ready until student logs in to TestNav.</li> <li>• Ready changes to Active after student logs in to TestNav.</li> <li>• Active changes to Exited when a connection problem causes a student to exit TestNav.</li> <li>• Exited changes to Resumed if a student's session is resumed by the proctor, as described in Resume or Close an Online Test Session for a Specific Student.</li> <li>• Resumed changes to Active when student logs back in to TestNav</li> </ul>	<ul style="list-style-type: none"> <li>• Ready:             <ul style="list-style-type: none"> <li>o (CBT) The session has been started and the student can now log into TestNav.</li> <li>o (PBT) The student's pre-ID has been processed and the student will receive personalized documents.</li> </ul> </li> <li>• Active (CBT) - Student has logged in to TestNav</li> <li>• Exited (CBT) - Student has exited TestNav</li> <li>• Resumed (CBT) - Test has been resumed and the student can log in to TestNav</li> </ul>
<p><b>Closed</b></p>	<ul style="list-style-type: none"> <li>• Submitted remains Submitted.</li> <li>• Ready, Active, Exited, Resumed changes to Force Close.</li> <li>• Force Close remains Force Close.</li> </ul>	<ul style="list-style-type: none"> <li>• Test sessions can be closed if the students are in any status.</li> <li>• Closing the test session will produce a confirmation warning. By selecting "yes", any student not yet submitted will be put into Force Close status.</li> </ul>
<p><b>Auto-Closed</b></p>	<ul style="list-style-type: none"> <li>• Active changes to Force Completed</li> <li>• Completed remains Completed</li> <li>• Force Completed remains Force Completed</li> </ul>	<ul style="list-style-type: none"> <li>• Auto-Closed is not currently used.</li> </ul>

# Step-by-Step Work Instructions

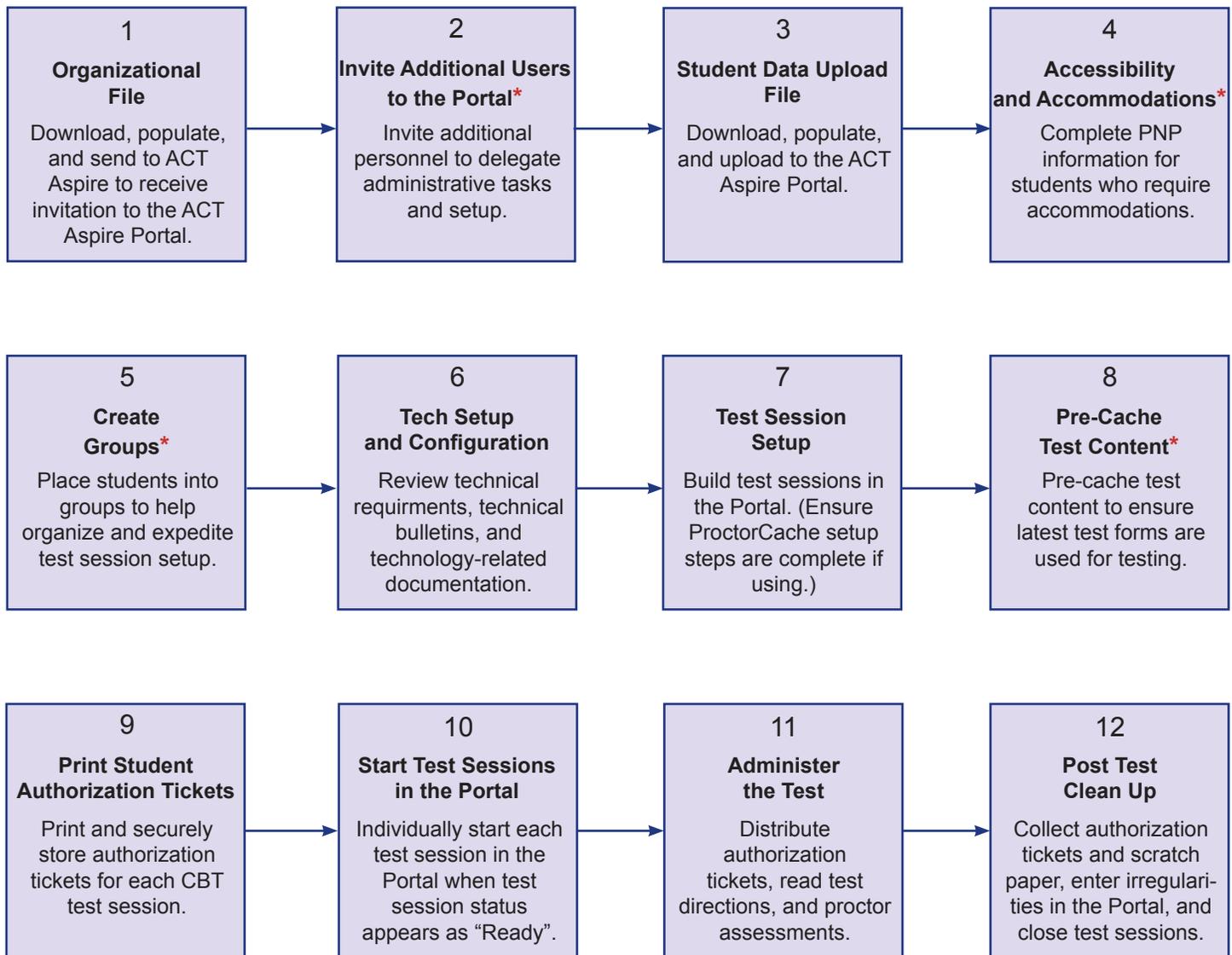
**Objective:** The objective of the following chapters is to provide work instructions in a step-by-step format that will lead users through the ACT Aspire Computer- and Paper-Based Testing administrations. These steps directly match the step-by-step instructions on the ACT Aspire Landing Page.

*Please note: The first five steps of the step-by-step work instructions are the same for both computer- and paper-based testing. After these first five steps, the following seven steps will be for computer-based testers. If you are using paper-based tests or have paper-based accommodations for some students please continue to page 88 to follow the remaining paper-based testing steps.*

# Test Administration Process Flowcharts

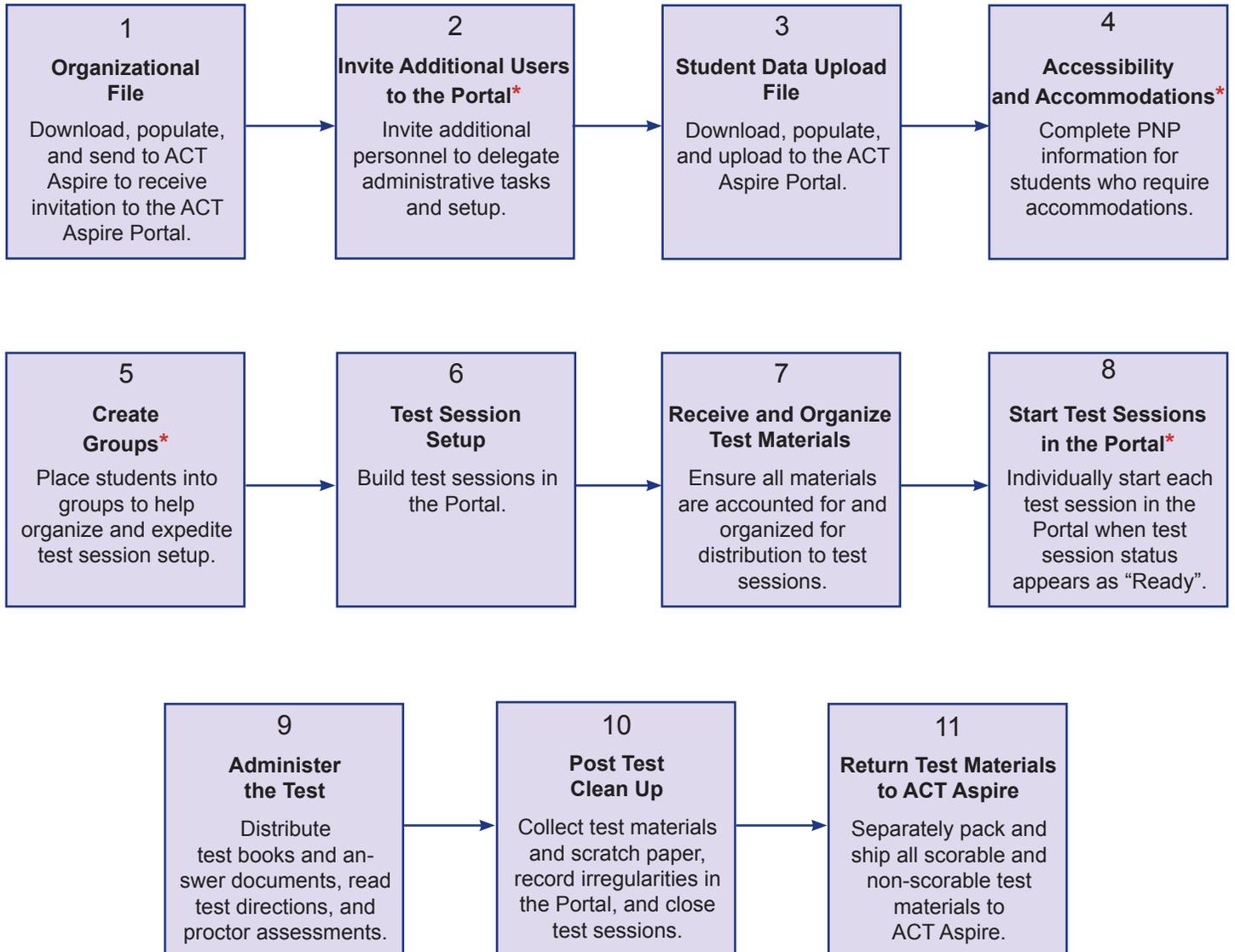
**Objective:** The following steps and workflows detail the major steps and descriptions for the computer-based and paper-based test assessments.

## Computer-Based Testing High-Level Workflow



\* Optional, but recommended.

## Paper-Based Testing High-Level Workflow



\* Optional, but recommended.

# Step 01. Organizational Files (CBT & PBT)

## Organizational File Layout and Entry Descriptions

**Objective:** The following tables will guide you through the fields, requirements, and restrictions of the Organizational File.

*Please note: If you have already submitted an organizational file for a previous administration or currently have access to the Portal, you do not need to resubmit a new organizational file.*

**Related Resources:** Please see [Organizational File Template](#) under the Organizational File topic on Avocet.

\*=Required Field

Record Type*	Level*	State*	State District Code*	State School Code*
Type of record: State, District, Public School, Non- public School.  Enter corresponding number to record type for the row.	Hierarchical level in organization: Ordered from top to bottom. Non- public schools will list their school name twice on 01 and 02.	Two-digit state postal abbreviation, must be capital letters	State assigned district code.  Non-public or independent schools may create one using the below criteria.	State assigned school code.  Non-public or independent schools may use their National Center for Education Statistics (NCES) code.  Visit the NCES here: <a href="http://nces.ed.gov/globallocator/">http://nces.ed.gov/ globallocator/</a>
1=State 2=District 3=School 4=Non-public	01=Administrative level 02=1st subordinate level 03=2nd subordinate level  *Most schools will have a district and one or more school records, marked as levels 01 and 02 respectively.	AK, MN, NJ, OK, SD, WV, AL, CA, ND, WY, AR, MA, NM, VA, WI, MD, NE, OH, TN, GA, IL, KS, ME, MI, NH, UT, CO, DE, DC, IA, MT, NY, RI, SC, CT, FL, HI, ID, IN, LA, MS, MO, NV, TX, VT, WA, AZ, KY, NC, OR, PA, AS, FM, GU, MQ, MP, PR, PW, MH, VI	Valid characters: 0-9, A-Z, a-z, hyphen  Note: Use of spaces in the state district or school codes will prevent student uploads	Valid characters: 0-9, A-Z, a-z, hyphen *leave blank on district record  Note: Use of spaces in the state district or school codes will prevent student uploads
<b>Max characters: 2</b>	<b>Max characters: 2</b>	<b>Max characters: 2</b>	<b>Max characters: 20</b>	<b>Max characters: 20</b>

**Example:**

	A	B	C	D	E	F
1	<b>Record Type</b>	<b>Level</b>	<b>State</b>	<b>State District Code</b>	<b>State School Code</b>	<b>School or District Name</b>
2	02	01	IA	012345		District Name
3	03	02	IA	012345	123	School One
4	03	02	IA	012345	124	School Two
5						

**Note:** When entering a value with a leading zero, place an apostrophe before the digits. (E.g.: '01234)

ACT High School Code	Administrator Email Address*	Test Coordinator Title*	Test Coordinator Name*	Test Coordinator Phone Number*
High school code for The ACT® college readiness assessment.  Look up ACT High School Codes here: <a href="http://www.actstudent.org/regist/lookups/">http://www.actstudent.org/regist/lookups/</a>	Person who will be primarily in charge of using the ACT Aspire portal.	Title such as Principal, Counselor, Test Coordinator, etc.	Name of Test Coordinator	Phone number of Test Coordinator
Valid characters: 0-9, hyphen	x@x.xxx format allowed characters - (dash), . (period), 0 9, _ (underscore), @	Valid characters: A-Z, a-z, 0-9, . (period), - (dash), ' (apostrophe), and space	Valid characters: A-Z, a-z, 0-9, . (period), - (dash), ' (apostrophe), and space	Phone number, no extension.
<b>Max characters: 10</b>	<b>Max characters: 60</b>	<b>Max characters: 35</b>	<b>Max characters: 35</b>	<b>Max characters: 14</b>

**Example:**

G	H	I	J	K
ACT High School Code	Administrator Email Address	Test Coordinator Title	Test Coordinator Name	Test Coordinator Phone Number
	<a href="mailto:district.admin@school.edu">district.admin@school.edu</a>	Test Coordinator	Joe Coordinator	123-456-7890
	<a href="mailto:school1.admin@school.edu">school1.admin@school.edu</a>	Test Coordinator	Jane Coordinator	123-456-7891
123-456	<a href="mailto:school2.admin@school.edu">school2.admin@school.edu</a>	Test Coordinator	Ronaldo Coordinator	123-456-7892

Users listed in the Administrator fields will be added to the portal with an Administrator role under the organization where they are placed in the organization file. Those listed as Test Coordinators will be added with a Test Coordinator role.

All roles below a user's highest listed role will be superseded by the higher permission level – e.g. If the same user is added as an administrator and also listed as the test coordinator, they will be added to the portal as an administrator. For more detail on Portal user roles, please Appendix D.

Test Coordinator Phone Extension	Test Coordinator Fax Number	Test Coordinator Email Address*	Shipping Title*	Shipping Test Coordinator Name*
Extension of Test Coordinator contact	Fax number of Test Coordinator Contact	Email Address of Test Coordinator Contact	Title of shipping contact	Name of shipping contact
Valid characters: 0-9	Fax number of Test Coordinator Contact	Email Address of Test Coordinator Contactx@x.xxx format allowed characters - (dash), . (period), 0 9, _ (underscore), @	Valid characters: A-Z, a-z, 0-9, . (period), - (dash), ' (apostrophe), and space	Valid characters: A-Z, a-z, 0-9, . (period), - (dash), ' (apostrophe), and space
<b>Max characters: 20</b>	<b>Max characters: 14</b>	<b>Max characters: 60</b>	<b>Max characters: 35</b>	<b>Max characters: 35</b>

**Example:**

L	M	N	O	P	Q
Coordinator Phone Extension	Test Coordinator Fax Number	Test Coordinator Email Address	Shipping Title	Shipping Test Coordinator Name	Shipping Address
101	123-456-0987	<a href="mailto:Joe.Coordinator@school.edu">Joe.Coordinator@school.edu</a>	Shipping Coord	Elaine Coordinator	123 School St
202	123-456-9876	<a href="mailto:Jane.Coordinator@school.edu">Jane.Coordinator@school.edu</a>	Shipping Coord	Elaine Coordinator	456 Education B
303	123-456-8765	<a href="mailto:Ronaldo.Coordinator@school.edu">Ronaldo.Coordinator@school.edu</a>	Shipping Coord	Elaine Coordinator	678 Graduation

Shipping Address Line 1*	Shipping Address Line 2*	Shipping City*	Shipping State*	Shipping Zip Code*
Line 1 of shipping address	Line 2 of shipping address	City of Shipping Location	2 character state or US territory abbreviation.	Zip Code of shipping location
Valid characters: All characters	Valid characters: All characters	Valid characters: All characters	Valid Entry: AK, MN, NJ, OK, SD, WV, AL, CA, ND, WY, AR, MA, NM, VA, WI, MD, NE, OH, TN, GA, IL, KS, ME, MI, NH, UT, CO, DE, DC, IA, MT, NY, RI, SC, CT, FL, HI, ID, IN, LA, MS, MO, NV, TX, VT, WA, AZ, KY, NC, OR, PA, AS, FM, GU, MQ, MP, PR, PW, MH, VI	Valid characters: 0-9, - (dash)  May contain 5-digit Zip or full Zip+4 (xxxxx-xxxx)
<b>Max characters: 35</b>	<b>Max characters: 35</b>	<b>Max characters: 20</b>	<b>Max characters: 2</b>	<b>Max characters: 10</b>

**Example:**

	Q	R	S	T	U
1	<b>Shipping Address Line 1</b>	<b>Shipping Address Line 2</b>	<b>Shipping City</b>	<b>Shipping State</b>	<b>Shipping Zip Code</b>
2	123 School St	PO Box 123	City	IA	12345
3	456 Education Blvd	PO Box 456	City	IA	12345
4	678 Graduation Dr	PO Box 678	City	IA	12345

Please note: Shipments are packed by school, and shipped to district. School addresses may be listed, but address in District record will receive materials. Shipping locations must be the physical address of the building receiving shipments. Materials cannot be delivered to a PO Box.

Shipping Zip+4 Code*	Shipping Phone Number*	Shipping Phone Extension	Shipping Fax Number	Shipping Email Address*
Zip+4 code of shipping location	Phone number of Shipping Coordinator	Extension of Shipping Coordinator Contact	Fax number of Shipping Coordinator Contact	Email Address of Shipping Coordinator Contact
Valid characters: 0-9 +4 component only	Phone number, no extension.	Valid characters: 0-9	Fax number of Test Coordinator Contact	Email Address of Test Coordinator Contactx@x.xxx format allowed characters - (dash), . (period), 0 9, _ (underscore), @
<b>Max characters: 4</b>	<b>Max characters: 14</b>	<b>Max characters: 20</b>	<b>Max characters: 14</b>	<b>Max characters: 60</b>

**Example:**

	V	W	X	Y	Z
1	<b>Shipping Zip+4 Code</b>	<b>Shipping Phone Number</b>	<b>Shipping Phone Extension</b>	<b>Shipping Fax Number</b>	<b>Shipping Email Address</b>
2	0123	123-456-7890	404		<a href="mailto:Elaine.Coordinator@sch">Elaine.Coordinator@sch</a>
3	0456	123-456-7891	505		<a href="mailto:Elaine.Coordinator@sch">Elaine.Coordinator@sch</a>
4	0678	123-456-7892	606		<a href="mailto:Elaine.Coordinator@sch">Elaine.Coordinator@sch</a>

Please Note: Unique users added as Shipping Coordinator will be added to the portal with an Educator role under the organization(s) where they are listed.

Mailing Address Line 1	Mailing Address Line 2	Mailing City	Mailing State	Mailing Zip Code	Mailing Zip+4 Code
Line 1 of mailing address	Line 2 of mailing address	City of Shipping Location	2 character state or US territory abbreviation.	Zip Code of mailing address	Zip+4 code of mailing address
Valid characters: All characters	Valid characters: All characters	Valid characters: All characters	Valid Entry: AK, MN, NJ, OK, SD, WV, AL, CA, ND, WY, AR, MA, NM, VA, WI, MD, NE, OH, TN, GA, IL, KS, ME, MI, NH, UT, CO, DE, DC, IA, MT, NY, RI, SC, CT, FL, HI, ID, IN, LA, MS, MO, NV, TX, VT, WA, AZ, KY, NC, OR, PA, AS, FM, GU, MQ, MP, PR, PW, MH, VI	Valid characters: 0-9, - (dash)  May contain 5-digit Zip or full Zip+4 (xxxxx-xxxx)	Valid characters: 0-9  +4 component only
<b>Max characters: 35</b>		<b>Max characters: 20</b>	<b>Max characters: 2</b>	<b>Max characters: 10</b>	<b>Max characters: 4</b>

**Example:**

	AA	AB	AC	AD	AE	AF
	Mailing Address Line 1	Mailing Address Line 2	Mailing City	Mailing State	Mailing Zip Code	Mailing Zip+4 Code
1	1	2	City	IA	12345	0123
2	123 School St	PO Box 123	City	IA	12345	0123
3	456 Education Blvd	PO Box 456	City	IA	12345	0456
4	678 Graduation Dr	PO Box 678	City	IA	12345	0678

Once loaded, this information provides the organizational structure to the portal, and will enable selection of different district/school levels for working in the ACT Aspire system.

## Selecting and Switching Organizations in the Portal

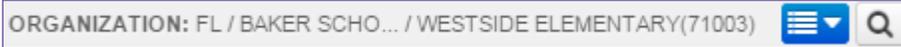
**Objective:** The ACT Aspire Portal Switch Organization and Search Organization functionality allows authorized users to easily access organizations with which they are associated. Smooth navigation between organizations is especially important for streamlining data management for large organizations with many associated users. Depending on your user role in the ACT Aspire Portal, you might be affiliated with multiple Organizations.

To perform some of the tasks in the ACT Aspire Portal, you will need to work either at the district level or choose a specific school, even if your district is comprised only of one school. Knowing how to navigate from one organization to another is a crucial first step in successfully updating student data, creating test sessions, accessing score reports, and executing other Portal tasks.

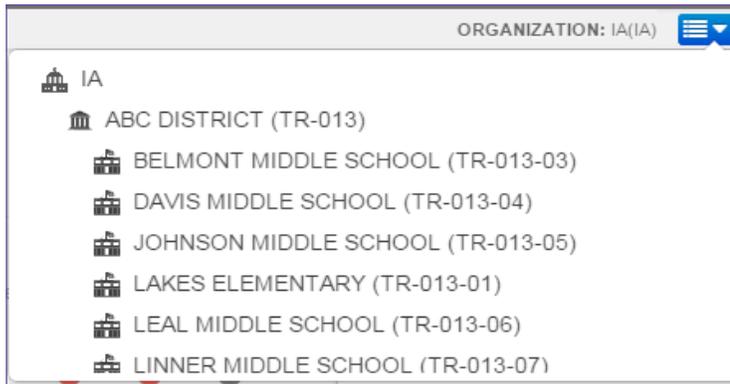
The first time you log in to the ACT Aspire Portal, you will automatically arrive at the organization appropriate to your designated user role. If you have access to multiple organizations, you may switch between them from within the Portal.

**To select an Organization:**

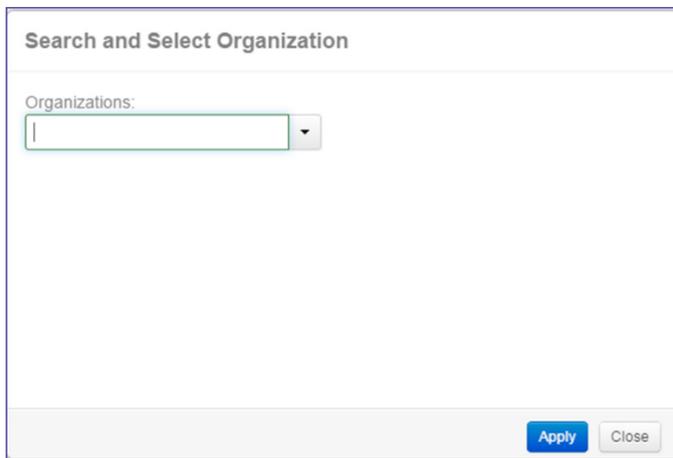
1. After logging in to the ACT Aspire Portal, note the Organization name indicated in the upper-right area of your screen, just below the dashboard bar:



2. To switch between organizations, click the blue Switch Organization button located next to the selected organization's name, or open the Search Organization box by clicking the adjacent magnifying glass. The magnifying glass function is recommended for users affiliated with a large number of schools.
3. The Switch Organization icon will open a menu of organizations to which you are affiliated. Click on the name of your desired organization to perform the appropriate test administration tasks:



4. The Search Organization function opens a separate window with a pulldown list of Organizations. By clicking on the arrow next to the dialog box, the text field becomes empty. Type in the first letters of your desired organization's name and it should appear in the generated list. Click on the organization name and then the Apply button:



## Step 02. Inviting New Users to the Portal (CBT & PBT)

**Objective:** The Invite New Member capability gives Organization Administrators and Test Coordinators the ability to invite and manage roles for educators and staff personnel who they have selected to participate in their ACT Aspire Test Administration.

To invite new members to the ACT Aspire Portal, please follow the steps listed below:

1. Select the organization (state, district, or school) to which you wish to add Portal users by clicking the blue button near the top-right of the screen.

*Please note: The organization level you select determines what organizations the users you add will be able to access. If you invite a user while working at the district level of an organization, the new user will be able to access all schools within the district, whereas a member added at the school level will only be able to access that school.*

2. Once you have chosen the desired organization, select Organization Members from the Organizations dropdown menu.
3. Click the blue Invite New Member button on the Organization Member Management screen.
4. Enter a list of email addresses for the invitees and select the appropriate role for the list of users.
5. Click Submit to send invitation emails.

*Please note: The ACT Aspire Portal is a secure system. The Portal invitation will become inactive if an invitation link is opened and a user navigates away from the registration process before completion.*

### Tenant Roles and Test Session Roles

**Objective:** Access to certain areas and functionality of the ACT Aspire Portal is determined by a user's assigned role. Use the information below to determine what permissions are associated with which user roles. Please see Appendix D for a complete list of user roles.

There are 2 sets of roles in the ACT Aspire Portal: Tenant Roles and Test Session Roles.

Tenant roles determine what a user can do within Aspire:

- Uploading Org and SDU data
- View Members
- Manage User permissions
- Invite/delete users
- Associate users to Orgs
- Publish news items to the entire tenant/state
- Create test sessions
- View reports

Test Session roles determine what a user can do within a Test Session:

- Add/remove users/proctors
- Add/remove students
- Change test session dates or times
- Change test session title
- Add/Edit Test Session roles for users
- Print student authorizations
- Proctor the test session
- End a test session

Tenant Roles are:

1. Administrator
2. Test Coordinator
3. Tech Coordinator
4. Educator
5. Guest

Test Session Roles are:

1. Test Supervisor
2. Room Supervisor
3. Guest

Tenant roles and Test Session roles are separate and not related. (E.g., a user with a Tenant Role of Test Coordinator could have the user role of a Guest for a specific test session.)

Users may have different roles for each test session. (E.g. a user can be a Room Supervisor in Test Session 1, but a Test Supervisor in Test Session 2.)

## Accepting Invitations to the ACT Aspire Portal

**Objective:** The ACT Aspire Portal Invitation is intended to expedite setup of your ACT Aspire test administration while also maintaining data security.

Administrators and Test Coordinators listed on the Organizational File will receive invitations once the file is uploaded to the ACT Aspire Portal. Once they accept their initial invitations, Administrators and Test Coordinators can send secure invitations to other organization members. When you receive your ACT Aspire Portal Invitation, please follow these steps to accept the invitation and access your account.

1. Upon Organizational File upload or an Administrator/Test Coordinator-initiated invitation, an invitation email from [admin@actaspire.org](mailto:admin@actaspire.org) will arrive in the appropriate email inbox:



2. Open the email and click the registration link:

Hello,

You may now access the ACT Aspire Portal! Please click the link below to complete a registration form and gain access to the system:

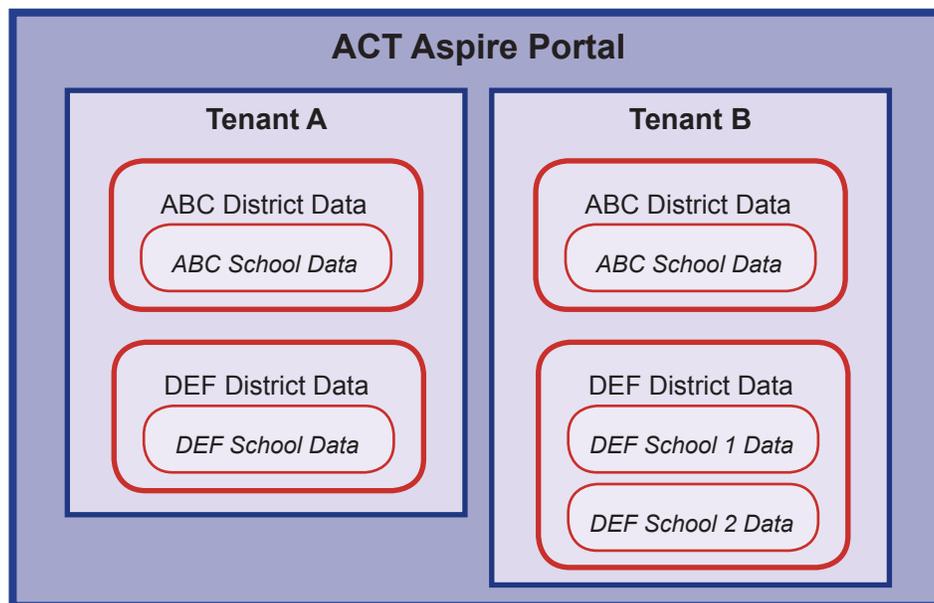
<https://test.actaspire.org/organizations/5578/5/join/e0f75fce59b42d6432fb8d7dd6f2d693>

3. The registration link will take you to the User Profile details page. Please enter your information in the provided fields and click “Join Now.” (Note that the “Grades” and “Subjects” fields are optional.)
4. The second step asks you to verify an on-screen security code and to review and accept ACT Aspire’s Terms and Conditions.
5. After you have completed these requirements, click “Join Now” to access your ACT Aspire Portal homepage.

### Switching Tenants in the ACT Aspire Portal

**Objective:** The Switch Tenants functionality enables ACT Aspire Portal users who are registered with multiple State- and District-level organizations to access them from a single ACT Aspire account. See below to learn how to switch tenants from the Personal Details Portal screen.

#### ACT Aspire Tenant Structure:

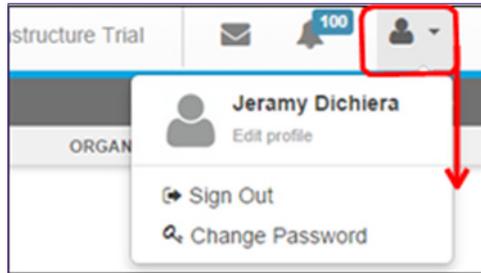


The ACT Aspire Portal uses tenants to organize ACT Aspire data at the highest level of an organization. Most users will belong to a single tenant, but users associated with multiple tenants in the ACT Aspire Portal must switch tenants in order to view and manage organization-specific data.

For example, if you belong to Tenant A and Tenant B (see the above diagram), you will need to switch from Tenant A to Tenant B when you need to perform administrative tasks for Tenant B.

### To Switch Tenants

1. Log in to the ACT Aspire Portal.
2. Click on the profile icon in the upper right corner of the Portal to open the Profile Menu:



3. Click Edit Profile to access the Personal Details page.
4. Click Switch Tenant in the Default Tenant area.
5. Select a tenant from the dropdown list, or type the name of the tenant with which you want to work:



6. Click Apply.
7. Verify that you have entered the correct tenant by looking for the name of the tenant in the upper right side of the tenant's Welcome screen. The tenant name will be preceded by a house icon. *(Please note: You will arrive on the Welcome screen of the tenant you visited most recently upon each login to the ACT Aspire Portal.)*

## Step 03. Uploading Student Data (CBT & PBT)

### Student Data Upload (SDU) File Layout

**Objective:** The following tables will guide you through the fields, requirements, and restrictions of the Student Data Upload (SDU) file.

**Related Resources:** [Student Data Upload Template](#) found on Avocet.

Column	Field Name	Description	Length	Required?	Valid Values	Edit Comments/ Questions
A	Update indicator	Update Indicator	1	No	Blank, U, D, N	Blank: New student record, U: Update record, D: Delete record, N: No change
B	State	State postal abbreviation	2	Yes	AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, AS, DC, FM, GU, MH, MP, PW, PR, VI	2 character state or US territory abbreviation. Uppercase letters only. Example: Iowa = IA, Texas = TX
C	State District Code	District CDS Code	20	Yes	0-9, A-Z, a-z, - (dash)	Remove leading, trailing spaces and normalize all embedded blanks to one blank.  NCES Link: <a href="http://nces.ed.gov/globallocator/">http://nces.ed.gov/globallocator/</a>  <b>This code <u>must</u> match the corresponding fields on the Org File. Use of spaces will prevent student uploads!</b>
D	State School Code	School CDS Code	20	Yes	0-9, A-Z, a-z, - (dash)	Remove leading, trailing spaces and normalize all embedded blanks to one blank.  NCES Link: <a href="http://nces.ed.gov/globallocator/">http://nces.ed.gov/globallocator/</a>  <b>This code <u>must</u> match the corresponding fields on the Org File. Use of spaces will prevent student uploads!</b>
E	ACT High School Code	The ACT or College Board CEEB Code	10	No	0-9	Leave blank for grades 3-8

F	State Student ID	State ID	20	Yes (see comments)	A-Z, a-z, 0-9, - (dash)	Either State Student ID or Local ID must be populated. <b>DO NOT USE Social Security Number!</b>
G	Local ID	Local ID	20	Yes (see comments)	A-Z, a-z, 0-9, - (dash)	Either State Student ID or Local ID must be populated. <b>DO NOT USE Social Security Number!</b>
H	First Name	Student's first name	35	Yes	A-Z, a-z, - (dash), ' (apostrophe), (, ), and space.	Normalize spaces (remove leading, trailing and consecutive spaces).
I	Last Name	Student's last name	35	Yes	A-Z, a-z, - (dash), ' (apostrophe), (, ), and space.	Normalize spaces (remove leading, trailing and consecutive spaces).
J	Middle Initial	Student's middle initial	1	No	A-Z, a-z	First letter of middle name only.
K	DOB	Date of Birth	10	Yes	mm/dd/yyyy, m/d/yyyy or mm/d/yyyy or m/dd/yyyy	
L	Gender	Student's gender	1	Yes	F, M	F: Female
M	Actual Grade	Actual grade student is currently enrolled	2	Yes	0-12	
N	English Testing Grade	English Testing Grade	2	No	0-12, blank	Use if student is testing at grade other than their actual enrolled level
O	Reading Testing Grade	Reading Testing Grade	2	No	0-12, blank	Use if student is testing at grade other than their actual enrolled level
P	Math Testing Grade	Math Testing Grade	2	No	0-12, blank	Use if student is testing at grade other than their actual enrolled level
Q	Science Testing Grade	Science Testing Grade	2	No	0-12, blank	Use if student is testing at grade other than their actual enrolled level
R	Writing Testing Grade	Writing Testing Grade	2	No	0-12, blank	Use if student is testing at grade other than their actual enrolled level
S	Class or Group 1	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
T	Class or Group 2	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).

U	Class or Group 3	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
V	Class or Group 4	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
W	Class or Group 5	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
X	Class or Group 6	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
Y	Class or Group 7	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
Z	Class or Group 8	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
AA	Class or Group 9	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
AB	Class or Group 10	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
AC	Hispanic or Latino	Hispanic or Latino	1	No	Y, blank	

AD	American Indian / Alaska Native	American Indian / Alaska Native	1	No	Y, blank	
AE	Asian	Asian	1	No	Y, blank	
AF	Black/African American	Black/African American	1	No	Y, blank	
AG	Native Hawaiian / Other Pacific Islander	Native Hawaiian / Other Pacific Islander	1	No	Y, blank	
AH	White	White	1	No	Y, blank	
AI	Migrant	Migrant	1	No	Y, blank	
AJ	Economically Disadvantaged	Economically Disadvantaged	1	No	Y, blank	
AK	IEP	IEP	1	No	Y, blank	
AL	ELL	ELL	1	No	Y, blank	
AM	Section 504	Section 504	1	No	Y, blank	
AN	Other Accoms Plan	Other Accoms Plan	1	No	Y, blank	
AO	Gifted	Gifted and Talented	1	No	Y, blank	
AP	Teacher Email 1	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AQ	Teacher Email 2	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AR	Teacher Email 3	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AS	Teacher Email 4	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AT	Teacher Email 5	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.

AU	Teacher Email 6	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AV	Teacher Email 7	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AW	Teacher Email 8	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AX	Teacher Email 9	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AY	Teacher Email 10	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AZ	Pearson Student Code	Pearson Student Number	10	No		System generated. Leave blank for initial load.
BA	Form 1	Form code assigned for testing	10	No		System generated. Leave blank for initial load.
BB	Form 2	Form code assigned for testing	10	No		System generated. Leave blank for initial load.
BC	Form 3	Form code assigned for testing	10	No		System generated. Leave blank for initial load.

### Uploading Student Data Files

**Objective:** Successfully importing your Student Data Upload (SDU) file is the first step in managing student data for the purpose of updating Personal Needs Profiles (PNPs), creating Test Sessions, ensuring the timely delivery of materials for paper testing, and receiving the most complete possible Individual and Group Reports.

To upload Student Data Files to the ACT Aspire Portal, please follow the step-by-step instructions listed below:

1. Follow the Selecting and Switching Organizations instructions to choose the organization to which you wish to upload associated students.
2. Hover over “Students” on the menu ribbon and select “Import Students”:
3. On the Student Profile Imports screen, click the blue Import Students button, locate the SDU file you wish to upload, and select Open. The selected file will then be uploaded, validated, and saved in the Portal.
4. Refresh the Student Profile Imports page to view processing results. Please note that the file format *must* meet the SDU template requirements provided by ACT Aspire in order to successfully upload your Student Data.

### Student Data Upload Error Resolutions

**Objective:** The steps below instruct users through the resolution process if the Student Data Upload fails when attempting to upload the file to the ACT Aspire Portal.

1. Download the results file by clicking on the Download icon under the Action header in the Portal.
2. Open this file after it has downloaded.
3. Once in Excel, click Sort and Filter toward the top right of the worksheet. (You will need to enable editing to do this.)
4. Sort by Error Message (Column B) alphabetically. This will bring the errors to the top of the worksheet:

	A	B
1	Update Indicator	Error Message
2		A student with same Student Id available in
3		Invalid First Name
4		Invalid State School Code
5		Last Name is a Required Field
6	N	Success
7	N	Success
8	N	Success

5. The Error Message column will list the conflict for each row that failed to upload. Rows with already valid data will read “Success” in this field.
6. Correct the invalid data in each row according to this message. (I.e., Invalid First Name, Invalid State Code, etc.)
7. After the corrections have been made, delete the entire Error Message column.
8. Save this file locally.
9. Re-upload the file into the Portal.
10. If all the corrections have been made and no conflict remains, the SDU should clear as a “Success” on the Portal site.

See the table below for a list of possible SDU Error Messages and their resolutions. If the solution is not immediately obvious, this should help you identify and fix the problem.

Message	Meaning	Resolution
Invalid Template	The file's data fields do not match the expected layout or header row is missing.	Check the header on the spreadsheet to make sure it matches the layout for the type of data being loaded.
Success	Student loaded successfully	No further action required.
A student with same Student Id available in the given Tenant	The student ID is already in use by a student that has been loaded	Verify the student ID and correct if necessary or remove duplicate entry.
Invalid State District Code	The district code does not match that provided in the Org file	Remove any special characters other than - (dash), make sure the code matches that provided in the Org file
Invalid First Name	The student's first name contains invalid characters or is too long	Remove any special characters other than - (dash); ' (apostrophe); , (comma); or space. Make sure the name is 35 characters or fewer.
Invalid Last Name	The student's first name contains invalid characters or is too long	Remove any special characters other than - (dash); ' (apostrophe); , (comma); or space. Make sure the name is 35 characters or fewer.
Invalid ACT High School Code	The code contains invalid characters or is too long	Remove any special characters, leave blank for grades 3-8.
School Code is a Required Field	State School code is missing	Insert the school code that was provided in the Org file.
Actual Grade is a Required Field	Student's grade is missing	Enter the student's grade level.
First Name is a Required Field	Student's first name is missing	Enter the student's first name.
Last Name is a Required Field	Missing student's last name	Enter the student's last name.
The student record found under different organization with District (xxxxx) - School (xxxx)	The student's record is showing at a different school.	Use the transfer feature to move the student record to the new school.

### The Update Indicator Column

When a cell is empty in Column A, the system will add the data in the other columns in the row to the system, assuming there are no errors. This is used when adding new students to the system.

### Other Possible Update Indicators:

- N means "No Change". This informs the system to make no changes to this row in the file. The system will ignore this row when validating and no changes will be made in the system. The system will automatically add an "N" to the Update Indicator field on each row that was successfully uploaded to the system.
- U means "Update". This informs the system to apply an update to the student's information. This would be used when changes have been made to a student entry that has already been uploaded into the system.
- D means "Delete". This informs the system to delete the student. A student can be deleted if he or she has not taken or is not in the process of taking a test.

Once a user corrects all errors and adds the correct Update Indicator flag, the Error Message column

must be deleted; then the file must be saved and re-uploaded.

## Adding Students Manually

**Objective:** Follow the following steps to manually upload students individually using the built-in Portal functionality for single student uploads.

1. Hover over “Students” on the menu ribbon.
2. Select “Add Student” from the dropdown menu.
3. Complete the required entries marked with a red asterisk (\*):

**Add Student** [Save] [Cancel]

**Organization Details**

State : IA      District Code : 1001      School : SCHOOL2 (10012)

**Student Profile Info**

First Name \* : STAR      Middle Initial : MIDDLE INITIAL      Last Name \* : PUPIL

Student Id \* : 1234567890      Date of Birth \* : 01/01/2001      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 ▼

4. Click “Save” to add the student to the Portal.

## Transferring Students within a Tenant

**Objective:** Please follow these steps to transfer a student within a tenant. This process can be used when a student starts at one district or school within your organization and transfers to another district or school within your organization during the testing administration.

The new school will make the request to transfer students from the old school. The student’s old school must approve the transfer before it can take place.

*Please check your local policy to determine who should manage transfers.*

*Please note: Try to add the student you would like to transfer to the Portal prior to requesting a transfer. If the Portal will not allow you to add the student manually, then initiate the transfer process.*

To initiate and send a transfer request as an administrator at the student’s new school:

1. The New School will request the transfer by navigating to “Students” on the menu ribbon and selecting “Student Transfer Request”.
2. The new school must then complete the following fields per the screen below (*Please note: if you do not have all the required information you will need to contact the previous school to*

gather it):

### Student Transfer

Request History
Request For Transfer

**Organization Details**

Previous School \* --Select Organization-- ☰

**Student Details**

First Name \* FIRST NAME    Middle Initial MIDDLE INITIAL    Last Name \* LAST NAME

Student Id \* STUDENT ID    Date of Birth \* mm/dd/yyyy 📅    Grade Select One ▾

**Comments**

Please type comment here.. Max 200 characters

- Use the Organization Details selector to select a school from within the tenant:

**Organization Details**

Previous School \* --Select Organization-- ☰

- Select the old school from the list.
- Select “Request for Transfer” to send the transfer request to the student’s previous school. A “Success” message will appear.
- Once your request has been processed successfully you will be routed to the Student Request History screen which will tell you the status of all requested Transfer transactions:

### Request History

Transfer
Reinstate
Invalidations

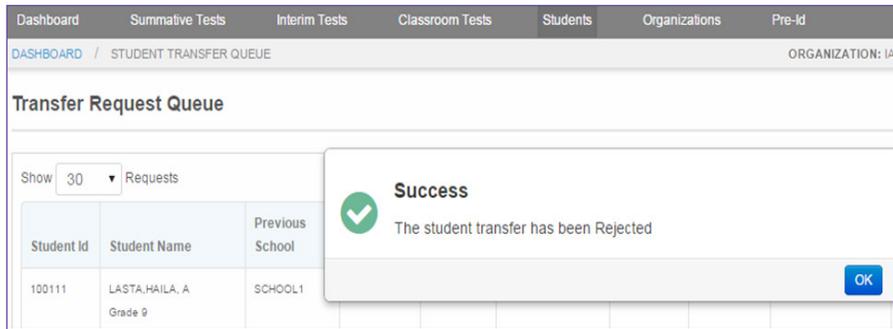
Show 30 ▾ Requests
Search:

Student Id	Student Details	Current School	New School	Status	Requested Date	Action Date	Comments	Action
1017140001	LASTNAMEONE, FIRSTNAMEONE A. Grade 7 01/01/2001	TRAINING SCHOOL 02	TRAINING SCHOOL 1	PENDING	04/23/2015		<span style="color: #007bff;">💬</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">Cancel</span>
1017140001	LASTNAMEONE, FIRSTNAMEONE A. Grade 7 01/01/2001	TRAINING SCHOOL 02	TRAINING SCHOOL 1	REJECTED	03/03/2015	03/06/2015	<span style="color: #007bff;">💬</span>	N/A
248402	JUNIOR, JOHNNY J. Grade 8 08/15/2007	AYALA	THOREAU	APPROVED	07/16/2015	07/16/2015	<span style="color: #007bff;">💬</span>	N/A

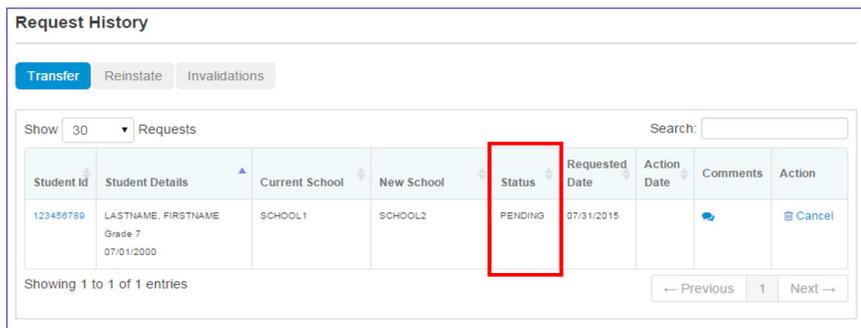
To review and approve the transfer request as an administrator at the student’s **old school**:

- You will have received an email titled “Student Transfer Request” from the student’s new school from [admin@actaspire.org](mailto:admin@actaspire.org):





7. The new school's Student Request History will now show the status of each request. Note in this example, there are Transfer Requests in Accepted and Rejected status:



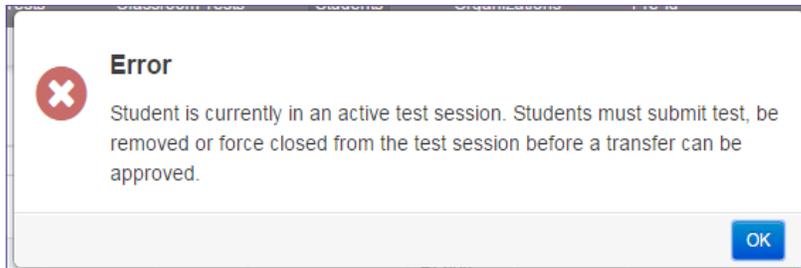
Please note: Notifications for the transfer request will be sent to those with administrator user roles in the Portal, but management of the student transfers should be maintained by building administrators. If there is no response to the initial request from the building administrator within 48 hours, a second notification will be sent to the district test coordinator. If there is no response from the District Administrator within 48 hours, a notification will be sent to the tenant owner.

The following data will be transferred:

- Includes: Student Profile Data, Test Scores and Responses, and Forms.
- Does not include: Test Session IDs or other Test Session Data.
- Longitudinal data will move with student. Please note: a student's Personal Needs Profile is not longitudinal data, so there is no way to identify what PNPs a student had for a previous test. The system can only identify what the current PNP data is for the student, thus only PNP data as it currently exists in the system will be transferred.

Please note the following important details:

- A new session will not be automatically created for students transferred to a new school. You must place them into test sessions at the new school.
- If a student is in an active test session and is not force closed, a transfer cannot happen. The student must be removed from the session or force closed by the old school. Locate the test session(s) the student is enrolled in, select the box next to their name and click "Remove," or force close the student. (DO NOT close the whole test session; just force close that one student.) If the student must be force closed but has not tested, they must also be reinstated prior to approving the transfer request. The following error screen will display if a student is in an active test session:



- If a student is in the process of taking a test, a transfer cannot happen. The Portal prevents the transfer and notifies user of scenario and solution, or to try again tomorrow because student is actively testing. This applies to CBT testing. Local tracking of paper test administration will be required.

You may view the Transfer Request Queue for your school by selecting “Student Request Queue”:

**Request Queue**

Transfer Reinstatement Invalidations

Show 30 Requests Search:

Student Id	Student Details	Current School	New School	Status	Requested Date	Action Date	Comments	Action
123456789	LASTNAME, FIRSTNAME Grade 7 07/01/2000	SCHOOL1	SCHOOL2	PENDING	07/31/2015			Approve   Reject

Showing 1 to 1 of 1 entries

← Previous 1 Next →

*Please note: To open a list of a student’s test sessions to remove or close them prior to transfer, you may go to the student’s profile and choose the Test Sessions tab. Clicking on the test session name will take you to the session and the student may be removed from the session or force closed from within the session window:*

PNP Personal Needs Demographics Groups Teachers Grades Test Sessions

**Student Test Sessions**

Show 30 Test Sessions Search:

Title	Grade	Subject	Test Type	Student Test Session Status	Scale Score
Grade 7 Math - Session 1	Grade 7	Math	Summative	Scheduled	NA

Showing 1 to 1 of 1 entries

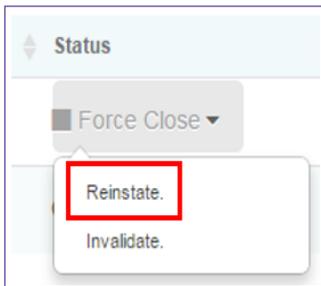
← Previous 1 Next →

## Reinstating Students

**Objective:** District- and School-level Administrators may request reinstatements for students who, at the District Administrators discretion, will be allowed a new test attempt. Students must be force closed in a test session before they can be reinstated. This must also be done for students who are transferring but have not tested yet.

**To request a Reinstatement:**

1. In the ACT Aspire Portal, navigate to the active test session containing the force closed student you wish to reinstate.
2. On the Test Session Details screen, locate the name of the student you wish to reinstate.
3. Under the “Status” column, select the “Force Close” icon. The “Reinstate” option will appear:



4. Select “Reinstate”.
5. In the Reinstate window, select the box for Reinstate Test, enter a comment, and select “Save”
6. Reinstatement requests will then be reviewed by the District-Level Administrator for approval. *Please note: School-Level Administrators are not authorized to approve or reject reinstatements.*

#### Important Details Regarding Reinstatements:

##### A reinstatement:

- Does not count as a test attempt; it allows students to have another test attempt for the grade/subject.
- Only the new test attempt will display on the Individual Student Report and Student Performance File.

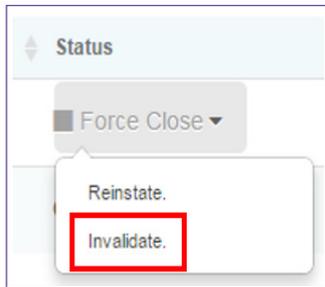
#### Invalidating Students

**Objective:** Administrators may request invalidations for students who have been force closed in a test session. The purpose of an Invalidation is to mark a student’s test attempt so the score will not be reported on reports and files such as Individual Student Reports and Student Performance Files.

*Please note: Check with your organization’s local policy **before** approving an invalidation request!*

#### To request an Invalidation:

1. In the ACT Aspire Portal, navigate to the active test session containing the force closed student you wish to submit an invalidation request for.
2. On the Test Session Details screen, locate the name of the student you wish to invalidate.
3. Under the “Status” column, select the “Force Close” icon. The “Invalidate” option will appear:



4. Select “Invalidate”.
5. In the Invalidate window, select the box for “INV request from user”, enter a comment, and select “Save”
6. The request will then be reviewed by the Administrator at the highest level of your organization. (I.E. only a State-Level Administrator can approve an invalidation for an organization that contains multiple districts.)

### Important Details Regarding Invalidations:

#### An invalidation:

- Counts as a test attempt; student **cannot** take same grade/subject again.
- The invalidated test attempt will display on the ISR file. An “Invalidate” message will be shown in lieu of score.
- The invalidated test attempt will display in SPF data files as “INV”.

*Please note: Check with your organization’s local policy **before** approving an invalidation request!*

### Editing Student ID Details

**Objective:** A student’s ID information is what directly links a student to his or her longitudinal data in the ACT Aspire Portal. Please follow the steps below to edit this information.

#### To edit Student ID details:

1. Navigate to a specific student’s Student Details page. This can be done by:
  - a. Searching for a student using the Portal’s Student Search feature, or
  - b. Clicking on a student’s name in a test session.
2. In the upper right of the Student Details page, click the “Edit” icon.
3. Click on the SSID field to begin editing.
4. Click “Save” to save any edits. The SSID and the Student ID fields will be updated with the entered information. (*In the below example, “SAMPLE99” was entered into the SSID field.*)

Student ID	SAMPLE99
Student Local ID *	upto 20 characters
Student State ID *	SAMPLE99

Please note the following details:

- The SSID field's valid values include 0-9, A-Z, a-z, and dashes ( - ).
- All longitudinal data will be linked to a student's Student ID. Editing the State Student ID field will update the Student ID with the edited information.
- If an error is discovered with a Student ID it should be corrected as soon as possible, preferably before testing begins. If an error is discovered after reporting, the Student ID may still be corrected, but it will not change on the student's reports.

Additionally, the following rules apply to what is considered a "Student ID" depending on the information entered:

- If only the State Student ID is provided, Student ID = State Student ID
- If only the Local ID is provided, Student ID = Local ID
- If both State Student ID and Local ID are provided, Student ID = State Student ID

# Step 04. Entering PNP Information (CBT & PBT)

## Updating a Personal Needs Profile (PNP)

**Objective:** A student's Personal Needs Profile ensures that approved students will receive the Open Access and/or Accommodation supports they require for a smooth and fair ACT Aspire testing experience. Entering and updating a student's PNP will ensure that either TestNav or the student's ACT Aspire paper testing materials will be configured according to their accessibility needs.

*Please note: Please reference the Accessibility User's Guide on Avocet **before** completing any PNP information!*

### Related Resources:

- [Accessibility User's Guide](#)

As PNP information is not included in the Student Data Upload (SDU), a student's PNP must be updated after the initial SDU upload, but before the student is placed into any test sessions. To update a student's PNP please follow the step-by-step instructions listed below:

1. From the Students menu, select Find Students.
2. On the Find Students screen, search for the student you wish to update. Students can be searched by Student ID, Grade, Name, Teacher, and Groups.
3. Click on the Student's ID number to navigate to the chosen Student Profile screen, select Personal Needs and then Edit to adjust the student's supports.
4. Click Save to finalize the student's PNP.

*Please note: A Personal Needs Profile cannot be edited if the student is enrolled in one or more Not Started or In Progress tests. To update a Personal Needs Profile the student must first be removed from the test session, or must wait until all her or his test sessions are closed before an Administrator or Test Coordinator can update that student's PNP.*

To ensure that paper testing materials arrive in a timely manner, please enter and update a student's Personal Needs Profile and add them to test sessions at least six weeks in advance of the test administration window.

# Step 05. Creating Groups (CBT & PBT)

## Creating Student Groups in the Portal

**Objective:** Organizing students by Groups in the ACT Aspire Portal is intended to facilitate easier test session setups, and to give Administrators and Test Coordinators a greater degree of control when generating Online Reports in the Portal.

Please note that Groups are different from Test Sessions:

- The Groups function allows Administrators and Test Coordinators to organize students by teacher, home room, placement, or other subsets of an organization’s student population.
- Test Sessions designate the date and time when a selection of students is scheduled to take a specific ACT Aspire test together. The group function is just one means by which test session creators can populate sessions. (For instructions on creating test sessions, see the “Session Set-Up” topic on Avocet.)

Test session creators can select a group they have created to easily populate multiple sessions according to desired criteria without having to perform a student-by-student search within the organization’s entire student population. A single student can also belong to more than one group. For example, a student can be placed in a group with their respective English and Science classmates and added to sessions accordingly. Administrators and Test Coordinators can edit groups at any time.

To create a group in the ACT Aspire Portal via Student Data Upload, please enter the name of the group to which you would like to assign a student in Columns S through AB of the SDU file. When the SDU is uploaded to the ACT Aspire Portal, the groups will automatically be created and populated with the students indicated in the SDU. (Please review the Student Data Upload (SDU) File Layout for further instructions.)

To Create a Group in the ACT Aspire Portal:

1. From the blue Organization menu pulldown button at the upper-right of the dashboard screen, select the name of the school in which you want to create a group.
2. Once you have selected your school, hover over “Students” on the menu ribbon and select “Create Group” from the dropdown menu.
3. On the Create Group screen, you will be required to enter a name for your new group. If you would like to add a short description for the group, you may add one here as well.
4. Click Save to create the group.
5. You will receive a popup notification that reads Group Created Successfully.
6. To add and/or remove students from Groups, click Find Groups on the Students dropdown menu, and then click the link to your group on the Groups Found screen.
7. Click the Add/Remove Students button on the chosen group’s management screen. (Please note that, depending on the size of an organization’s student list, it may take time for your student list to load.)
8. When the list of students appears, select the students you wish to add by clicking the box

next to their name on the left. (To select all the students on the current page, you may click the box at the far-left corner of the Student list.)

9. To remove students from the group, you may deselect them by clicking on an already checked box:
10. To finish editing the Group, click Save.

**To Delete a Group:**

1. To Delete a Group navigate to the Groups Found screen in the Portal.
2. Select the box next to the group you want to delete.
3. Open the Actions dropdown and then click Delete. (*Please Note: This cannot be undone.*)
4. Click OK to confirm the Delete action.

# Step 06. Tech Set-Up and Configuration (CBT Only)

**Please note:** The following seven steps apply to computer-based tests only. Please see page 88 for the remaining steps that apply to paper-based tests only.

**Objective:** SystemCheck and Proctor Caching provide technological supports to optimize the TestNav platform for Computer-Based Testing. SystemCheck measures whether testing workstations meet TestNav’s minimum requirements and performs bandwidth speed checks to plan for online testing capacity. Proctor Caching software allows you to pre-cache test content to your local network and locally store an encrypted copy of all pre-cached tests.

Users are highly advised to consult the *Technical Readiness Manual* for more setup and configuration information.

## Related Resources:

- [Technical Readiness Manual](#)
- “Contingency Plan” topic on Avocet

## System Check

1. To perform a system check, navigate to <http://systemcheck.actaspire.org/>
2. Select the Check Your System tab, which will scan each computer workstation to verify that they meet TestNav8.3 minimum requirements.



3. When SystemCheck finishes testing minimum workstation requirements, click the Testing Capacity tab to determine the maximum number of students able to test simultaneously. Please note: the Testing Capacity check only provides an estimate based on network capacity at that instant, and does not guarantee network performance during testing.
4. To verify that the workstation runs TestNav8.3, navigate to: <http://tn.actaspire.org/> and enter the following for username and password:
  - Username: username
  - Password: password
5. Click on “Start Test Now”.

## Proctor Caching

SystemCheck also verifies the speed between the student’s workstation and the ACT Aspire server without caching, as well as the speed between the student workstation and local Caching Machine with caching. Proctor Caching is a *highly recommended* test administration support that reduces local bandwidth requirements and accelerates test content delivery.

1. Navigate to <http://systemcheck.actaspire.org/http://systemcheck.actaspire.org/>
2. Click on the Testing Capacity tab, and select Add Caching Computer to test your system

capacity with and without caching.

Proctor caching software is required in order to pre-cache, and is available for MAC or Windows from URLs below:

- Mac:
  - o <http://testnav.com/PROCTRCACHE/proctorcache-installer-2013.1.3.zip>
- Windows:
  - o <http://testnav.com/PROCTRCACHE/proctorcache-installer-2013.1.3.exe><http://testnav.com/PROCTRCACHE/proctorcache-installer-2013.1.3.exe>

The Technical Readiness Manual provides detailed proctor caching instructions and support.

# Step 07. Test Session Set-Up (CBT Only)

## ACT Aspire Test Session Setup Process

**Objective:** Creating and managing test sessions in the ACT Aspire Portal establishes the Portal as a centralized hub for planning, organizing, and monitoring your ACT Aspire test administration. Test Session setup provides tools for easy scheduling and session-level proctor caching.

To set up test sessions for the ACT Aspire test, please follow the step-by-step instructions listed below.

1. Navigate to the blue Organization pulldown located in the upper-right corner of the dashboard screen to select the school for which you would like to create test sessions.
2. On the menu ribbon, hover over the test type that you would like to create, and click the “Create a Test Session” option from the dropdown menu:
3. On the New Test Details screen, click the bullet-list button located next to the Test field under Step 1, Test Admin to open the Select a Test window. To select the test and mode you wish to administer, click the blue link at the right end of the desired Test Name:

**Select a Test**

Show  Tests Search:

Test Name	Test Admin	Grade	Subject	Mode
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 2 of 2 entries ← Previous 1 Next →

4. After selecting the test session subject, grade, and mode, click the calendar icons next to Start Date and End Date under Step 2, Testing Schedule. This establishes the overall time frame during which you desire to administer an ACT Aspire test session.

**2 Testing Schedule**

Start Date \*

End Date \*

Daily Test Window

24-hour testing

Start Time \*

End Time \*

Daily Test Schedule

M
  T
  W
  T
  F
  S
  S

Please note: For CBT testing, it is imperative that you test within the determined test schedule and Daily Test Window.

5. For Step 3, Testing Details, enter a name for your test session.

Please note: For **paper-based sessions** (paper accommodations such as Large Print, Braille, ASL) the first 6 characters in the Test Session Title field will appear on a paper Pre-ID. Because of this, we suggest the following naming convention:

- Test Session ID (The first six characters; auto-assigned by the Portal); Test Session Title (The remaining characters) 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.

3 Testing Details

Title \* JDG4E - Jane Doe's Grade 4 English

6. If your school has performed Proctor Caching, you will see under Step 4, Proctor Caching Details, and the details for the Primary Host IP Address and the Primary Host Port. These details ensure that the system is ready for the test:

4 Proctor Caching Details

Enable Proctor Caching

Primary Host IP Address \* 10.1.1.168 Primary Host Port \* 4480

[Proctor Cache Health Check](#)

Create Test Session Cancel

- If you do not see this information, navigate to the Organizations menu and select Proctor Cache Settings.
- You will find the Primary Host IP Address by following the appropriate steps below:
  - o For PCs:
    - Go to the Start menu on the proctor caching computer.
    - Search for cmd.exe in the Search field.
    - Type "ipconfig" into the command prompt.
    - The IP Address is listed in the IPv4 Address row.
    - Enter this information in the Primary Host IP Address.
  - o For Macs:
    - Go to the Apple menu on the proctor caching computer.
    - Select System Settings.
    - Select Network.

- Click on the Active Network Interface (probably Ethernet).
  - Your IP Address will be in the window
    - In the Port field enter “4480”.
    - Hit Save. Proctor Caching is now complete.
7. Click Create Test Session to finalize test session details. You may edit open test sessions at any time. Once a test session is closed, it can no longer be edited.

### To Copy a Test Session to a New Subject:

*Please note:*

- To use this functionality you must have Administrator or Test Session Supervisor-level permissions in the Portal.
  - Any users in the original session will be copied to the duplicated sessions.
  - The default Proctor Cache setting will be used for duplicated sessions.
1. Navigate to a test session that you would like to copy to create a new test session for a different subject.
    - a. For example: You currently have a Math test session with 30 students in it. Those same students also need to be placed into a Reading test session. Please navigate to the Math test session to begin the copying process.
  2. On the Test Session Details screen, select the “Copy” button.
  3. A list of available subjects will appear. Choose the subject and modes you wish to create the new test sessions for.
  4. After making a selection, the option to change the name of the test session will appear. Updating this field is optional.

*Please note: For **paper-based sessions** (paper accommodations such as Large Print, Braille, ASL) the first 6 characters in the Test Session Title field will appear on a paper Pre-ID. Because of this, we suggest the following naming convention:*

- o 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
5. Select “Copy” to complete this process. A message will appear inviting you to view the progress of your test session copy request.
  6. You will be directed to the Test Session Copy Status page, which will display a status report for any test sessions created using the copy functionality:

**i** 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

**Math Grade 7 Exemplar w/Highlight Tool - Session 9**  
 Math Grade 7 Exemplar w/Highlight Tool Mode: Online  
 SCHOOL1  
 Feb 14, 2014 - Jan 1, 2016 8:00 AM - 4:00 PM

### Test Session Copy Status

Test Name	Test Session Name	Test Admin	Subject	Mode	Status
Reading Grade 7 Exemplar w/Highlight Tool	Reading Grade 7 Exemplar w/Highlight Tool - Session 4	2014 Exemplars	Reading	Online	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 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

- Please review the "Status" column for any warnings that occurred during test sessions creation.

The following list provides possible warnings:

- Could not create test session
  - Student(s) not added
    - o Student is already in a test session
    - o Student's actual grade is not allowed for the destination test session
  - Student's actual grade is different than the tested grade (off-grade)
  - Students from two different grades added to the test session
  - The current test does not have an accommodated form necessary for a student's PNP
- After reviewing these copied sessions you may navigate to any of them to edit any test session information. *Please note: a warning message does not automatically mean that the session cannot be created as originally configured.*

## Creating Summative Test Sessions for 10th Grade Students

**Objective:** The process for creating an Early High School test session for 10th grade students is almost identical to creating a test session for other grade levels. However, test session creators will need to take an additional step when adding students to test sessions.

When creating test sessions for 10<sup>th</sup> Grade EHS students, you will select the same Summative EHS test content that is listed as a Grade 9 test. Then, take the additional step shown below to add the 10th Grade students to the EHS test session(s).

### Create an Early High School (EHS) Test Session

- Create a new test session and select an Early High School Summative test.

*Please note: Grade 9 is listed in the Grade column, and Grade 9 students will be shown by default as highlighted in red below, but 10th Grade students can be added to the test session.*

**Select a Test**

Show 10 Tests Search:

Test Name	Test Admin	Grade	Subject	Mode
Early High School English	Summative - Fall 2016	Grade 9	English	Online Paper
Early High School Math	Summative - Fall 2016	Grade 9	Math	Online Paper
Early High School Reading	Summative - Fall 2016	Grade 9	Reading	Online Paper
Early High School Science	Summative - Fall 2016	Grade 9	Science	Online Paper
Early High School Writing	Summative - Fall 2016	Grade 9	Writing	Online Paper

- Once the EHS test session is created, click the Add button to add students to the session. The Add Students page displays Grade 9 students by default as shown below. You may display Grade 10 students by searching for all 10th grade students, or by creating and selecting groups with 10th grade students.

Actual Grade / Testing Grade

Grade 9 / -

### Steps for Searching For All 10th Grade Students

- From the Add Students page, click the Filter icon to the left of *All Students for Test Grade* and select Show All Students for School as shown below.

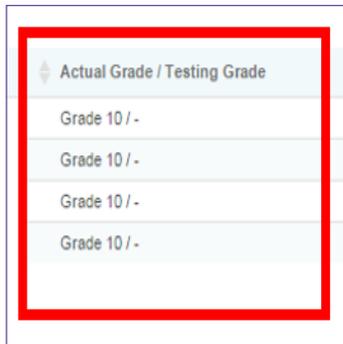
**Add Students: Early High School Math, Summative - Session 1**

All Students for Test Grade
  Groups: None Selected

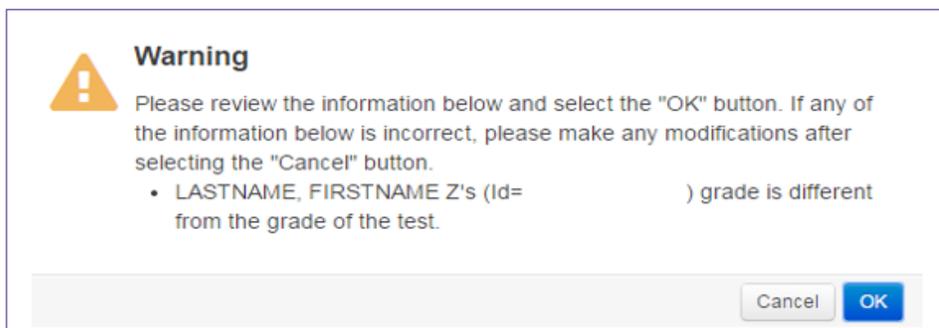
Show All Students for School

Show Only Students Selected for this Test

- Type 'Grade 10' in the search box in the upper right hand side of the screen as shown below. Grade 10 students will appear if you have grade 10 students in the selected organization.

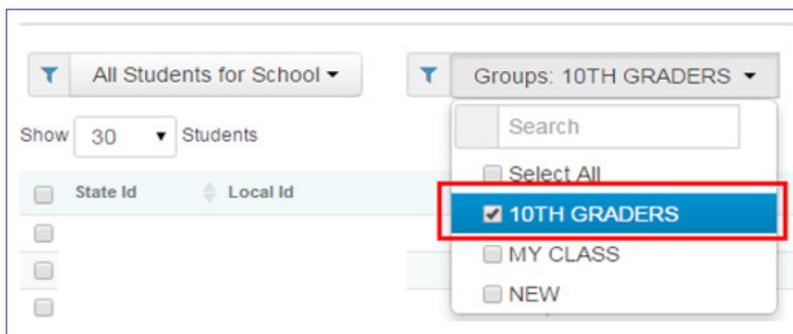


3. Select the Grade 10 students to add to the test session by checking the checkbox to the left of their name and press Done.
4. A warning will appear to alert you to the fact that the student's listed grade level does not match the grade level appearing in the *Grade* column when you selected the test. This is a normal Portal function, since Early High School test content encompasses two grade levels. Pressing OK will add the Grade 10 student(s) to the test session.



### Steps for Displaying 10th Grade Student Groups

1. From the Add Students page, click the Filter icon to the left of *All Students for Test Grade* and select Show All Students for School:
2. Select your 10th grade group from the *Group Selection* dropdown menu as shown below:



3. Select the *Filter* icon to the left of the group name. All 10th grade students who belong to that group will appear in the list of available students.
4. Select students to add to the test session by clicking the checkbox to the left of their name and clicking Done.
5. A warning will appear as shown above. Press OK to add the student to the test session:

## Assigning User Roles to Test Sessions

**Objective:** Assigning Authorized Users to test sessions distributes test-administration responsibilities to select district and school personnel. Test Supervisors can set and change user permission levels to ensure optimal administrative support and maintain test security.

### To Assign a Test Session Role to an authorized Portal user:

1. From the My Test Sessions screen, locate and select the test session to which you wish to add authorized users.
2. From the Test Session Details page, select the Authorized Users dropdown on the right side of the screen just under the Quick Guide to display the list of authorized users.
3. Click the Add/Edit link to open the Add & Remove Users/Change User Permissions window.
4. In the Add & Remove Users/Change User Permissions window, locate the individual to whom you want to assign a test session role, and click the Not Assigned link next to the user's name. This will open a separate box from which you can assign a user the role of Test Supervisor, Room Supervisor, or Guest. (See the ACT Aspire User Roles Overview for information on test-session user roles.)
5. If you wish to add a user who is not yet registered in the ACT Aspire Portal, you will need to send an invitation from the ACT Aspire Portal, and the invitee must accept the Portal invitation before they can be associated with a test session.

### To Invite a New User to a Test Session

1. Please follow Steps 1-3 above.
2. Click the Invite link to open the Invite Room Supervisor to Test window.
3. Type the e-mail address(es) of the user(s) you wish to invite and click Submit. The new user will be e-mailed an invitation to join the test session at the permission level of Room Supervisor.
4. Once the new user has accepted the invitation, you may edit their user role by following the Assign a Test Session Role steps listed above.

## Adding and Removing Students from Test Sessions

**Objective:** The Add and Remove Students functionality gives Test Supervisors a user-friendly tool for managing test session rosters in the ACT Aspire Portal. This allows users to adjust to changes in a school's student enrollment or easily place students into new test sessions as necessary.

### Adding Students

1. From the My Test Sessions screen, select the test session to which you will add students. This action will open the Test Session Details screen.
2. Click the Add button. Please note that, if you wish to re-test a student on a subject after they have already tested in another session, they must be Force Closed in the test session, reinstated to test in the appropriate subject, and then added to the new test session.
3. Select the boxes next to the names of students you wish to add, and then click Done.

### Removing Students

1. From the My Test Sessions screen, select the test session from which the student(s) will be removed. This action will open the Test Session Details screen.
2. Click the Remove button. Please note that students must be in Scheduled or Ready status to be removed from a test session. Once a student's test session has been Started, the student cannot be removed from the session.
3. Select the boxes next to the names of students you wish to remove, and then click Done.

### Moving Students to a New Session

1. From the My Test Sessions screen, select the test session from which the student(s) will be removed. This action will open the Test Session Details screen.
2. Click the Remove button.
3. Select the boxes next to the names of students you wish to remove, and then click Done.
4. Return to the My Test Sessions screen and select the test session to which you will add student(s). This action will open the Test Session Details screen.
5. Click the Add button.
6. Select the box next to the name of the student(s) you wish to add, then click Done.

### Adding Students to Sessions Using Groups Created

**Objective:** The ACT Aspire Portal gives test session creators the ability to build sessions by loading students according to Groups that have been created either in the Student Data Upload process or in the Portal. Using Groups to set up test sessions may facilitate a smoother test administration, and grants Administrators and Test Coordinators the ability to create Online Reports according to specific criteria.

*Please note: A group must already be created and populated with students before attempting to add a group to a test session. See **Creating Student Groups in the Portal**.*

#### To Add a Group to a Test Session:

1. Log in to the ACT Aspire Portal at [www.actaspire.org](http://www.actaspire.org).
2. Locate and select the test session to which you wish to add students, either from the Dashboard or the My Test Sessions screen.
3. From the Test Session Details screen, click the Add icon to add students to the test session.
4. From the Add Students screen, click the Groups dropdown menu. It will appear in its Groups: None Selected default setting.
5. From this dropdown menu, choose the group you wish to add to the test session. Please note that more than one group may be added to a test session at one time. Simply use the checkboxes next to the names of each group you wish to add to the test session.
6. After you have chosen the group(s) you would like to add, click the blue Filter icon located directly to the left of the Groups dropdown menu:
7. After you click the Filter button, only the students from the selected group will appear on

screen.

8. To add all students from the Group(s) to the Test Session, click the check box next to the State ID heading at the top of the menu to select all students on the page.
9. This action will populate the test session with *all students* in the group(s).

Click Done to add the group(s) to the test session.

## Exemplars

**Objective:** We invite educators, administrators, and policymakers to learn about ACT Aspire™ by viewing the collection of sample computer-based test (CBT) questions online and in this booklet. The questions illustrate a variety of content from across grade bands and show different types of test questions and formats.

These exemplar items can be accessed on a desktop, laptop, or iPad. The platform in which the CBT ACT Aspire Exemplar Test Items are currently housed does not represent the final platform on which the ACT Aspire assessment will be delivered.

### Related Resources:

- [ACT Aspire Exemplar Items](#) on the Landing Page
- Demos, practice items, and item counts by subject:
  - o <http://www.discoveractaspire.org/assessments/test-items/>

### Exemplar Login Instructions:

To view the Computer Based Testing (CBT) ACT Aspire Exemplar Items:

1. Visit the TestNav 8 login page at: <http://tn.actaspire.org/client/index.html#login>
2. Enter the username and password for the content area you wish to view from the login information found below, or contained on the “ACT Aspire Exemplar Items” page on the ACT Aspire Landing Page.
3. You will then enter an exemplar test.

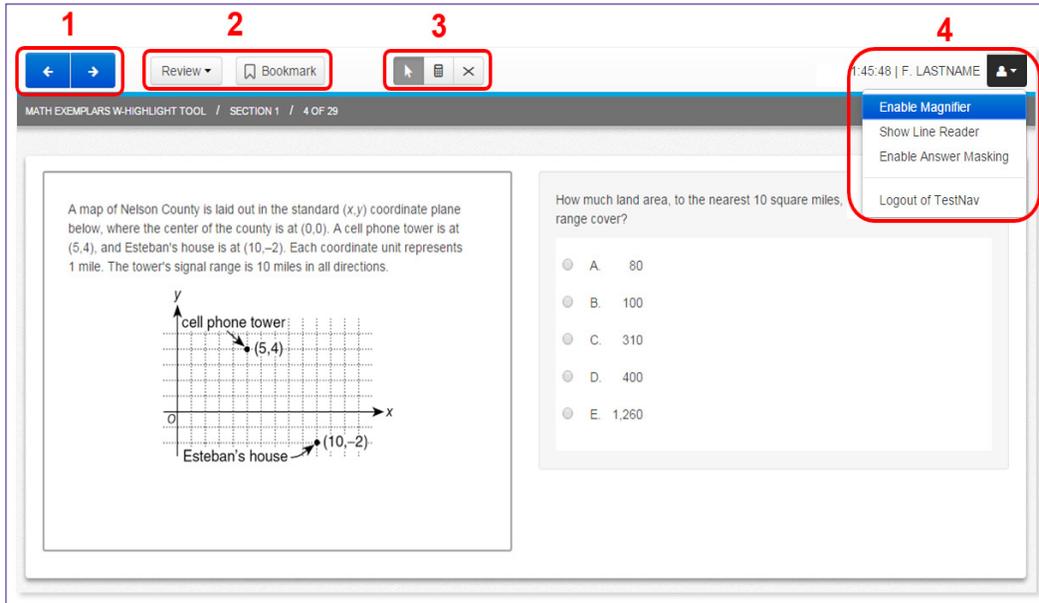
### Exemplar Login Credentials:

Subject	Username	Password
English	english	actaspire
Math	math	actaspire
Reading	reading	actaspire
Science	science	actaspire
Writing, EHS	writing9	actaspire
Writing, Grade 8	writing8	actaspire
Writing, Grade 7	writing7	actaspire
Writing, Grade 6	writing6	actaspire
Writing, Grade 5	writing5	actaspire
Writing, Grade 4	writing4	actaspire
Writing, Grade 3	writing3	actaspire

## TestNav 8 Embedded Tools

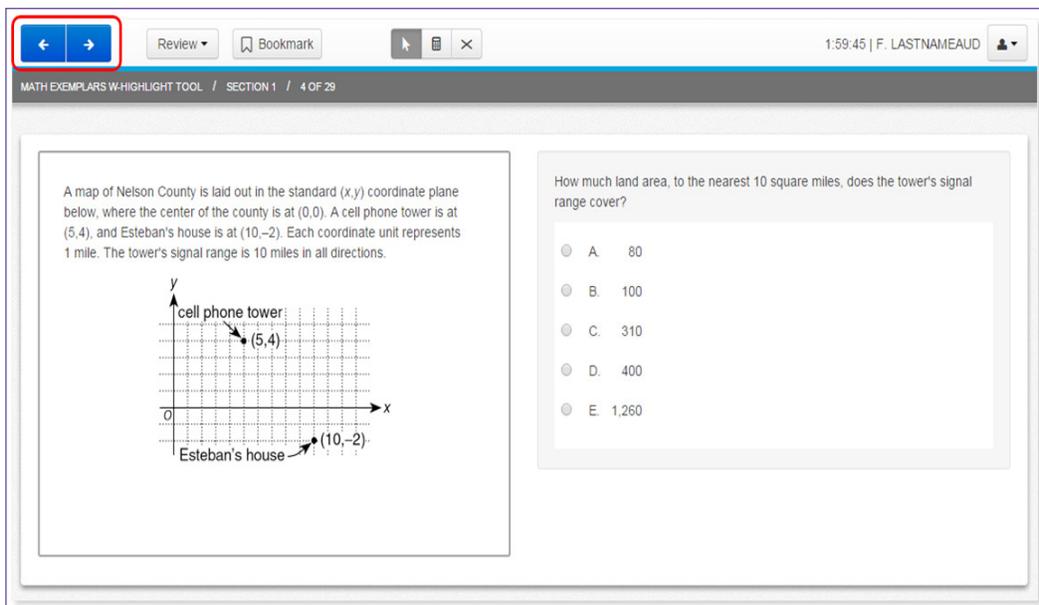
**Objective:** TestNav is the secure, browser-based application that students will use to participate in computer-based testing. Students will receive all the information they need to access TestNav through a student authorization ticket that is printed from the ACT Aspire Portal. Visit the [TestNav 8.3 Technical Requirements page](#) on Avocet for technical requirements.

The following pages detail the appearance and functionality of all the major TestNav embedded tools. Please reference the image below for the corresponding items on the following pages:



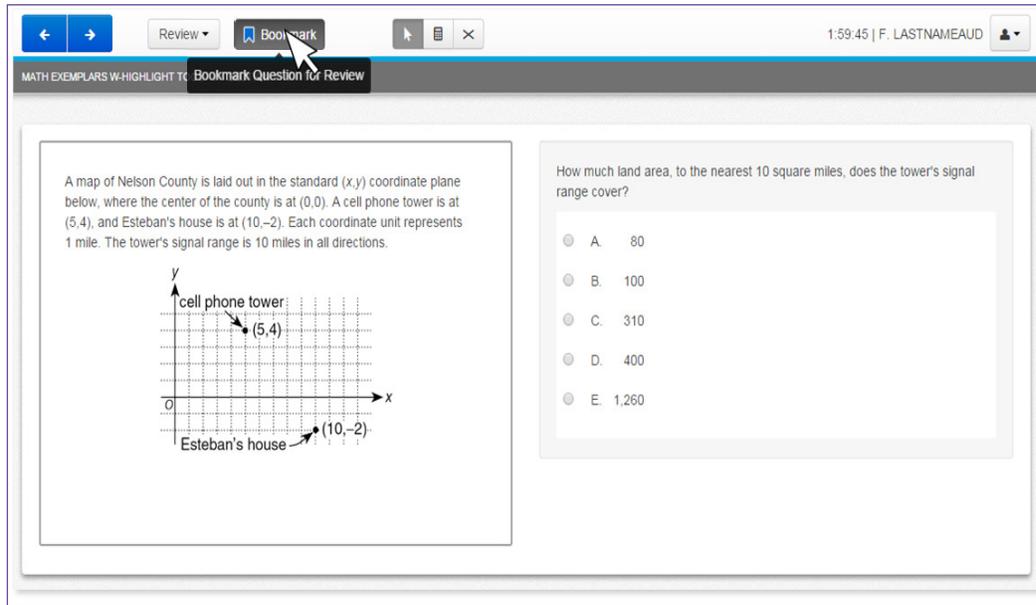
### Item 1.) Navigation

Students will navigate from item to item using the back and forward buttons in the upper left-hand corner of the screen:

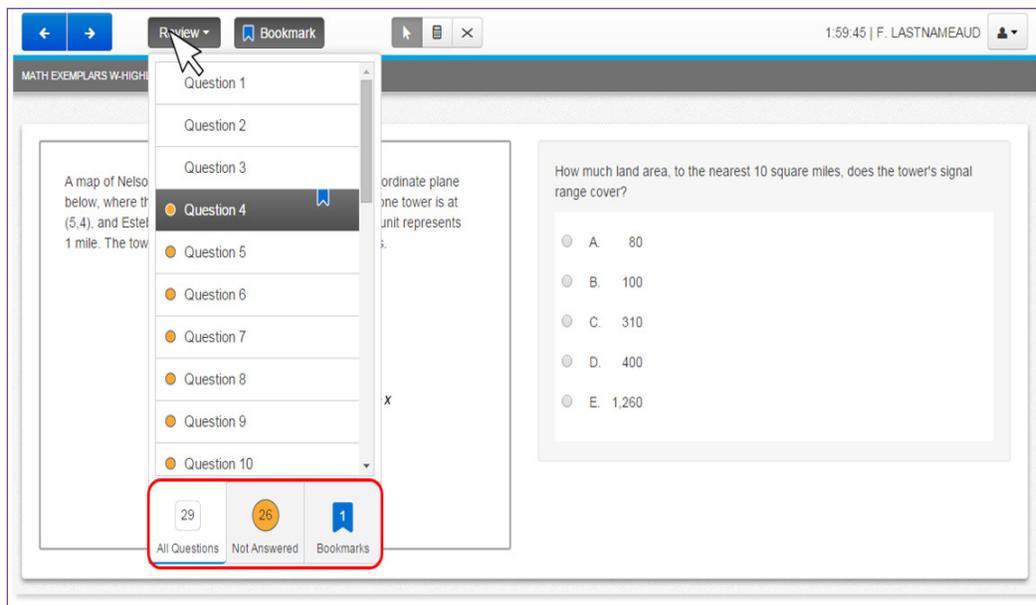


## Item 2.) Bookmarking and Review

**Bookmarking:** If a student wishes to bookmark an item to review later, they can simply select the Bookmark button:



**Review:** Item statuses can be reviewed at any time by selecting the Review button. A drop-down screen will display, which will allow students to easily identify which questions are unanswered (orange circle), answered (no circle), or bookmarked for review (blue flag):

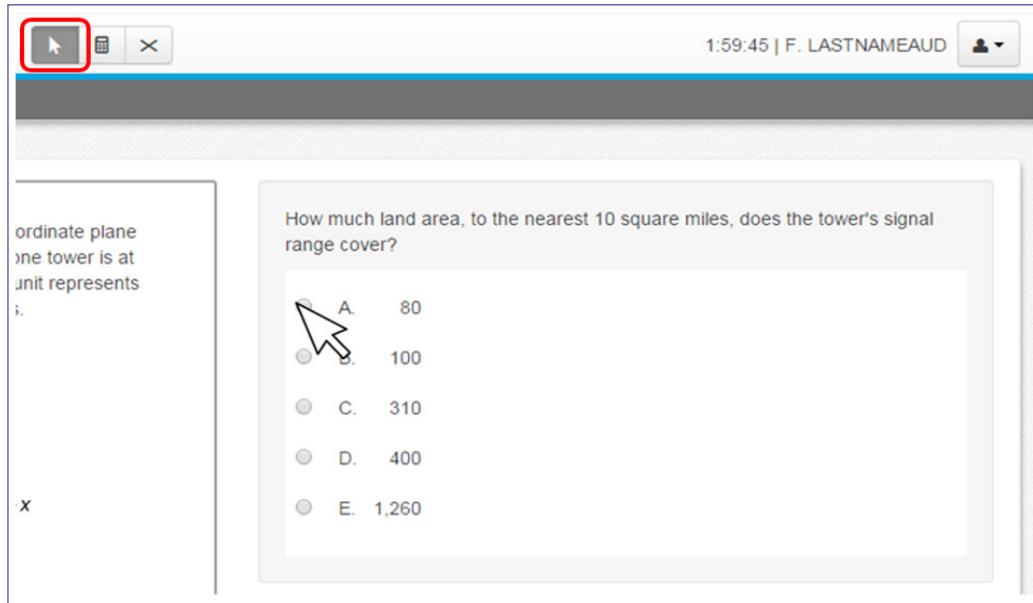


Students can adjust the list of items on the review screen by selecting the appropriate tab to show all questions, questions that have not been answered, or questions that have been bookmarked.

Additionally, students can jump to individual items on the test, regardless of status or bookmark, by selecting the item they would like to visit from the list.

### Item 3.) Pointer, Calculator, and Answer Eliminator

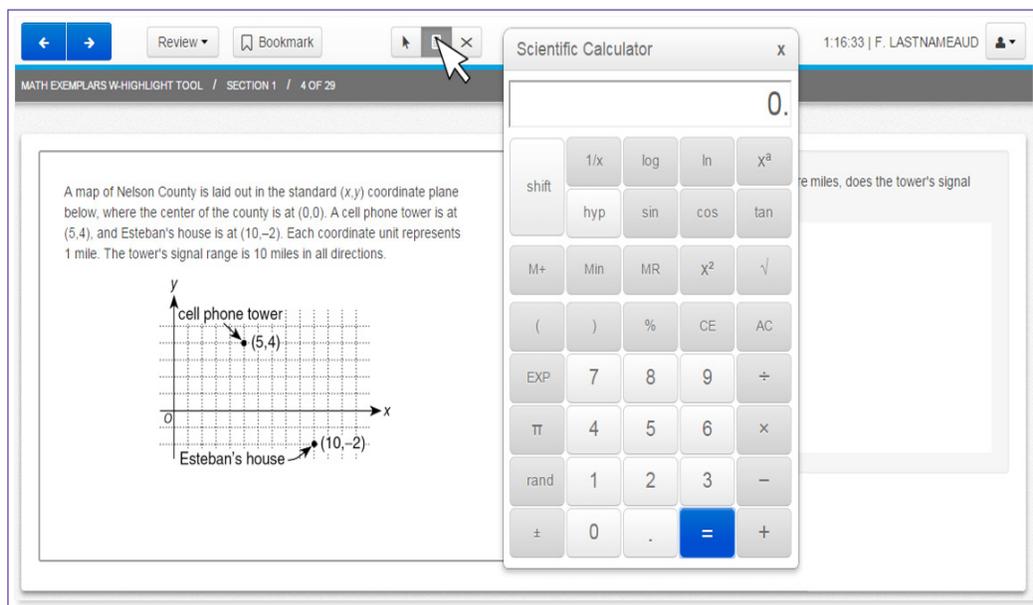
**Pointer:** Click on the **Pointer** tool to activate it and use it to select a radio button on a multiple choice answer selection. (Please note: This tool can also be used with the Answer Eliminator tool.)



**Calculator:** For Math Grades 6 through Early High School only, students have the ability to use the calculator tool. Select the Calculator icon on the toolbar, and a scientific calculator will be activated. Students can click and hold the calculator title bar to drag it on the screen. To close the Calculator, click the X next to the Calculator icon, or navigate to a new page to automatically close the tool.

Please visit the Calculator section on Avocet for more information on ACT Aspire Calculator policies:

- <http://actaspire.avocet.pearson.com/actaspire/Home#alpha-C>.



**Answer Eliminator:** The Answer Eliminator tool is available to all students. Simply select the Answer Eliminator icon to activate the tool. Once the tool is activated, students may select one or more multiple choice answer options to place a red X over the answer. To remove the X, click on the X again to make it disappear. Students will still need to use the cursor icon in order to select the answer choice they wish to submit.

The screenshot shows a browser window with a navigation bar at the top containing a 'Review' dropdown, a 'Bookmark' icon, and navigation arrows. The page title is 'MATH EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / 4 OF 29'. The main content area is divided into two panels. The left panel contains a word problem about a cell phone tower in Nelson County, with a coordinate plane showing the tower at (5,4) and Esteban's house at (10,-2). The right panel contains a multiple-choice question: 'How much land area, to the nearest 10 square miles, does the tower's signal range cover?' with options A. 200, B. 310, C. 400, and D. 1,260. A red 'X' is placed over option B, and a mouse cursor is hovering over it, indicating the Answer Eliminator tool is being used.

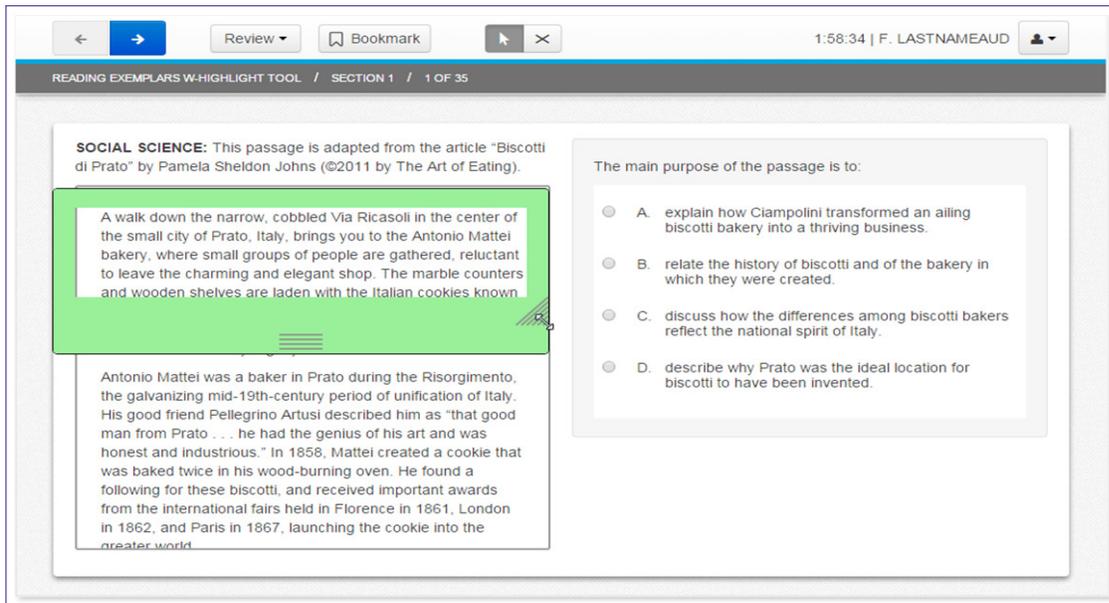
#### Item 4.) Magnifier, Line Reader, and Answer Masking

The following three tools may be selected by opening the dropdown menu in the upper right corner of the active TestNav screen. **To close any of these three tools**, navigate back to the dropdown menu and click on the name of the tool again so the check mark disappears.

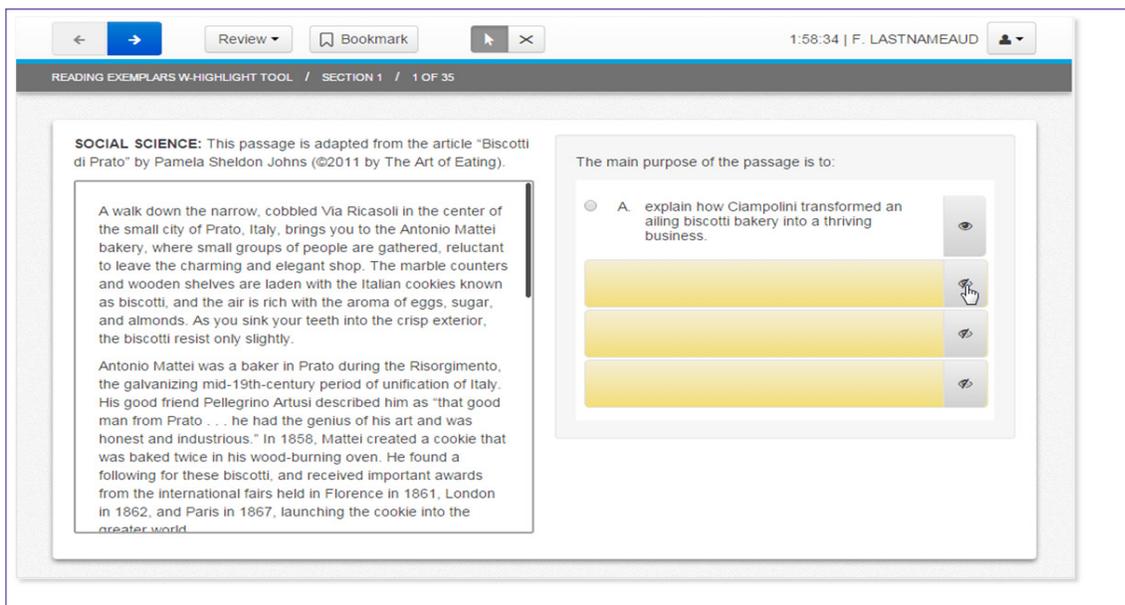
**Magnifier:** The Magnifier tool will turn on a square magnifying glass which can be moved across the screen as desired:

The screenshot shows a browser window with a navigation bar at the top containing a 'Review' dropdown, a 'Bookmark' icon, and navigation arrows. The page title is 'READING EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / 1 OF 35'. The main content area is divided into two panels. The left panel contains a social science passage about biscotti in Prato, Italy, mentioning Antonio Mattei and Pellegrino Artusi. The right panel contains a multiple-choice question: 'The main purpose of the passage is to:' with options A. explain why biscotti are so popular, B. relate the history of biscotti, C. discuss the differences between Italian and American biscotti, and D. describe the international spirit of Italy. A magnifying glass is overlaid on the text of the question, indicating the Magnifier tool is being used.

**Line Reader:** The Line Reader tool turns on a colored line reader that allows the student to focus on individual lines of text, and again, can move the tool as desired across the screen. Students can also expand or minimize the tool as needed by clicking and dragging the expanding areas. (In red below.)



**Answer Masking:** The Answer Masking tool masks the answers, and allows the student to use the eye icon on each row to mask or unmask responses. Click on the gray eye icon to reveal an answer option. A student can click each eye icon to reveal multiple answers at once, or re-click the eye icon to mask the answer again:



*Please note: Answer Masking will only appear in the dropdown menu when viewing multiple choice items. Once selected, Answer Masking will appear on all multiple choice items.*

## Highlighter (for Periodic assessments only)

While participating in the Periodic standard online form (non-audio) assessments for Interim and Classroom, a highlighter tool can be activated by left clicking and dragging your cursor along the text you would like to highlight.

- When you release your left click-drag, four highlighter color option blocks will appear.
- You may then select White, Yellow, Pink or Blue for highlighting your selected text.
- The White color block is used to un-highlight any previously highlighted text.

*Please note: This online Highlighter tool is NOT available on any of the Summative assessments.*

Placement of the highlighter tool in an active test:

The screenshot shows a web browser window with a navigation bar at the top containing 'Review', 'Bookmark', and window control icons. The page title is 'MATH EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / 4 OF 23'. The main content area is divided into two sections. On the left, there is a coordinate plane with a grid. The origin is labeled 'O'. A point is labeled 'cell phone tower' at coordinates (5, 4). Another point is labeled 'Esteban's house' at coordinates (10, -2). The text above the grid reads: 'A map of Nelson County is laid out in the coordinate plane below, where the center of the county is at (0, 0). A cell phone tower is at (5, 4), and Esteban's house is at (10, -2). Each coordinate unit represents 1 mile. The tower's signal range is 10 miles in all directions.' A red box highlights a toolbar with four color options: White, Yellow, Pink, and Blue. On the right, there is a question: 'How much land area, to the nearest 10 square miles, does the tower's signal range cover?' with five multiple-choice options: A. 80, B. 100, C. 310, D. 400, and E. 1,260.

An example of the **Pink** highlighter:

(5,4), and Esteban's house is at (10,-2). Each coordinate unit represents 1 mile. The tower's signal range is 10 miles in all directions.

An example of the **Yellow** highlighter:

(5,4), and Esteban's house is at (10,-2). Each coordinate unit represents 1 mile. The tower's signal range is 10 miles in all directions.

An example of the **Blue** highlighter:

(5,4), and Esteban's house is at (10,-2). Each coordinate unit represents 1 mile. The tower's signal range is 10 miles in all directions.

## Text to Speech (TTS) Tool

When taking a computer-based English or Spanish Audio version of the ACT Aspire test, click on the triangle shaped **Play** button (circled in red below) to activate the Text to Speech computer-based read aloud voice:

The screenshot shows the ACT Aspire test interface. At the top, there are navigation buttons (back, forward), a 'Review' button, a 'Flag' button, and a timer showing 1:59:47. The main content area displays a math problem in Spanish. The text reads: 'Ryan y Tomás caminaron a la escuela y después al parque, como se describe a continuación. Ryan caminó 2.3 millas desde su casa para reunirse con Tomás en la escuela. Tomás caminó 2.7 millas desde su casa para reunirse con Ryan en la escuela. Una vez que llegaron a la escuela, los niños caminaron  $x$  millas hacia el parque y después  $x$  millas de regreso a la escuela.' Below the text is a diagram showing the locations: 'casa de Ryan' and 'casa de Tomás' are connected to 'escuela' by a curved line labeled '2.3 mi'. From 'escuela', a horizontal line goes to 'parque' with an arrow pointing right labeled ' $x$  mi' and an arrow pointing left labeled ' $x$  mi'. On the right side of the interface, there is a vertical toolbar with a play button circled in red, a stop button, and a settings gear icon.

Once the **Play** button has been selected the text to speech read aloud voice is activated, the item text will highlight as the item is being read aloud. Click on the square shaped **Stop** button to stop the audio from playing.

The screenshot shows the ACT Aspire test interface after the play button has been clicked. The text in the main content area is now highlighted in yellow. The text reads: 'Ryan y Tomás caminaron a la escuela y después al parque, como se describe a continuación. Ryan caminó 2.3 millas desde su casa para reunirse con Tomás en la escuela. Tomás caminó 2.7 millas desde su casa para reunirse con Ryan en la escuela. Una vez que llegaron a la escuela, los niños caminaron  $x$  millas hacia el parque y después  $x$  millas de regreso a la escuela.' The diagram is the same as in the previous screenshot. On the right side of the interface, there is a vertical toolbar with a stop button circled in red, a play button, and a settings gear icon.

To navigate within the item, click on the megaphone shaped toggle **Click-to-Hear** button, then click anywhere in the item to have the read aloud start again from where you have clicked. Item highlighting will start from where you have used the toggle feature and clicked to start again.

Math Exemplars / SECTION 1 / 29 OF 29

1:58:02 | F. Last

Review Flag

Ryan y Tomás caminaron a la escuela y después al parque, como se describe a continuación:

Ryan caminó 2.3 millas desde su casa para reunirse con Tomás en la escuela.

Tomás caminó 2.7 millas desde su casa para reunirse con Ryan en la escuela.

Una vez que llegaron a la escuela, los niños caminaron  $x$  millas hacia el parque y después  $x$  millas de regreso a la escuela.

Diagram:

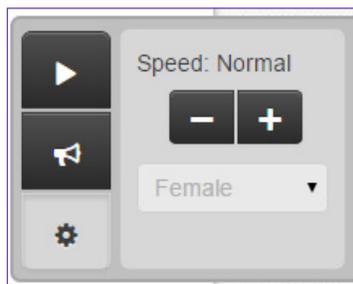
casa de Ryan

2.3 mi

escuela  $x$  mi  $\rightarrow$  parque

### Text to Speech Settings

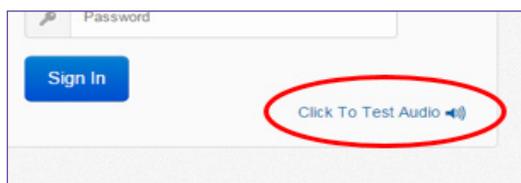
A user may control the speed of the text-to-speech voice by selecting the Gear icon (circled in red below) to open the text-to-speech settings box. By selecting the “minus” (-) icon, a user can slow down the speed of the audio. By selecting the “plus” (+) icon, a user can speed up the speed of the audio:



### Volume of Computer-Based Audio Tests

We strongly suggest you test your volume settings on your computer prior to launching a secure test. Once the secure testing environment takes over your computer, you will not have access to your volume settings.

TestNav has a built-in **Audio Check** (circled in red below) that students can utilize prior to logging in. We also suggest you use this built-in **Audio Check** to test volume controls on headphones or keyboards prior to logging in to TestNav:



## Step 08: Pre-Cache Content (CBT Only)

**Objective:** You may now pre-cache the encrypted test content to a local server. Caching test content locally will help alleviate the strain of testing information passing back and forth to and from the TestNav servers.

Please refer to the [Technical Readiness Manual](#) on Avocet for more information.

# Step 09. Printing Authorization Tickets (CBT Only)

## Printing Authorization Tickets for Computer-Based Testing

**Objective:** Student Authorization Tickets provide students with secure TestNav login credentials, giving Room Supervisors a fast and efficient way of managing the start of an ACT Aspire test session. Printing Authorization Tickets from the ACT Aspire Portal streamlines the TestNav onboarding process and facilitates easy testing-day management.

Test Supervisors and Room Supervisors are able to print 1, 2, 4, or 10 Authorization Tickets per page, either by school or by test session. Authorization tickets will include the student's name in the following format: Last, First MI. (Example: John J. Smith's name would appear as "Smith, John J".)

### Printing Authorization Tickets by School

1. Navigate to the blue Organization pulldown located in the upper-right corner of the dashboard screen to select the school for which you would like to print Authorization Tickets.
2. Navigate to the Summative, Interim, or Classroom Tests menu, and then click Test Session Print.
3. On the My Test Sessions screen, click Print and then select Authorization Tickets from the pulldown menu.
4. Select your desired sorting preference and number of tickets per page, and then click Print. *Please be sure to set your printer settings to single-sided printing so that you can distribute Authorization Tickets to students.*
  - Select the number of Ticket(s) per page you wish to print
  - Selecting Sort by Student Name will create a printable PDF of Authorization Tickets for all students placed in test sessions, sorted alphabetically by last name.
  - Selecting Sort by Session will create a printable PDF of Authorization Tickets for all students placed in test sessions, sorted alphabetically by test session name. For each test session, student authorization tickets are then sorted alphabetically by student last name.

### Printing Authorization Tickets by Test Session

1. Navigate to the blue Organization pulldown located in the upper-right corner of the dashboard screen to select the school for which you would like to print Authorization Tickets.
2. Navigate to the Summative, Interim, or Classroom Tests menu, and then click Find My Test Sessions.
3. On the My Test Sessions screen, locate and select the name of an individual session to enter the Test Session Details screen.
4. On the Test Session Details screen, click Authorization, and then select For All Students from the dropdown menu. You may also opt to print For Selected Students in the event that a student will not participate in their designated test session. Click on Print Settings to

modify the number of Authorization Tickets per page you would like to print. *The Portal's default setting is 1 ticket per page.*

5. By selecting a printing mode, the Portal will generate a printable PDF of Authorization Tickets for all selected students in the test session, sorted alphabetically by last name.

#### **Downloading a CSV file of selected students containing their authorization information:**

1. Click Authorization and select For All Students on the dropdown menu.
2. A message will appear titled Print Authorization Settings that will give the options to download the authorization tickets as a CSV, or to view the authorization tickets as PDFs.
3. Select the Download as CSV option.
4. Open the file after it has downloaded to view the list of students in the test session and their respective log-in information.
5. The file will include the following information:
  - Test Name
  - Test Session Name
  - Student Name
  - User Name
  - Password
  - TestNav URL

### **Printing Personal Needs Profile (PNP) Information**

**Objective:** The Personal Needs Profile Printing functionality provides test proctors with a comprehensive record of all students in a test session who require Accommodation or Open Access supports during ACT Aspire testing. This improves the ability of Room Supervisors to manage TestNav onboarding, account for extra time, and make other adjustments to test session procedures.

You can easily locate sessions that have students with Personal Needs Profiles (PNPs) by looking for the PNP icon immediately beneath a test session's name on the My Test Sessions screen:



The PNP icon will also appear on the Test Session Details screen, next to the name of any student to whom PNP supports are assigned.

#### **To print PNP Information for a Test Session**

1. From the Dashboard or My Test Sessions screen, locate and click on a test session that contains students with a PNP.
2. Click on the blue Print icon
3. at the upper-left portion of the Test Session Details screen, and then select Personal Needs from the pulldown menu.
4. This will generate a printable PDF that lists each student in the test session with a Personal Needs Profile, along with the supports associated with their PNP, by Name, Presentation

Supports, Interaction & Navigation Supports, Response Supports, and General Test Conditions. (Please note that this option is not available if there are no students with a PNP in the test session.)

5. Confirm the information and print the PNP roster information.

### Steps for Printing PNP at the Organization Level

You can print a list of all students in an organization who have a Personal Needs Profile by following these steps:

1. Hover over Summative, Interim, or Classroom Tests on the black dashboard bar, and select Test Session Print. This will take you to a My Test Sessions screen that lists all test sessions at the selected organization.
2. Click Print, and then select Personal Needs from the pulldown menu.
3. This will generate a printable PDF that lists each student in the organization who has a Personal Needs Profile, along with the supports selected for their PNP, by Name, Presentation Supports, Interaction & Navigation Supports, Response Supports, and General Test Conditions.

*Please note the following items:*

- If a student does not have any supports selected in their PNP, their name will not appear on the PNP Information printout.
- *Only the supports selected on a student's PNP* will appear on the PNP Information printout.
- Only those students with a saved PNP *who have been placed in a test session* will not appear on this printout.

# Step 10. Pre-Testing Session Management (CBT Only)

## Activating a Test Session in the ACT Aspire Portal

**Objective:** After your test sessions have been completely built and populated, test sessions must be started in the ACT Aspire Portal in order to begin Computer-Based testing. Use the following information as a guide through the test session activation process.

### Related Resources:

- [Technical Readiness Manual](#)

### View and Edit Your Test Sessions

1. On the Portal dashboard page, select “View All Tests”. You may also select “My Test Calendar” from any of the Tests menus to view your test sessions in calendar format.
2. From the My Test Sessions screen, select the title of the test session you want to view or edit. Use the filter buttons above the list to search tests by subject and grade.
3. You may also switch to a grid view of your test sessions by clicking the Grid button to the upper right of the test session list:

The screenshot shows the 'My Test Sessions' page. At the top, there is a search bar labeled 'Search Test Session' and a magnifying glass icon. Below the search bar are filter buttons for 'Math' and 'All Grades'. A status filter shows 'In Progress (50)' with a dropdown arrow. The main content area displays three test session cards, each with a blue diagonal banner that says 'Assigned to Me'. The first card is for 'Early High School Math - Session 1' at Baker County Middle School, with status 'In Progress', grade 10, identifier M10R, and date 9/15/14 to 12/31/14. The second card is for 'Grade 3 Math - Classroom 2 - Session 1' at Baker County Middle School, with status 'In Progress', grade 3, identifier M3L02, and date 7/7/14 to 1/2/15. The third card is for 'Grade 3 Math - Interim 1 - audio blind' at Interim NA Forms School, with status 'In Progress', grade 3, identifier M3I, and date 7/7/14 to 10/31/14. Navigation arrows are visible on the left and right sides of the cards.

4. On the Test Session Details screen, select Edit.
5. On the Edit Test Details screen, modify information as needed and select Done to save.

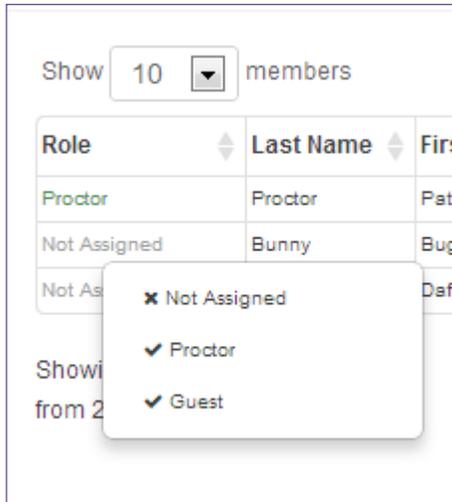
## Add, Remove, or Change Role of Authorized Users (Proctors)

1. Select Authorized Users to expose the list and links:



2. Select Add/Edit next to Authorized Users.
3. Select the entry for the user in the Role column to display the available roles. Select the role

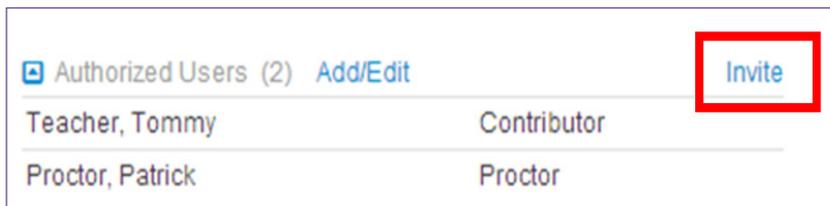
you wish to assign. The roles you see may differ from what appears here:



4. Repeat for all users you wish to assign or reassign or remove. Select Save.

### Invite New Users (Proctors)

1. Select Authorized Users to expose the list and links.
2. Select Invite:



3. Enter the email address for each user to invite. Select Submit.
4. When the invited person joins, they are automatically assigned to the org and are automatically assigned to the session as a Proctor.

# Step 11. Administering the Test (CBT Only)

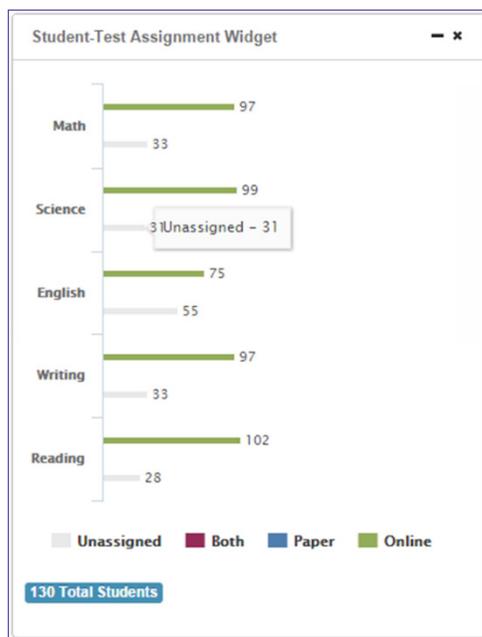
## Related Resources:

- Calculator FAQ Website: <http://www.actstudent.org/faq/calculator.html>

## ACT Aspire Test Session Monitoring Dashboard

**Objective:** the ACT Aspire Portal Monitoring Dashboard supplies authorized users with four tools for tracking Student-Test Assignment, Test Session Status, Student Distribution statistics, and Student Session Status. The interactive Student Status Reports widgets also help users search for test sessions according to specific criteria.

The Student-Test Assignment Widget allows administrators to determine if all students have been assigned to an online or paper test session for each ACT Aspire subject. Users can also drill down to the School and Grade level to identify students who have not been assigned to a test session in a particular subject by clicking on the corresponding bar in the Student-Test Assignment chart:



Notes on the Student Test Assignment Widget:

- The total number of students displayed on the Student Test Assignment Widget should match the student count for the entire organization.
- By clicking on bar-graph links on the Student Test Assignment Widget, users will be taken to the appropriate My Test Sessions screen, rather than to a list of students.

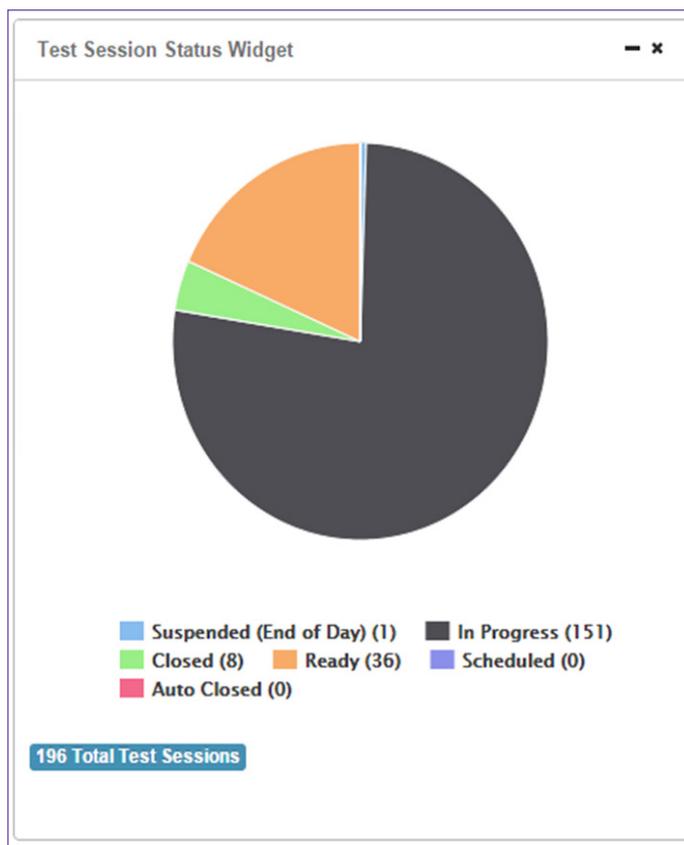
The Test Session Status Widget provides a visual representation of an organization's test sessions in the Portal. Users can access additional detail about session counts by clicking on the desired section of the pie chart, which will redirect them to the My Test Sessions screen, according to test session status. (For example, if you click the Ready section of the pie chart, you will arrive on a list of Not Started test sessions on the My Test Sessions screen.)

The Test Session Status Widget displays data that reflects six possible test session statuses:

- **Scheduled:** Test sessions that have been scheduled prior to the beginning of the Testing

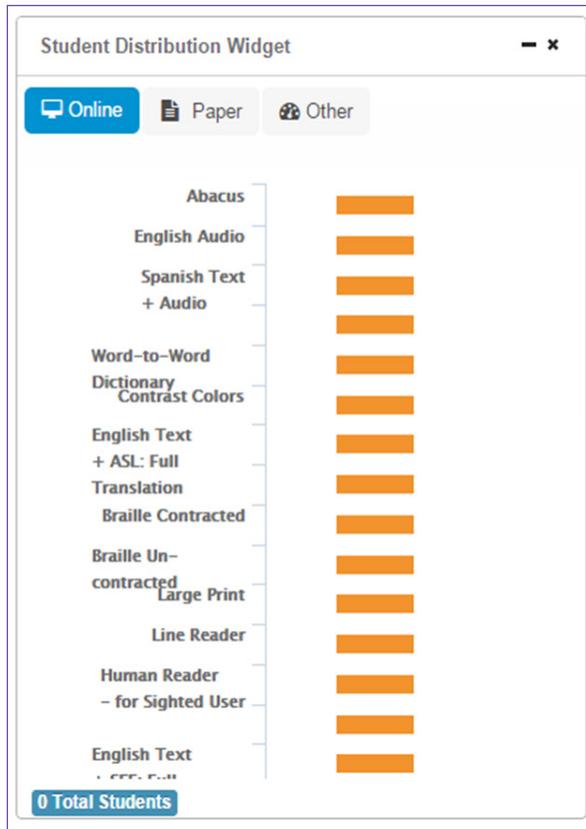
Schedule. Test sessions will remain in Scheduled status until the first day of the testing schedule, as determined by the test session creator, after which the test session will enter Ready status.

- **Ready:** Test sessions that have not been Started in the Portal, but can be as per the determined Testing Schedule.
- **In Progress:** Test sessions that have been started in the Portal. Please note that a test session can still be in an In Progress state even after the close of the testing schedule.
- **Closed:** Test sessions that have been Closed in the Portal. Please note that a test session *cannot be reopened once it has been closed.*
- **Suspended (End of Day):** Not currently used
- **Auto Closed:** Not currently used



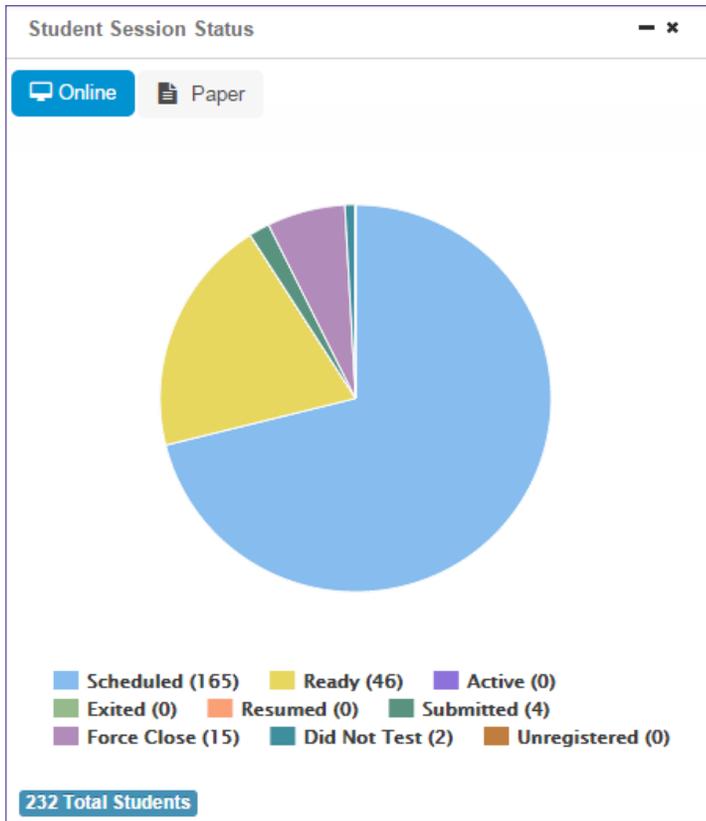
*Please note: Changes in test session status will be reflected in the widget as they occur.*

The Student Distribution Widget allows administrators to review the number of students in an organization who have been assigned accommodations or open access supports on their Personal Needs Profile (PNP), broken down by PNP support type and test mode (Online, Paper, or Other):



The Student Session Status Widget provides an overview of student statuses across all test sessions in the Portal and allows users to track testing progress at the student level. This widget displays the nine statuses a student can be in depending on the status of his or her test session:

- **Scheduled:** Number of students whose test sessions are in “Scheduled” status
- **Ready:** Number of students whose test sessions are in “Ready” status
- **Active:** Number of students whose test sessions are in “Active” status
- **Exited:** Number of students whose test sessions are in “Exited” status
- **Resumed:** Number of students who have a “Resumed” status
- **Submitted:** Number of students who have completed their test are in a “Submitted” status
- **Force Close:** Number of students who have been closed from a test session and have a “Force Close” status
- **Did Not Test:** Number of students who were not a part of any test sessions
- **Unregistered:** Number of students that weren’t able to successfully register in TestNav due to a technical error.



### ACT Aspire Portal Dashboard Lights

**Objective:** the Dashboard Lights that accompany Test Session information on the ACT Aspire Portal’s Dashboard and My Test Sessions screens provide at-a-glance test session status updates. This allows your organization’s users to manage administrative workflows and track the progress of individual test sessions, as well as the organization’s overall test administration.

Students Added	Auth/Roster Printed	PNP Printed	Started	Closed
●	●	●	●	●
●	●	●	●	●
●	●	●	●	●
●	●	●	●	●

On the Dashboard and My Test Sessions pages, you will find five Dashboard Light columns that correspond to established test sessions in the Portal. These status lights track the progress of a test session through the following administrative steps:

- Students Added: Indicates if students have been added to a test session.

- Auth/Roster Printed: Indicates if Authorization Tickets or a Student Roster have been printed for the test session.
- PNP Printed: Indicates if a Personal Needs Profile roster has been printed, when applicable.
- Started: Indicates if the test session has been Started in the Portal.
- Closed: Indicates if the test session has been Closed in the Portal.

The lights will either be gray, green, or red, depending on an administrative step's status:

- Gray: Not applicable in current state
- Green: Action completed
- Red: Necessary steps have not been completed

Please note that the Auth/Roster Printed and PNP Printed columns do not need to be in a green “Action Completed” state in order to administer a test. These indicators signify only that these steps were taken for a given test session.

### Manually Logging Out of TestNav

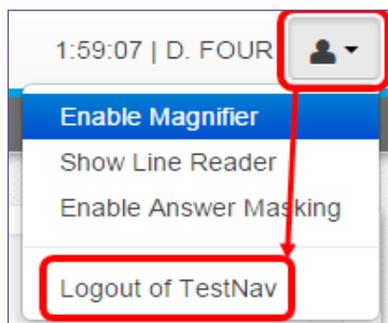
Students have the option to logout of TestNav while they are participating in the test. When students attempt to logout, they will be given the option to return to the test to finish it later. Students will perform the actions listed below to logout of TestNav.

**Please note the following important details for the information below:**

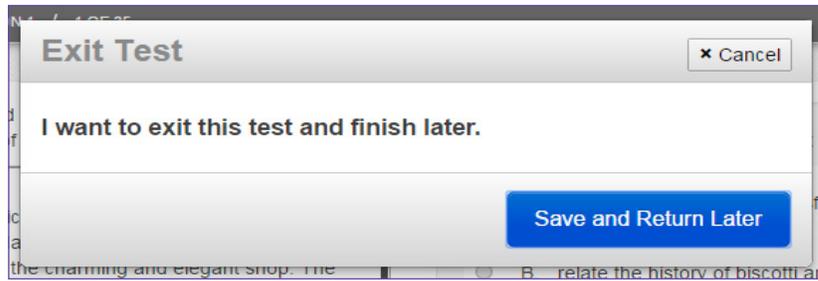
- The proctor must resume **each** test that is in an “Exited” status in order for each student to continue testing.
- Please **do not** force close a student's test if the student is in “Exited” status.
- Please **do not** close a test session until **all** students have completed testing.

**Students should perform the following steps to logout of TestNav:**

1. Click on the person icon in the upper right-hand side of the TestNav window.



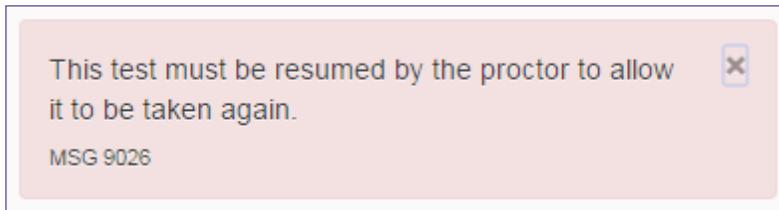
2. Select “Logout of TestNav” from the menu.
3. Click “Save and Return Later” from the pop-up window:



- After the student performs these actions, he or she will be logged out of TestNav and the student's status in the ACT Aspire Portal will change to **"Exited"**.

### Resuming an Exited Student

Once students have exited TestNav they will need to be resumed in order to log back into the exited test. If an exited student attempts to log into TestNav without being resumed, a warning message will display in TestNav:

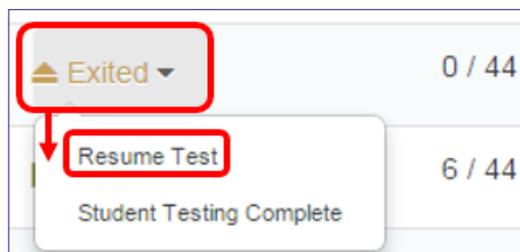


Please follow the steps below to resume an exited student:

- Locate the exited student in the **Test Session Details** screen. The student's status in the Status column will display as "Exited":



- Click the word "Exited", and select "Resume Test":



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

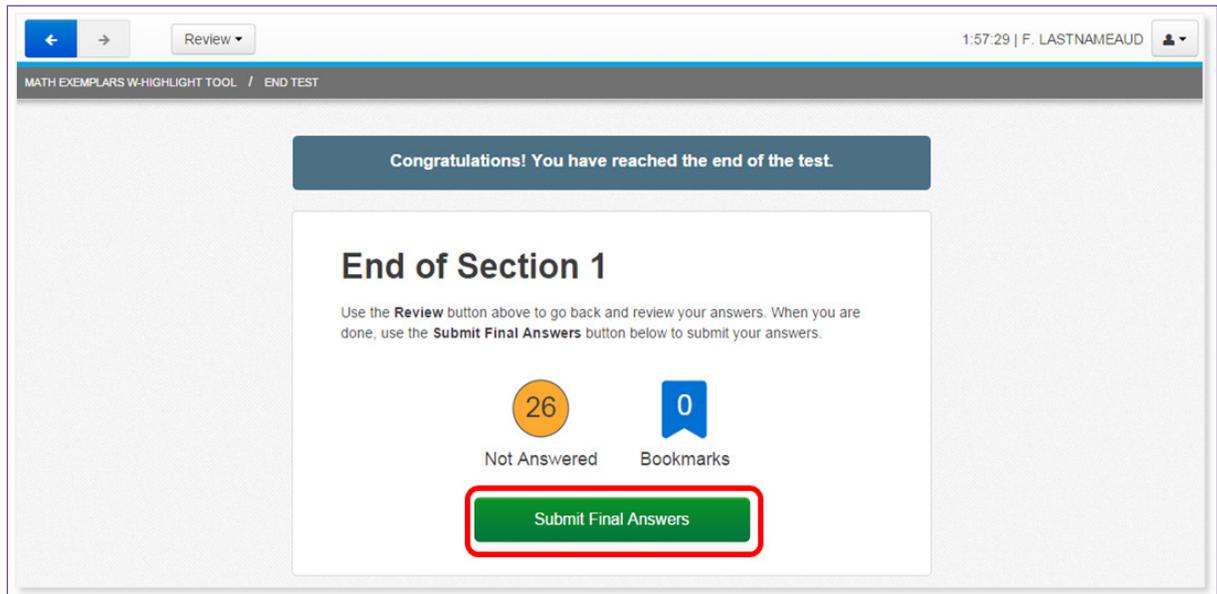
### Submitting Final Answers

When students reach the last question, they will also have the ability to review their responses before

submitting them.

Clicking **Review Answers** will allow students to review test items. Flagged questions will be identified in the Flagged column. Students can click on **View** to navigate to test questions.

Clicking **Submit Final Answers** will submit the student's final answers to ACT Aspire and the student will be automatically logged out of TestNav. In the ACT Aspire Portal, the status for this test session will change to Submitted.



### Submitting Final Answers – Elapsed Time

While students are participating in the test, a timer will appear in the upper right side of the screen, showing the student how much time remains in the test. Once this timer has elapsed, students will be asked to submit their final answers.

1. Once students have logged into TestNav, a timer will appear in the upper right side of the TestNav window, beside the student's name.



2. When the student has five minutes of time remaining, a warning message will appear in the upper right corner of the TestNav window.



3. Once time has fully elapsed, the timer will display Submit Your Test and a window will appear asking students to submit their final answers. Students will click **Submit Final Answers** to submit their test and be logged out of TestNav.

Submit Your Test. | F. LASTNAME 

### 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.

## Enabling Unplanned Extended Time

In some scenarios, students may be allowed to extend their time beyond the allotted time for the test.

*Please note: Once extra time is enabled, TestNav will no longer track the time a student spends in the test. The room supervisor will manually track any extra time the student is using.*

Additionally, the room supervisor will enter a special comment in the ACT Aspire Portal for the student who received the extra time. It is important to note that this time extension is likely something that is predetermined, and possibly a recorded support for the student. Extra time is not enabled for students simply because they want more time to test.

1. If a student runs out of time during a test the following warning will appear:
2. When time expires, the following window will appear:

## 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

3. On the Test Session Details screen, you may click on the Proctor Password dropdown to display the password:

**Proctor Password**  
33R96YP2FW

Add
 Remove
 Reset ▼
 Authorization ▼

4. This password can then be entered into the **Time Expired** window on the student's screen to extend the amount of time the student can have to complete the test.
5. After entering the password, select **Continue**.

### Recording Unplanned Extra Time in the Portal

If any students receive extra time, a warning message will appear when the test session is closed. This warning message alerts the room supervisor that one or more students in the session being closed have received extra time, and a comment must be entered to record the reason for the extra time.

**Error**

There are 1 student(s) who took over time, you must enter over time reasons for each student before you Close this test session.

OK

1. Click the clock icon directly to the right of the comment icon in the Comment column. This comment icon will appear as an outline of a clock if a comment has not yet been entered, and a darker 'filled in' icon will appear if a comment has been saved. This allows you to easily scan for students who need comments entered in the case that you have multiple

comments to enter.

Student	Status	Answered/Total	Comments
<input type="checkbox"/> VALDEZ, JUAN (FSP) DOB: 3/31/14 Grade 6 Student Id: 654987	Submitted	34 / 45	

- A dialog box will appear, allowing the room supervisor to select the reason and enter a comment for the extended time.

### Overtime Comments

**Available Reasons \***

Technical

Environment / Materials

- Disturbance / interruption / comfort
- Power outage
- Emergency evacuation

Staff

Examinee

**Overtime Sections**

Test Overtime Comment

**Comment \***

Student Received 30 extra minutes. IEP.

**Selected Reason**

Environment / Materials

✕ Disturbance / interruption / comfort

## Managing Test Sessions

**Objective:** the ACT Aspire Portal includes an array of tools to aid test session management and ensure a smooth and efficient test administration. These Portal tools provide authorized users with accessible means to find, edit, start, monitor, and close test sessions.

### Finding Test Sessions

The My Test Sessions screen equips users with multiple tools for sorting and locating specific test sessions:

To access the My Test Sessions screen, hover over Summative, Interim, or Classroom Tests, and click Find My Test Sessions on the dropdown menu.

From the My Test Sessions screen, users can filter test sessions according to:

- Test Mode – All, Paper, or Online
- Subject
- Status – Not Started, In Progress, or Completed
- Search – Locate a test session by keyword

### Editing Test Sessions

- On the My Test Sessions screen, locate and select the name of the test session you wish to edit.
- On the Test Session Details screen click Edit on the menu at the upper-left of the screen. This

will open the Edit Test Details screen.

3. On this screen, authorized users can update the Testing Schedule, Testing Details (Test Title and Instructions), and Proctor Caching Details.
4. After you have made the desired edits, click Done to save your changes.

### Starting a Test Session

Once a test session enters Ready status, Test Supervisors and Room Supervisors can start an exam. To do so, click on the blue Ready button at the center of the Test Session Details screen and select Start Test. Once a test session has been started, the status button will read In Progress. Once a session has been started, students can then log in during the days and times specified in the test session details. Users can also change the testing status of individual students by clicking on the status menu next to the student's name.

### Viewing Student Progress

To track a student's progress within a computer-based test session, click the name of the desired test session from the list on the My Test Sessions screen to display a list of names for all students in the test session. The Answered/Total column, located in the center of the session header will display the number of questions the student has answered versus the total number of questions on the exam. (For example, "36/45" indicates that student has answered 36 of 45 questions.)

### Closing a Test Session

Once a test is complete, the test session must be Closed. To close a test session, navigate to the Test Status icon at the center of the Test Session Details screen and click Close Test.

*Please note that you can only enter test session irregularities and comments before closing a session. Once a test session is closed, the Comment functionality will be disabled. After a test session has been Closed it cannot be reopened.*

# Step 12. Post Test Clean-Up (CBT Only)

## Room Supervisor Responsibilities at the end of a Test Session

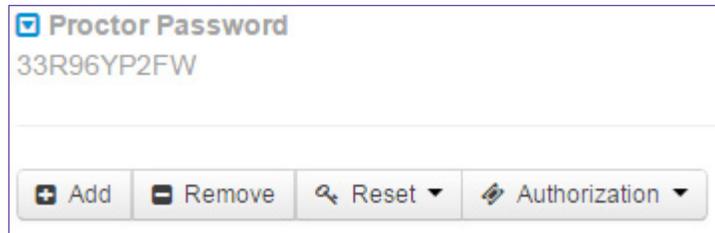
**Objective:** As students complete their tests it is important for Room Supervisors to follow the steps associated with closing test sessions, reporting irregularities, and allowing for any extra time a student may require.

1. Please have students select the “Submit Final Answers” button in TestNav to transmit final student responses to ACT Aspire after testing is complete.
2. Collect and count all scratch paper and authorization tickets before any students leave the testing room.
3. Ensure that all computers used for testing are logged out of TestNav 8.
4. Check each student’s test status in the Portal and submit a test on behalf of any student who needs assistance with submitting their test by clicking the triangle next to their name under the status column and selecting “Close Test.”
5. Finish recording any testing irregularities (session and student level) in the ACT Aspire Portal.
6. Return all authorization tickets, scratch paper, and administration manuals to the Test Coordinator. Please remember that these materials must be kept and stored securely.

### To extend a student’s time:

In some scenarios, students may be allowed extended test time beyond the allotted time for the test. Once extra time is enabled, TestNav will no longer track the time a student spends in the test. The Room Supervisor must manually track any extra time the student is using. Additionally, the Room Supervisor will enter an overtime comment in the ACT Aspire Portal for the student who received the extra time. It is important to note that this time extension is likely something that is predetermined, and possibly a recorded support for the student. Extra time is not to be enabled for students simply because the student wants more time to test.

1. Once the student’s timer has elapsed, a dialog box will appear on the screen.
2. On the Test Session Details screen in the Portal, the Room Supervisor will select the “Proctor Password” link to display the password, which will be the same for all students in the test session.
3. Room Supervisors will click the Proctor/Teacher Only button on the student’s computer and enter the Proctor Password.
4. The student will be allowed to return to the test and the Room Supervisor will begin tracking time for the student.
5. Time will continue on indefinitely and the student will be able to interact with the test as normal and submit final answers.

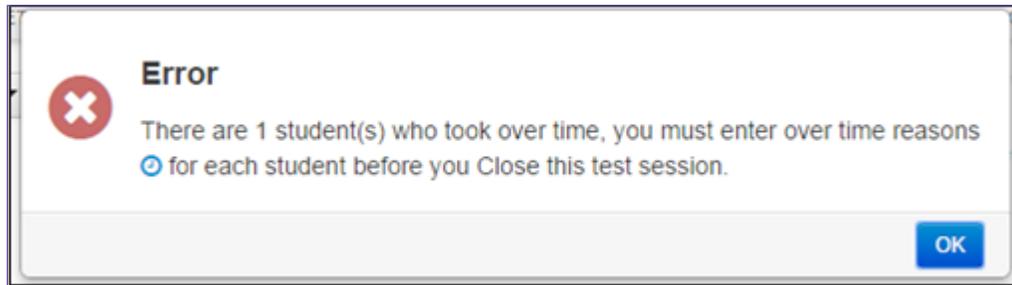


When the student has finished, if he/she selects the blue arrow box, he/she will be given the opportunity to **Review Answers** or **Submit Final Answers**.

Clicking **Review Answers** will allow students to review test items. Flagged questions will be identified in the *Flagged* column. Students can click on View to navigate to test questions.

Clicking **Submit Final Answers** will submit the student's final answers to ACT Aspire and the student will be automatically logged out of TestNav. In the ACT Aspire Portal, the status for this test session will change to *Submitted*.

If any students receive extra time, a warning message will appear when the test session is closed. This warning message alerts the room supervisor that one or more students in the session being closed have received extra time, and a comment must be entered to record the reason for the extra time.



To record the extra time comment and close the test session:

1. Select the clock icon directly to the right of the comment icon in the *Comment* column. This comment icon will appear as an outline of a clock if a comment has not yet been entered, and a darker 'filled in' icon will appear if a comment has been saved. This allows you to easily scan for students who need comments entered in the case that you have multiple comments to enter:

Status	Answered/Total	Comments
Submitted	34 / 45	

2. A dialog box will appear, allowing the room supervisor to select the reason and enter a comment for the extended time:

## Reporting Irregularities

**Objective:** Reporting irregularities allows school personnel to document any circumstance that might affect student scores. Irregularities should first be recorded by Room Supervisors with subsequent notification provided to the Test Coordinator.

*Please Note: Recording an irregularity for a student is not the same as voiding their test and dismissing them for prohibited behavior.*

Room supervisors should document any of the following occurrences during administration of the tests:

- A student engages in any instance of prohibited behavior as outlined above.
- A student becomes ill or leaves the room during testing.
- A student fails to follow instructions (responds to questions randomly, obviously does not read questions prior to responding, or refuses to respond to questions).
- A general disturbance or distraction occurs which could affect one or more students' results.
- A student questions the accuracy or validity of an item.
- A student has a technical issue that interrupts testing.

*Please note: Bathroom breaks do not require an irregularity to be entered!*

For any instances where students can resume testing after illness, a technical issue, or a general disturbance, follow the instructions about how to resume a test session in the “Reporting Irregularities” section of the Avocet website.

There are two types of irregularities: Student Irregularities (irregularities that only affect a single student), and Test Session Irregularities (irregularities that affect an entire test session). See the “Reporting Irregularities” section of the Avocet website for the latest update of irregularity categories and codes used in the Portal.

- The irregularities in the Environment/Materials category include external factors that

may affect student testing. These include things like outside noises or hot/cold room temperatures, damaged, missing or stolen test materials, and occurrences like power outages, severe weather, or emergency evacuations.

- The Examinee category of irregularities includes student behaviors that may affect their performance or the performance of other students. These include the exhibition of prohibited behaviors described previously, student complaints about testing conditions or challenges of test items, and arriving late for testing or not showing up.
- The Staff category includes actions testing staff may engage in that affect testing. These include failure to follow testing procedures like mistiming a test or not reading the verbal instructions from the Room Supervisor Manual, arriving late for testing or not showing up, or other inappropriate behavior like engaging in personal communication via other staff, telephone, or text during testing.
- The Technical category pertains to the performance of online testing and includes system failure, slowness, or freezing, difficulties launching the test or with students using the testing platform, and other system issues like problems with using a keyboard, mouse, monitor or other related hardware.

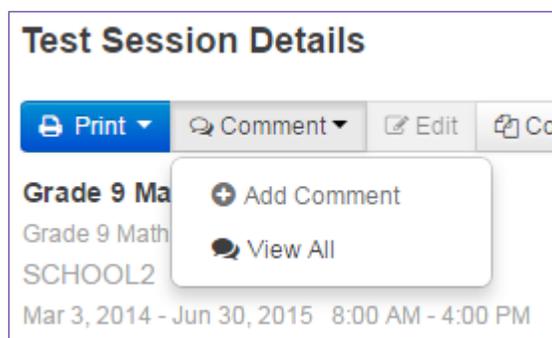
When choosing an irregularity category and code, keep in mind that certain irregularity reporting will determine whether a student can resume online testing or whether the student will need to switch to paper and pencil testing. In addition, notify your test coordinator of any irregularities after testing.

## Reporting an Irregularity in the Portal

### Test Session Irregularities

Example: Fire alarm – a situation that affects the administration of the entire test session.

1. Navigate to the Summative, Interim, or Classroom Tests tab and click on Find My Test Sessions.
2. Select the test to which you want to add a comment.
3. On the Test Session Details page, open the Comment menu next to the Print button, and click Add Comment to open the Group Comment window:

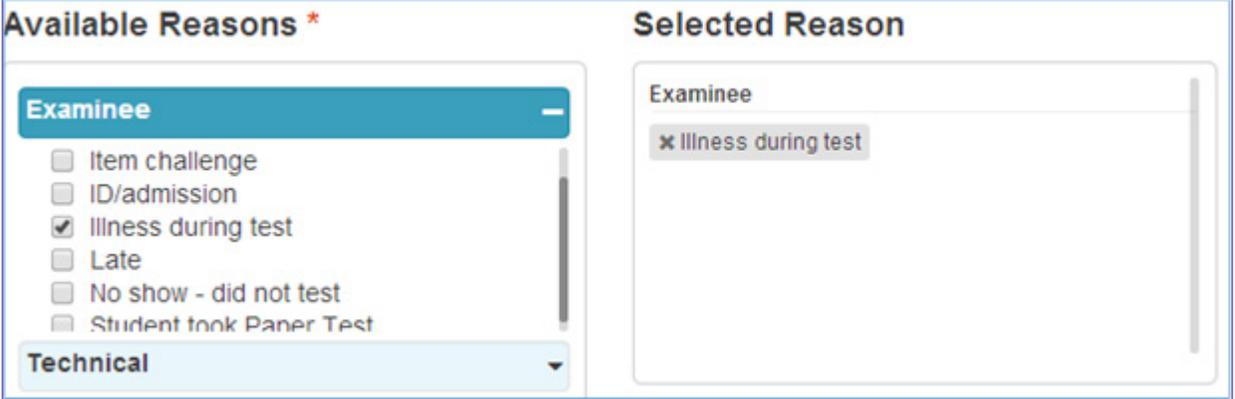


4. In this window, choose an irregularity from the available reason categories. In the event of a fire alarm, a commenter would choose “Disturbance/interruption/comfort” from the Environment/Materials category. Enter additional information in the provided Comment box. To submit the irregularity, click Save.

## Student Irregularities

Example: Student illness – a situation that affects an individual student.

1. Navigate to the Summative, Interim, or Classroom Tests tab and click on Find My Test Sessions.
2. Select test, then navigate to the Test Session Details page.
3. Click on the Comments button specific to the student for whom an irregularity will be entered.
4. Document irregularity details under Available Reasons. Since an illness during the test is an examinee's irregularity, look under the Examinee tab for "Illness during test".
5. Check the box that matches the irregularity.
6. In the comment box on the right, please enter a short description of the event. Click Save to submit the irregularity:

7. 

The screenshot shows a user interface for selecting reasons. On the left, under the heading "Available Reasons \*", there are two tabs: "Examinee" (selected) and "Technical". Under the "Examinee" tab, there is a list of reasons with checkboxes: "Item challenge", "ID/admission", "Illness during test" (checked), "Late", "No show - did not test", and "Student took Paper Test". On the right, under the heading "Selected Reason", there is a list box containing "Illness during test" with a small 'x' icon next to it.

Please see Appendix C: List of Irregularities for a complete list of available irregularities.

## Step 06. Test Session Set-Up (PBT Only)

*Please note: The following steps apply to paper-based tests only.*

### ACT Aspire Test Session Setup Process

**Objective:** Creating and managing test sessions in the ACT Aspire Portal establishes the Portal as a centralized hub for planning, organizing, and monitoring your ACT Aspire test administration. Test Session setup provides tools for easy scheduling and session-level proctor caching.

To set up test sessions for the ACT Aspire test, please follow the step-by-step instructions listed below.

1. Navigate to the blue Organization pulldown located in the upper-right corner of the dashboard screen to select the school for which you would like to create test sessions.
2. On the menu ribbon, hover over the test type that you would like to create, and click the “Create a Test Session” option from the dropdown menu:
3. On the New Test Details screen, click the bullet-list button located next to the Test field under Step 1, Test Admin to open the Select a Test window. To select the test and mode you wish to administer, click the blue link at the right end of the desired Test Name:

**Select a Test**

Show  Tests Search:

Test Name	Test Admin	Grade	Subject	Mode
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 2 of 2 entries

← Previous | 1 | Next →

4. After selecting the test session subject, grade, and mode, click the calendar icons next to Start Date and End Date under Step 2, Testing Schedule. This establishes the overall time frame during which you desire to administer an ACT Aspire test session.

Please note: For CBT testing, it is imperative that you test within the determined test schedule and Daily Test Window.

- For Step 3, Testing Details, enter a name for your test session.

Please note: For **paper-based sessions** (paper accommodations such as Large Print, Braille, ASL) the first 6 characters in the Test Session Title field will appear on a paper Pre-ID. Because of this, we suggest the following naming convention:

- Test Session ID (The first six characters; auto-assigned by the Portal); Test Session Title (The remaining characters) 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.

- If your school has performed Proctor Caching, you will see under Step 4, Proctor Caching Details, and the details for the Primary Host IP Address and the Primary Host Port. These details ensure that the system is ready for the test:

- If you do not see this information, navigate to the Organizations menu and select Proctor Cache Settings.

- You will find the Primary Host IP Address by following the appropriate steps below:
  - o For PCs:
    - Go to the Start menu on the proctor caching computer.
    - Search for cmd.exe in the Search field.
    - Type “ipconfig” into the command prompt.
    - The IP Address is listed in the IPv4 Address row.
    - Enter this information in the Primary Host IP Address.
  - o For Macs:
    - Go to the Apple menu on the proctor caching computer.
    - Select System Settings.
    - Select Network.
    - Click on the Active Network Interface (probably Ethernet).
    - Your IP Address will be in the window
      - In the Port field enter “4480”.
      - Hit Save. Proctor Caching is now complete.
- 7. Click Create Test Session to finalize test session details. You may edit open test sessions at any time. Once a test session is closed, it can no longer be edited.

### To Copy a Test Session to a New Subject:

*Please note:*

- To use this functionality you must have Administrator or Test Session Supervisor-level permissions in the Portal.
  - Any users in the original session will be copied to the duplicated sessions.
  - The default Proctor Cache setting will be used for duplicated sessions.
1. Navigate to a test session that you would like to copy to create a new test session for a different subject.
    - a. For example: You currently have a Math test session with 30 students in it. Those same students also need to be placed into a Reading test session. Please navigate to the Math test session to begin the copying process.
  2. On the Test Session Details screen, select the “Copy” button.
  3. A list of available subjects will appear. Choose the subject and modes you wish to create the new test sessions for.
  4. After making a selection, the option to change the name of the test session will appear. Updating this field is optional.

*Please note: For **paper-based sessions** (paper accommodations such as Large Print, Braille, ASL) the first 6 characters in the Test Session Title field will appear on a paper Pre-ID. Because of this, we suggest the following naming convention:*

- o 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
5. Select "Copy" to complete this process. A message will appear inviting you to view the progress of your test session copy request.
  6. You will be directed to the Test Session Copy Status page, which will display a status report for any test sessions created using the copy functionality:

**i** 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**

**Math Grade 7 Exemplar w/Highlight Tool - Session 9**  
Math Grade 7 Exemplar w/Highlight Tool Mode: Online  
SCHOOL1  
Feb 14, 2014 - Jan 1, 2016 8:00 AM - 4:00 PM

**Test Session Copy Status**

Test Name	Test Session Name	Test Admin	Subject	Mode	Status
Reading Grade 7 Exemplar w/Highlight Tool	Reading Grade 7 Exemplar w/Highlight Tool - Session 4	2014 Exemplars	Reading	Online	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 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.

**i** 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.

7. Please review the "Status" column for any warnings that occurred during test sessions creation.

The following list provides possible warnings:

- Could not create test session
  - Student(s) not added
    - o Student is already in a test session
    - o Student's actual grade is not allowed for the destination test session
  - Student's actual grade is different than the tested grade (off-grade)
  - Students from two different grades added to the test session
  - The current test does not have an accommodated form necessary for a student's PNP
8. After reviewing these copied sessions you may navigate to any of them to edit any test session information. *Please note: a warning message does not automatically mean that the session cannot be created as originally configured.*

## Creating Summative Test Sessions for 10th Grade Students

**Objective:** The process for creating an Early High School test session for 10th grade students is almost identical to creating a test session for other grade levels. However, test session creators will need to take an additional step when adding students to test sessions.

When creating test sessions for 10<sup>th</sup> Grade EHS students, you will select the same Summative EHS test content that is listed as a Grade 9 test. Then, take the additional step shown below to add the 10th Grade students to the EHS test session(s).

## Create an Early High School (EHS) Test Session

1. Create a new test session and select an Early High School Summative test.

*Please note: Grade 9 is listed in the Grade column, and Grade 9 students will be shown by default as highlighted in red below, but 10th Grade students can be added to the test session.*

**Select a Test**

Show  Tests Search:

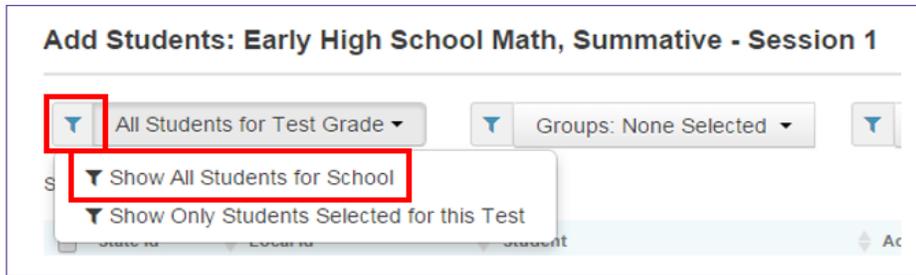
Test Name	Test Admin	Grade	Subject	Mode
Early High School English	Summative - Fall 2016	Grade 9	English	Online Paper
Early High School Math	Summative - Fall 2016	Grade 9	Math	Online Paper
Early High School Reading	Summative - Fall 2016	Grade 9	Reading	Online Paper
Early High School Science	Summative - Fall 2016	Grade 9	Science	Online Paper
Early High School Writing	Summative - Fall 2016	Grade 9	Writing	Online Paper

2. Once the EHS test session is created, click the Add button to add students to the session. The Add Students page displays Grade 9 students by default as shown below. You may display Grade 10 students by searching for all 10th grade students, or by creating and selecting groups with 10th grade students.

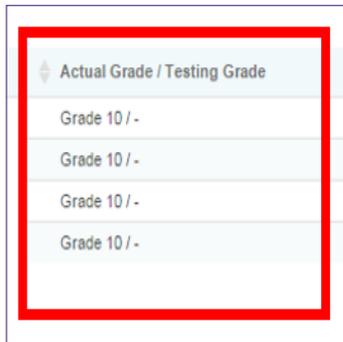
Actual Grade / Testing Grade
Grade 9 / -

### Steps for Searching For All 10th Grade Students

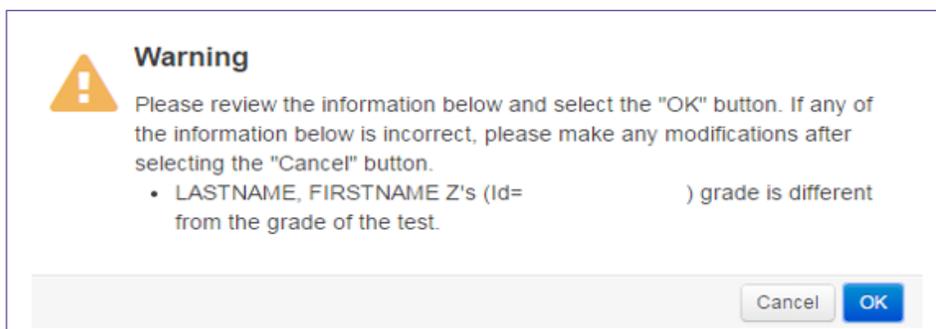
1. From the Add Students page, click the Filter icon to the left of *All Students for Test Grade* and select Show All Students for School as shown below.



2. Type 'Grade 10' in the search box in the upper right hand side of the screen as shown below. Grade 10 students will appear if you have grade 10 students in the selected organization.

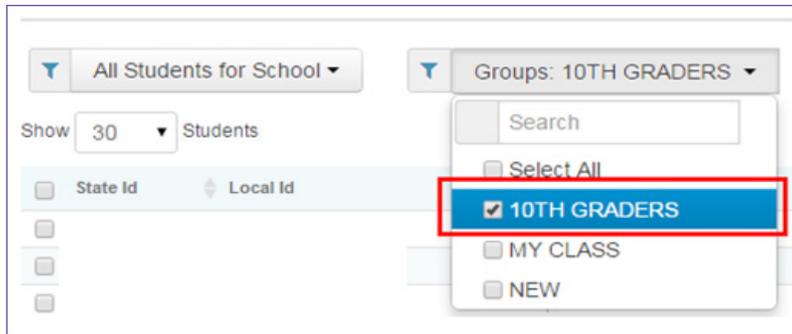


3. Select the Grade 10 students to add to the test session by checking the checkbox to the left of their name and press Done.
4. A warning will appear to alert you to the fact that the student's listed grade level does not match the grade level appearing in the *Grade* column when you selected the test. This is a normal Portal function, since Early High School test content encompasses two grade levels. Pressing OK will add the Grade 10 student(s) to the test session.



### Steps for Displaying 10th Grade Student Groups

1. From the Add Students page, click the Filter icon to the left of *All Students for Test Grade* and select Show All Students for School:
2. Select your 10th grade group from the *Group Selection* dropdown menu as shown below:



3. Select the *Filter* icon to the left of the group name. All 10th grade students who belong to that group will appear in the list of available students.
4. Select students to add to the test session by clicking the checkbox to the left of their name and clicking Done.
5. A warning will appear as shown above. Press OK to add the student to the test session:

### Assigning User Roles to Test Sessions

**Objective:** Assigning Authorized Users to test sessions distributes test-administration responsibilities to select district and school personnel. Test Supervisors can set and change user permission levels to ensure optimal administrative support and maintain test security.

#### To Assign a Test Session Role to an authorized Portal user:

1. From the My Test Sessions screen, locate and select the test session to which you wish to add authorized users.
2. From the Test Session Details page, select the Authorized Users dropdown on the right side of the screen just under the Quick Guide to display the list of authorized users.
3. Click the Add/Edit link to open the Add & Remove Users/Change User Permissions window.
4. In the Add & Remove Users/Change User Permissions window, locate the individual to whom you want to assign a test session role, and click the Not Assigned link next to the user's name. This will open a separate box from which you can assign a user the role of Test Supervisor, Room Supervisor, or Guest. (See the ACT Aspire User Roles Overview for information on test-session user roles.)
5. If you wish to add a user who is not yet registered in the ACT Aspire Portal, you will need to send an invitation from the ACT Aspire Portal, and the invitee must accept the Portal invitation before they can be associated with a test session.

#### To Invite a New User to a Test Session

1. Please follow Steps 1-3 above.
2. Click the Invite link to open the Invite Room Supervisor to Test window.
3. Type the e-mail address(es) of the user(s) you wish to invite and click Submit. The new user will be e-mailed an invitation to join the test session at the permission level of Room Supervisor.

4. Once the new user has accepted the invitation, you may edit their user role by following the Assign a Test Session Role steps listed above.

## Adding and Removing Students from Test Sessions

**Objective:** The Add and Remove Students functionality gives Test Supervisors a user-friendly tool for managing test session rosters in the ACT Aspire Portal. This allows users to adjust to changes in a school's student enrollment or easily place students into new test sessions as necessary.

### Adding Students

1. From the My Test Sessions screen, select the test session to which you will add students. This action will open the Test Session Details screen.
2. Click the Add button. Please note that, if you wish to re-test a student on a subject after they have already tested in another session, they must be Force Closed in the test session, reinstated to test in the appropriate subject, and then added to the new test session.
3. Select the boxes next to the names of students you wish to add, and then click Done.

### Removing Students

1. From the My Test Sessions screen, select the test session from which the student(s) will be removed. This action will open the Test Session Details screen.
2. Click the Remove button. Please note that students must be in Scheduled or Ready status to be removed from a test session. Once a student's test session has been Started, the student cannot be removed from the session.
3. Select the boxes next to the names of students you wish to remove, and then click Done.

### Moving Students to a New Session

1. From the My Test Sessions screen, select the test session from which the student(s) will be removed. This action will open the Test Session Details screen.
2. Click the Remove button.
3. Select the boxes next to the names of students you wish to remove, and then click Done.
4. Return to the My Test Sessions screen and select the test session to which you will add student(s). This action will open the Test Session Details screen.
5. Click the Add button.
6. Select the box next to the name of the student(s) you wish to add, then click Done.

# Step 07. Receiving & Organizing Test Materials (PBT Only)

## Receipt & Security of Test Materials

**Objective:** It is important to securely store and manage test materials for the testing administration. The below link to the Test Coordinator Manual will walk you through the steps for receiving and securely storing test materials.

ACT Aspire will include the following materials in your shipment:

- Packing list
- Security checklist
- Test coordinator kit (includes return materials)
- Test booklets
- Answer documents

Please keep in mind the following:

- Each test booklet will include on subject test (English, Mathematics, Reading, Science, or Writing). Answer documents are specific to the subject of the test booklet.
- Test materials are provided only for those students whose information was submitted in the ACT Aspire Portal before the submission deadline.
- Each student name that was entered into a test session in the ACT Aspire Portal will be printed on the front cover of the answer document for the student.
- The answer documents are sorted by subject, grade, and sessions according to the information submitted in the ACT Aspire Portal.
- It is standard test security procedure for there to be multiple forms for each test. Test booklets are serialized, alternated by test form, and tracked for security. All booklets must be returned after the test administration. Do not unsort booklets from the order in which they are received.
- Examine your shipment of test materials and verify that the contents match those listed on the enclosed packing list. Count, but do not open, the individual test materials and other items to ensure that you have received all the materials listed, and confirm that the materials have not been tampered with in any way. Please contact customer service immediately if there are any discrepancies in quantities or other concerns.

Used and unused test booklets and answer documents should be returned in the same box(es) the materials were received in.

## Answer Document Manual Gridding Instructions

**Objective:** Use the following instructions when gridding a blank answer document for a student's ACT Aspire testing. *Please note: it is vital that blank answer documents are gridded accurately in order to ensure efficient processing and timely score reporting.*

**Related Resources:**

- “Answer Documents” topic on Avocet

**Front of Answer Document:**

1. Box A: Leave Blank
2. Box B: District/School Name
  - a. Write the name of the District the student attends.
  - b. Write the name of the School the student attends.
  - c. If the student attends an independent or private school, write the school name in both lines.
3. Box C: Student Name
  - a. Print Student Last Name, First Name, and Middle Initial in the appropriate boxes.
  - b. Fill in the corresponding bubbles for each letter of the student’s name.
    - i. Please match this entry to how the student is listed in the Portal. For example, a student who goes by their middle name should use their first name in the First Name field.
4. Box D: Test Form
  - a. Fill in the circle next to the test form code on the front cover of the student’s test book or large print or braille paper accommodation form.
    - i. The form code can be found on the front cover of the test book, approximately two inches down from the top-right.
5. Box E: Date of Birth
  - a. Fill in the circle for the month of birth.
  - b. Print day and year of birth in the appropriate boxes, and fill in the corresponding circles below.
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 Portal ID for the student, you must log into the ACT Aspire Portal at [www.actaspire.org](http://www.actaspire.org).
    - ii. Once in the Portal, you will need to locate the corresponding paper test session to which the student has been loaded, and generate a Portal ID number for each student. To generate a Portal ID number, please follow these steps:
      1. Add the student to a new test session.
      2. Find the student listed on the Test Session Details screen and locate the “System ID Number” column. *Please Note: the System ID and the Portal ID are synonymous.*
      3. Click “Generate System ID.”
      4. Grid this number onto the correct student’s answer document for that test and subject only. Failure to grid this number on the student’s answer

document may create report processing delays.

*Please note: It is necessary to generate a Portal ID for each test session in which a student is enrolled. (If the student is taking a Math test and a Science test, a Portal ID will need to be generated for each and gridded onto the student's blank answer document for the corresponding subject.)*

iii. Click on the test session and find the student.

1. The Portal ID will be the number to the far right.

b. Please refer to the below figure for a student's record in the Portal:

Student	Status	Comments	System Id Number
LastName, First Name DOB: 10/31/99 DOB: 10/31/99 Grade 9 Student Id: 999999	Scheduled		1234567890

### Back of Answer Document:

1. Box G: Statement

a. The student should record their signature and the day's date on the line provided in this box.

2. Box H: Today's Date

a. Fill in the corresponding circles for the date of testing.

3. Box I: State or Local Student ID

a. Print the student's state or local ID in the provided boxes.

b. Fill in corresponding circles for each character in the boxes.

# Step 08. Starting Test Sessions (PBT Only)

## How to Start a Test Session in the ACT Aspire Portal

**Objective:** It is best practice for paper-based testers to start and close test sessions in the Portal . The following steps will walk you through this process from start to finish. **This step is optional, but recommended.** Failing to start and close test sessions will not prevent your organization from administering the test, nor will it delay receipt of reports.

### Starting Test Sessions

Follow the steps below to start a test session.

1. Select Find My Test Sessions from the Summative, Interim, or Classroom Tests menu.
2. Click on the name of the test session that you would like to view.
3. From the Test Session Details screen, click Ready, and select Start Test.

*Please Note: The Test Session Status button will read Scheduled if the current date and time are before the date and time set during test session setup.*

4. Once the test session has been started, the Test Session Status button will change to In Progress.

# Step 09. Administering the Test (PBT Only)

## Administering the ACT Aspire Paper-Based Assessments

**Objective:** The Room Supervisor Manual (PBT) contains detailed information for administering the ACT Aspire assessments including testing conditions, administration procedures, and verbal instructions.

Please refer to the [Room Supervisor Manual \(PBT\)](#) for Test Administration Procedures. It also contains detailed information related to Verbal Instructions.

# Step 10. Post Test Clean-Up (PBT Only)

## Clean-Up & Reporting Irregularities

**Objective:** After all testing has been completed, you may follow the steps in the Room Supervisor Manual (PBT) to report irregularities, collect all testing materials, and store materials securely.

Please refer to the [Room Supervisor Manual \(PBT\)](#) for After All Testing instructions for more details.

## Reporting Irregularities

**Objective:** Reporting irregularities allows school personnel to document any circumstance that might affect student scores. Irregularities should first be recorded by Room Supervisors with subsequent notification provided to the Test Coordinator. Paper-based testers may also record irregularities using the paper irregularities form. An example of this can be found in the Room Supervisor Manual (PBT).

*Please Note: Recording an irregularity for a student is not the same as voiding their test and dismissing them for prohibited behavior.* Instructions for using this tool can be found in the “Reporting Irregularities” section of the Avocet website. Testing personnel should use the tool to report any of the irregularities occurring within the room.

Room supervisors should document any of the following occurrences during administration of the tests:

- A student engages in any instance of prohibited behavior as outlined above.
- A student becomes ill or leaves the room during testing.
- A student fails to follow instructions (responds to questions randomly, obviously does not read questions prior to responding, or refuses to respond to questions).
- A general disturbance or distraction occurs which could affect one or more students’ results.
- A student questions the accuracy or validity of an item.
- A student has a technical issue that interrupts testing.

*Please note: Bathroom breaks do not require an irregularity to be entered!*

For any instances where students can resume testing after illness, a technical issue, or a general disturbance, follow the instructions about how to resume a test session in the “Reporting Irregularities” section of the Avocet website.

There are two types of irregularities: Student Irregularities (irregularities that only affect a single student), and Test Session Irregularities (irregularities that affect an entire test session). See the Appendix C for the latest update of irregularity categories and codes used in the Portal.

- The irregularities in the Environment/Materials category include external factors that may affect student testing. These include things like outside noises or hot/cold room temperatures, damaged, missing or stolen test materials, and occurrences like power outages, severe weather, or emergency evacuations.
- The Examinee category of irregularities includes student behaviors that may affect their

performance or the performance of other students. These include the exhibition of prohibited behaviors described previously, student complaints about testing conditions or challenges of test items, and arriving late for testing or not showing up.

- The Staff category includes actions testing staff may engage in that affect testing. These include failure to follow testing procedures like mistiming a test or not reading the verbal instructions from the Room Supervisor Manual, arriving late for testing or not showing up, or other inappropriate behavior like engaging in personal communication via other staff, telephone, or text during testing.
- The Technical category pertains to the performance of online testing and includes system failure, slowness, or freezing, difficulties launching the test or with students using the testing platform, and other system issues like problems with using a keyboard, mouse, monitor or other related hardware.

When choosing an irregularity category and code, keep in mind that certain irregularity reporting will determine whether a student can resume online testing or whether the student will need to switch to paper and pencil testing. In addition, notify your test coordinator of any irregularities after testing.

### To report an irregularity in the ACT Aspire Portal:

#### Test Session Irregularities

Example: Fire alarm – a situation that affects the administration of the entire test session.

1. Navigate to the Summative tab and click on Find My Test Sessions.
2. Select the test to which you want to add a comment.
3. On the Test Session Details page, open the Comment menu next to the Print button, and click Add Comment to open the Group Comment window:
4. In this window, choose an irregularity from the available reason categories. In the event of a fire alarm, a commenter would choose “Disturbance/interruption/comfort” from the Environment/Materials category. Enter additional information in the provided Comment box. To submit the irregularity, click Save.

#### Student Irregularities

Example: Student illness – a situation that affects an individual student.

1. Navigate to the Summative tests tab and click on Find My Test Sessions.
2. Select test, then navigate to the Test Session Details page.
3. Click on the Comments button specific to the student for whom an irregularity will be entered.
4. Document irregularity details under Available Reasons. Since an illness during the test is an examinee’s irregularity, look under the Examinee tab for “Illness during test”.
5. Check the box that matches the irregularity.
6. In the comment box on the right, please enter a short description of the event. Click Save to submit the irregularity.

*Please see Appendix C: List of Irregularities for a complete list of available irregularities.*

# Step 11. Returning Materials (PBT Only)

## Returning Answer Documents & Test Books

**Objective:** After all testing has been completed, you may follow the steps in the Room Supervisor Manual (PBT) to report irregularities, collect all testing materials, and store materials securely.

Follow these steps to prepare **used answer documents** for return.

1. Collect all used (scorable) answer documents for scoring.
  - a. Voiced, unused, or extra blank answer documents should not be included in the shipment. They must be returned with the nonscorable test materials.
  - b. Include Testing Irregularity Reports with attached answer documents and/or test booklets, when relevant.
2. Stack the answer documents carefully in each original shipping box.
  - a. If the original boxes have been damaged, ship the documents using ECT 44 (275 lb)-rated boxes. Replacement boxes can also be ordered by calling ACT Aspire Customer Service at 1-888-802-7502.
  - b. Do not overfill a box. If the materials do not completely fill the box, add filler material.
  - c. Remove any previous markings or labels from each box before applying new labels.
3. Seal each box securely with packaging tape.
4. Locate the package labeled “Test Coordinator Kit”.
  - a. This package contains lavender labels, yellow labels, and UPS labels to use when returning your materials.
5. Place one lavender return shipping label from the test coordinator kit 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.
  - a. Do not include your count of boxes with nonscorable (test books, etc.) materials with your scorable materials box count. These are separate shipments.
7. Affix the UPS second-day air labels from the test coordinator kit to the top of each box of scorable material. Verify each label has a return address of 9200 Earhart Lane SW, Cedar Rapids, IA.

Follow these steps to prepare **nonscorable test materials** for return.

1. Confirm that all materials are being packaged for return by checking the items and quantities being packed against the items and quantities shown on your Packing List.
2. After confirming that you have gathered all used test booklets and all unused test materials (including voided answer documents), pack materials in the original shipping boxes for each subject as follow, from bottom to top, starting with your highest-numbered box and working back:
  - i. Voided answer documents

- ii. Used test booklets
        - iii. Unused answer documents
        - iv. Unused UPS ARS labels and scratch paper
      - a. If the original boxes have been damaged, ship the documents using ECT 44 (275 lb)-rated boxes. Replacement boxes can also be ordered by calling ACT Aspire Customer Service at 1-888-802-7502.
      - b. Do not overfill a box. If the materials do not completely fill the box, add filler material. Do not use newspaper as filler.
      - c. Remove any previous markings or labels from each box before applying new labels.
      - d. Reverse the end flaps on all boxes so that your address is not showing.
- 3. Seal each box securely with packaging tape.
- 4. Locate the package labeled “Test Coordinator Kit”.
  - a. Locate the package labeled “Test Coordinator Kit”.
    - i. This package contains lavender labels, yellow labels, and UPS labels to use when returning your materials.
  - b. Place one lavender return shipping label from the test coordinator kit on top of each box.
  - c. Count the number of boxes. On the return label that reads “Box \_\_ of \_\_,” fill in the sequence of boxes being returned.
    - i. Do not include your count of boxes with nonscorable (test books, etc.) materials with your scorable materials box count. These are separate shipments.
  - d. Affix the UPS second-day air labels from the test coordinator kit to the top of each box of scorable material. Verify each label has a return address of 9200 Earhart Lane SW, Cedar Rapids, IA.

Schedule a pickup with UPS by following these steps:

- Call UPS at 800-823-7459 to schedule all pickups.
- Tell the UPS representative you are calling in a pickup request for Pearson, and will be using their Return Service.
- Provide UPS with the following information:
  - o Tracking # from the return label
  - o The physical location where packages are to be picked up from
  - o Estimated number of packages that will be available for pickup
- Pickups should be rescheduled 24-48 hours in advance. There can be time constraints for specific pickups based on their location, and the UPS representative will let you know if the pickup can't be made as requested.
- Once the pickup is confirmed, the school/district will receive a confirmation number from UPS that can be referenced if needed.

# Accessing Reports (CBT & PBT)

## Accessing Summative Reports

**Objective:** Users with the Administrator or Test Coordinator roles are able to access Summative reports. These reports are posted to the ACT Aspire Portal per the reporting schedule. These reports include the Individual Student Report (ISR), Student Performance File (SPF), and Subject and Skill Proficiency reports. Dynamic teacher/group reports are also available for subsets of students. Below are step-by-step instructions for accessing Summative Reports.

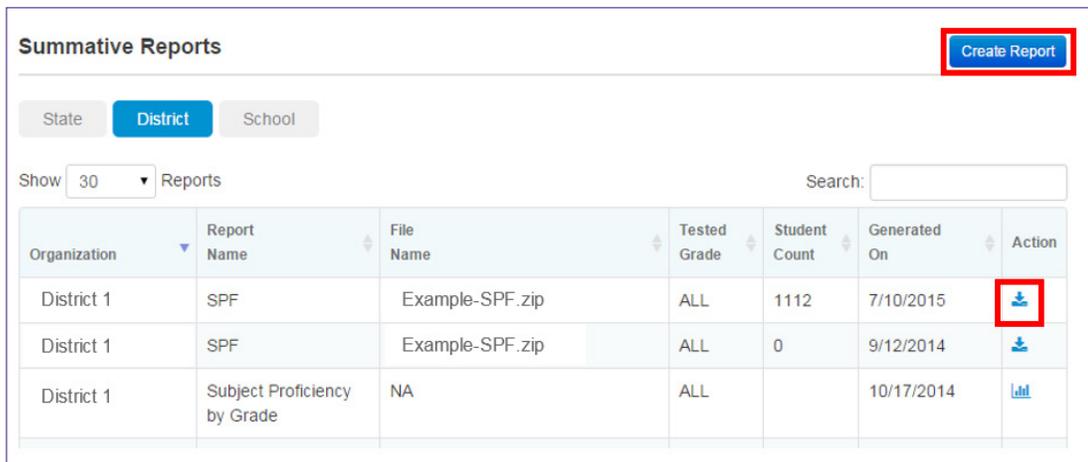
*Please note: The Educator/Group reports are available online only in dynamic HTML format; for printing purposes, a screenshot of the report can be pasted into a Word document.*

### Related Resources:

- [Student Performance File Layout](#)
- Summative Reports samples: <http://actaspire.avocet.pearson.com/actaspire/home#8439>
- Periodic Reports samples: <http://actaspire.avocet.pearson.com/actaspire/home#8440>

### To access posted reports:

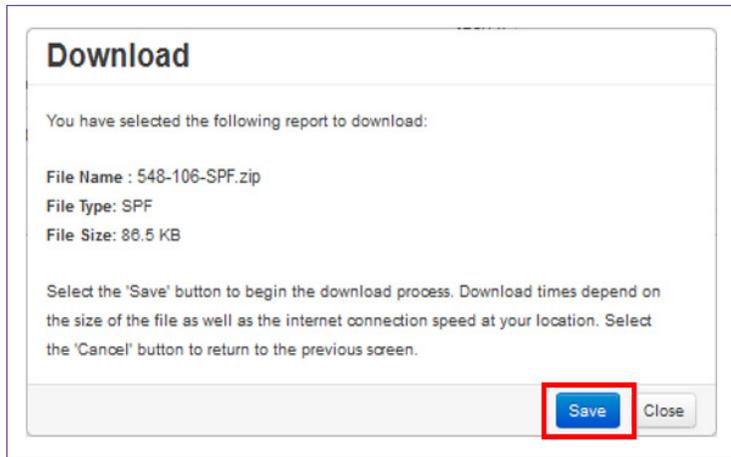
1. In the Portal, select the appropriate organization: district or school.
2. Hover over Summative Tests on the menu ribbon and select View Summative Reports.
3. To download the posted report, click the Download icon (  ) in the Action column for the appropriate report:



Organization	Report Name	File Name	Tested Grade	Student Count	Generated On	Action
District 1	SPF	Example-SPF.zip	ALL	1112	7/10/2015	
District 1	SPF	Example-SPF.zip	ALL	0	9/12/2014	
District 1	Subject Proficiency by Grade	NA	ALL		10/17/2014	

4. Select Save to begin the download process:

*Please note: A user may switch between State (if applicable), District, and School from this screen by selecting the appropriate button in the top left under “Summative Reports”.*

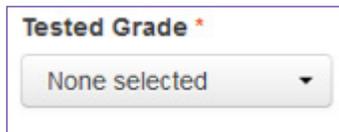


### To access Educator Reports by Grade:

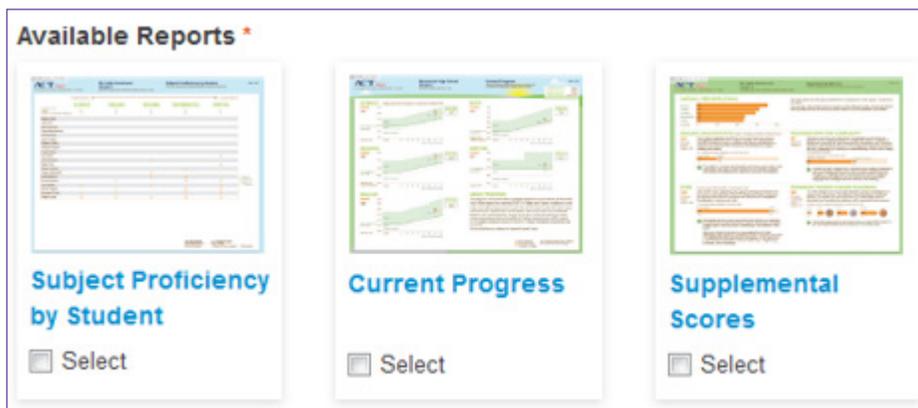
1. In the Portal, select the appropriate organization: district or school.
2. Hover over Summative Tests on the menu ribbon.
3. Select View Summative Reports.
4. Select the blue Create Report button.

*Please note: A user may switch between State (if applicable), District, and School from this screen by selecting the appropriate button in the top left under “Summative Reports”.*

5. On the Summative Score Reports screen, select a Tested Grade from the By Grade navigation bar:



6. Then select a report(s):



7. Click Get Students.
8. This will display a list of applicable students. From here, you can access four separate reports:
  - a. Subject Proficiency by Student Report

- b. Current Progress Report
- c. Supplemental Scores Report
- d. Individual Student Report (ISR)

**Summative Score Reports** New Criteria Generate Report

No. of Students Report Available: 10

Show 30 Students Filter by Group: None Selected Search:

<input type="checkbox"/> Select All	Student Id	Name	Groups	Grade	Status	Actions
<input checked="" type="checkbox"/>	S102	LASTB, FIRSTB B		Grade 5	Report Ready	ISR
<input checked="" type="checkbox"/>	S103	LASTC, FIRSTC C		Grade 5	Report Ready	ISR
<input checked="" type="checkbox"/>	S104	LASTD, FIRSTD D		Grade 5	Report Ready	ISR
<input checked="" type="checkbox"/>	S105	LASTE, FIRSTE E		Grade 5	Report Ready	ISR

ISR

The above image corresponds to the steps below

#### To generate a Subject Proficiency by Student Report:

1. Select the checkbox next to the student(s) for whom you wish to generate the report or select a group(s) from the Filter by Group dropdown menu
2. Click Generate Report
3. Select Student Proficiency by Student. This report will display all applicable students and subjects for the selected grade, with subjects sorted from Highest to Lowest based on students meeting ACT Readiness, and students sorted from Highest to Lowest based on score.

#### To generate a Current Progress Report:

1. Select the checkbox next to the student(s) for whom you wish to generate the report or select a group(s) from the Filter by Group dropdown menu
2. Click Generate Report
3. Select Current Progress. This report will display all selected students for the selected grade and graphically display current average scores, next year's predicted average scores, and the national average.

#### To generate a Supplemental Scores Report:

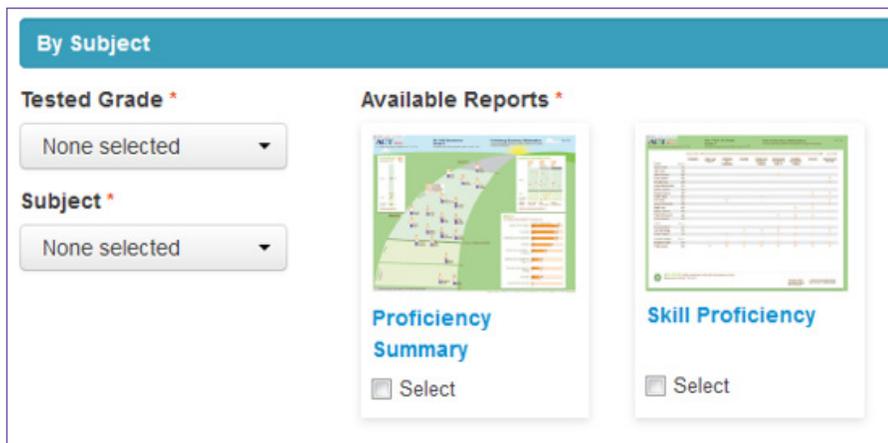
1. Select the checkbox next to the student(s) for whom you wish to generate the report or select a group(s) from the Filter by Group dropdown menu
2. Click Generate Report
3. Select Supplemental Scores. This report includes all selected students in the selected grade. Information regarding National Percentile Rank, English Language Arts average score, Progress Toward Text Complexity, STEM average score, and Progress Toward Career Readiness is provided.

#### To generate an Individual Student Report:

1. Select the ISR icon (🏆 ISR) in the Actions column for the appropriate student. This report will display the student's current and predicted path towards College and Career Readiness in each subject, along with the percentage of points achieved in subject skills.

#### To access Educator Reports by Grade and Subject:

1. In the Portal, select the appropriate organization: district or school.
2. Hover over Summative Tests on the menu ribbon.
3. Select View Summative Reports.
4. Click Create Report.
5. Select a Tested Grade, Subject, and report(s) from the By Subject navigation bar:



6. Click Get Students to display a list of applicable students:
7. From the Summative Score Reports screen, you can access three separate reports:
  - a. Teacher Proficiency Summary Report
  - b. Skill Proficiency Report
  - c. Individual Student Report (ISR).

	Student Id	Name	Groups	Grade	Status	Actions
<input checked="" type="checkbox"/>	S102	LASTB, FIRSTB B		Grade 5	Report Ready	🏆 ISR
<input checked="" type="checkbox"/>	S103	LASTC, FIRSTC C		Grade 5	Report Ready	🏆 ISR
<input checked="" type="checkbox"/>	S104	LASTD, FIRSTD D		Grade 5	Report Ready	🏆 ISR
<input checked="" type="checkbox"/>	S105	LASTE, FIRSTE E		Grade 5	Report Ready	🏆 ISR

The above image corresponds to the steps below

#### To generate a Teacher Proficiency Summary Report:

1. Change the Show Students selection from “30” to “All”
2. Deselect all students by clicking the Select All checkbox twice

3. Select the checkbox next to the student(s) for whom you wish to view the report or select a group(s) from the Filter by Group dropdown menu, up to a maximum of 30.
4. Click on Generate Report.
5. Select Proficiency Summary from the dropdown menu.

*Please note: This report will display the selected students on the pathway to ACT Readiness.*

#### **To generate a Skill Proficiency Report:**

1. Select the checkbox next to the student(s) for whom you wish to generate the report or select a group(s) from the Filter by Group dropdown menu.
2. Click Generate Report.
3. Select Skill Proficiency from the dropdown menu.

*Please note: This report will display all applicable students, along with their score for the selected subject, sorted by skill.*

#### **To generate an Individual Student Report (ISR):**

1. Select the ISR icon (  ) in the Actions column for the appropriate student. This report will display the student's current and predicted path towards College and Career Readiness in each subject, along with the percentage of points achieved in subject skills.

#### **To access Educator Reports by Group:**

1. In the Portal, select the appropriate organization: district or school.
2. Hover over Summative Tests on the menu ribbon.
3. Select View Summative Reports.
4. Click Create Report.
5. Select Tested Grade, Subject, Group(s) and Skill Proficiency by Group report from the By Group Navigation bar
6. Click Get Students.
7. This will display a list of applicable students. From here, you can access two separate reports:
  - a. Skill Proficiency by Group Report
  - b. Individual Student Report (ISR)

**Summative Score Reports**

New Criteria **Generate Report** ② - ③

No. of Students Report Available: 22

Show 30 Students Search:

<input type="checkbox"/> Select All	Student Id	Name	Groups	Grade	Status	Actions
<input checked="" type="checkbox"/>	S102	LASTB, FIRSTB B	GROUP 1	Grade 8	Report Ready	ISR
<input checked="" type="checkbox"/>	S103	LASTC, FIRSTC C	GROUP 1	Grade 8	Report Ready	ISR
<input checked="" type="checkbox"/>	S104	LASTD, FIRSTD D	GROUP 1	Grade 8	Report Ready	ISR
<input checked="" type="checkbox"/>	S105	LASTE, FIRSTE E	GROUP 1	Grade 8	Report Ready	ISR

The above image corresponds to the steps below

### To generate a Skill Proficiency by Group Report:

1. Deselect the checkbox next to any students you do not want to include in the report (if necessary).
2. Click Generate Report.
3. Select Skill Proficiency by Group.

*Please note: This report will display performance comparisons between the group or groups selected, the school the groups are in, and all students nationally.*

### To generate an Individual Student Report (ISR):

1. Select the ISR icon ( ISR) in the Actions column for the appropriate student.

*Please note: This report will display the student's current and predicted path towards College and Career Readiness in each subject, along with the percentage of points achieved in subject skills.*

## Accessing Periodic Interim Reports

### Reporting & Data Usage

**Objective:** Interim reports are created as soon as students submit their final answers to TestNav. Users with an Administrator or Test Coordinator role can generate these dynamic reports, which are usually available within one hour after submission. Below is the step-by-step process to generate these reports.

1. In the ACT Aspire Portal, select the school for which you will generate reports.
2. Select Interim Tests on the menu ribbon.
3. Click View Interim Score Reports from the dropdown menu.
4. From the Interim Score Reports screen, you can access the Student Performance Report or the Response and Content Analysis Report:

Student Performance

**Tested Grade \***

None selected ▼

**Subject \***

None selected ▼

**Test Type \***

None Selected ▼

5. Select the appropriate bar and choose a Tested Grade and Subject.
6. Click Get Students.
7. A list of applicable students will display. From here, you can generate the previously selected report, as well as the Individual Student Report (ISR). Please refer below for steps for generating each report.

### Interim Score Reports

New Criteria
Generate Report ▼
2

No. of Students Report Available: 7

Show 30 ▼
Search:

	Student Id	Name	Grade	Status	Actions
1	<input checked="" type="checkbox"/>	S102 LASTB, FIRSTB B	Grade 8	Report Ready	<a href="#">Individual Student Report</a>
	<input checked="" type="checkbox"/>	S103 LASTC, FIRSTC C	Grade 9	Report Ready	<a href="#">Individual Student Report</a>
	<input checked="" type="checkbox"/>	S104 LASTD, FIRSTD D	Grade 9	Report Ready	<a href="#">Individual Student Report</a>
	<input checked="" type="checkbox"/>	S105 LASTE, FIRSTE E	Grade 8	Report Ready	<a href="#">Individual Student Report</a>
	<input checked="" type="checkbox"/>	S106 LASTF, FIRSTF F	Grade 9	Report Ready	<a href="#">Individual Student Report</a>
	<input checked="" type="checkbox"/>	SID202 LASTH, FIRSTH H	Grade 9	Report Ready	<a href="#">Individual Student Report</a>
	<input checked="" type="checkbox"/>	LASTI, FIRSII I	Grade 8	Report Ready	<a href="#">Individual Student Report</a>

Showing 1 to 7 of 7 entries

← Previous
1
Next →

The above image corresponds to the steps below

#### To generate the Student Performance Report:

1. Select the appropriate student(s) you would like to include in the report. Open the Show dropdown to change the number of students available for selection.
2. Click Generate Report.

*Please note:* This report will display the score and points correct for each selected student; at the top of the screen, the average score of all selected students will be displayed. You can search for an individual student by entering a Student ID in the Search field.

**Interim Score Reports**

No. of Students Report Available: 7

Show: 30

Search:

<input type="checkbox"/>	Student Id	Name	Grade	Status	Actions
<input checked="" type="checkbox"/>	S102	LASTB, FIRSTB B	Grade 8	Report Ready	<a href="#">Individual Student Report</a>
<input checked="" type="checkbox"/>	S103	LASTC, FIRSTC C	Grade 9	Report Ready	<a href="#">Individual Student Report</a>
<input checked="" type="checkbox"/>	S104	LASTD, FIRSTD D	Grade 9	Report Ready	<a href="#">Individual Student Report</a>
<input checked="" type="checkbox"/>	S105	LASTE, FIRSTE E	Grade 8	Report Ready	<a href="#">Individual Student Report</a>
<input checked="" type="checkbox"/>	S106	LASTF, FIRSTF F	Grade 9	Report Ready	<a href="#">Individual Student Report</a>
<input checked="" type="checkbox"/>	SID202	LASTH, FIRSTH H	Grade 9	Report Ready	<a href="#">Individual Student Report</a>
<input checked="" type="checkbox"/>		LASTI, FIRSTI I	Grade 8	Report Ready	<a href="#">Individual Student Report</a>

Showing 1 to 7 of 7 entries

← Previous 1 Next →

The above image corresponds to the steps below

### To generate the Response and Content Analysis Report:

1. Select the appropriate student(s) you would like to include in the report. Open the Show dropdown to change the number of students available for selection.
2. Choose a Form Type from the dropdown menu.
3. Finally, click Generate Report.

Please note: This report categorizes student responses by the applicable skill and standards for each item, provides a distribution of student responses by answer choice, and displays the correct response, which is designated in bold orange.

### To generate the Individual Student Report:

Select the link in the Actions column for the applicable student. This report will display the student's current proficiency in that subject and the percentage points that were achieved by each skill.

## Accessing Periodic Classroom Reports

### Reporting & Data Usage

**Objective:** Users with Administrator and Test Coordinator roles will be able to generate Classroom reports. Reports are generally available within an hour after the student submits their final answers to TestNav. Districts and schools may administer Classroom tests as many times as they want, as each Classroom form addresses different standards.

### To access Student Classroom Reports:

1. In the ACT Aspire Portal, select the school for which you will generate reports.

2. Select Classroom Tests on the menu ribbon.
3. Click View Classroom Reports from the dropdown menu.
4. Click the Create Report button to generate a Student Classroom Report.
5. Choose a Tested Grade, Subject, and Test Type (or Classroom Form) from the Student Classroom Report bar:

### Student Classroom Report

**Tested Grade \***

None selected ▼

**Subject \***

None selected ▼

**Test Type \***

None Selected ▼

6. Click Get Students.
7. This will display a list of applicable students. To generate a Student Classroom Report, select the checkbox next to the student(s) for whom you wish to generate the report, or select one or more groups from the Filter by Group dropdown menu. Open the **Show** dropdown to change the number of students available for selection:

### Classroom Reports

New Criteria Generate Report ▼

No. of Students Report Available: 4

Show 30 ▼

Filter by Group: None Selected ▼

Search:

Show	Student Id	Name	Grade	Status	Actions
<input type="checkbox"/>	70001-1003-021	ARIZONA, ALASKA U	Grade 3	Report Ready	<a href="#">Download</a>
<input checked="" type="checkbox"/>	70001-1003-022	BAKERSFIELD, BOSTON V	Grade 3	Report Ready	<a href="#">Download</a>
<input checked="" type="checkbox"/>	70001-1003-025	RENO, OREGON Y	Grade 3	Report Ready	<a href="#">Download</a>
<input checked="" type="checkbox"/>	70001-1003-028	HELENA, TENNESSEE B	Grade 3	Report Ready	<a href="#">Download</a>

8. Click Generate Report.
9. Select Student Classroom Report from the dropdown menu.
10. A zip file will be generated for download; once complete, click Download. Please remember to save your file.

*Please note: This report includes a PDF of each selected student's overall score and a summary of their question responses. The standards assessed will be listed at the top of the screen and alongside each question. This report can be issued to students and their parents.*

**To access Student Performance Reports:**

1. In the ACT Aspire Portal, select the school for which you will generate reports.
2. Select Classroom Tests on the menu ribbon.
3. Click View Classroom Reports from the dropdown menu.
4. Click the Create Report button to generate a Student Classroom Report.
5. From the Student Performance bar, select a Tested Grade, Subject and Test Type:

6. Click Get Students.
7. This will display a list of applicable students. From here, you can access two separate reports: the Student Performance Report and the Student Classroom Report.

**Classroom Reports** New Criteria Generate Report ② - ③

No. of Students Report Available: 4

Show 30 Filter by Group: None Selected Search:

<input type="checkbox"/>	Student Id	Name	Grade	Status	Actions
<input checked="" type="checkbox"/>	70001-1003-021	ARIZONA, ALASKA U	Grade 3	Report Ready	<a href="#">Download</a>
<input checked="" type="checkbox"/>	70001-1003-022	BAKERSFIELD, BOSTON V	Grade 3	Report Ready	<a href="#">Download</a>
<input checked="" type="checkbox"/>	70001-1003-025	RENO, OREGON Y	Grade 3	Report Ready	<a href="#">Download</a>
<input checked="" type="checkbox"/>	70001-1003-028	HELENA, TENNESSEE B	Grade 3	Report Ready	<a href="#">Download</a>

The above image corresponds to the steps below

**To generate a Student Performance Report:**

1. Select the checkbox next to the student(s) for whom you wish to generate the report or select a group(s) from the Filter by Group dropdown menu.
2. Click Generate Report.

3. Select Student Performance.

*Please note:* This report will display all selected students, along with their score and the points correct. Additionally, the average score of all selected students will be displayed at the top of the screen.

**To generate a Student Classroom Report:**

1. Select the Download link in the Actions column for the appropriate student.
2. This report will display the student's overall score and a summary of question responses.
3. The standards assessed will be listed at the top of the screen and alongside each question.

**To access Response and Content Analysis Reports:**

1. In the ACT Aspire Portal, select the school for which you will generate reports.
2. Select Classroom Tests on the menu ribbon.
3. Click View Classroom Reports from the dropdown menu.
4. Click the Create Report button to generate a Student Classroom Report.
5. Select a Tested Grade, Subject and Test Type from the Response and Content Analysis bar:

The image shows a 'Response Analysis' section with three dropdown menus. The first is labeled 'Tested Grade \*' and shows 'None selected'. The second is labeled 'Subject \*' and also shows 'None selected'. The third is labeled 'Test Type \*' and shows 'None Selected'.

6. Click Get Students.
7. This will display a list of applicable students. From here, you can access two separate reports: the Response and Content Analysis Report and the Student Classroom Report

**To generate a Response and Content Analysis Report:**

1. Select the checkbox next to the student(s) for whom you wish to generate the report, or select a group or groups from the Filter by Group dropdown menu.
2. Click Generate Report.
3. Select Response and Content Analysis from the dropdown menu.

*Please note:* This report categorizes student responses by the applicable skill and standards for each item, provides a distribution of student responses by answer choice, and displays the correct response.

**To generate a Student Classroom Report:**

1. Select the Download link in the Actions column for the appropriate student.

2. This report will display the student's overall score and a summary of question responses.
3. The standards assessed will be listed at the top of the screen, as well as alongside each question.

# Appendix A: Glossary & Acronyms

## Glossary

- **Avocet:** Encyclopedia-styled website that houses all ACT Aspire Implementation support documents. <http://actaspire.avocet.pearson.com/actaspire/Home>
- **Classroom Assessments:** Brief assessments based on clear learning targets, identify students' strengths and areas of need so that teachers can adjust their instruction and students can adjust their learning strategies.
- **Dashboard Lights:** Appear on the ACT Aspire Portal dashboard and display at-a-glance information about the status of actions within test sessions. For example, a red light in the Students Added column communicates that students have not been added to that test session.
- **Dashboard Widgets:** Small applications on the reporting dashboard of the ACT Aspire Portal that provide visual, and at times interactive, information about students in the ACT Aspire Portal.
- **Interim Assessments:** These are administered periodically throughout the course of an academic year and supply educators with timely and instructionally valuable data that summative assessments are not designed to provide.
- **Irregularities:** Events or circumstances that affect or interrupt testing for individual students or entire test sessions. These occurrences must be recorded as irregularities in the testing Portal.
- **Java:** A programming language designed to produce programs that can run on multiple platforms.
- **Training Management System (TMS):** Online Portal of How-To videos covering a wide variety of program functionality and administrative procedures.
- **Periodic Assessments:** Short assessments that are given to students over the course of the school year to track student progress. The two types of periodic assessments are Interim and Classroom.
- **Proctor Cache:** A Pearson-supplied software designed to reduce bandwidth requirements and accelerate the delivery of test content to students.
- **Summative Assessments:** Assessments given typically once per year to see if students are mastering key concepts
- **Tenant:** Subdivision of the ACT Aspire Portal that contains an organization's information.
- **Tenant User Roles:** Permission designations that determine what information and Portal functionality tenant users can access . (A complete list of user role permissions can be found in Appendix D.)
- **TestNav:** The secure test delivery platform that students use to participate in the computer based assessment. For ACT Aspire students will use TestNav 8.3. <http://tn.actaspire.org/client/index.html#login>

## Acronyms

- **AD:** Answer Document
- **CSC:** Customer Support Center
- **CBT:** Computer-Based Testing
- **DTC:** District Test Coordinator
- **EHS:** Early High School (9th &10th grade)
- **ELA:** English-Language Arts
- **ISR:** Individual Student Report
- **ORG:** Organization
- **P&P:** Paper and Pencil Testing (used interchangeably with PBT)
- **PBT:** Paper-Based Testing
- **PNP:** Personal Need Profile (Accommodation plan for students)
- **RS:** Room Supervisor
- **SDU:** Student Data Upload
- **SPF:** Student Performance File
- **SRF:** Student Response File
- **TMS:** Training Management System

# Appendix B: Privacy & Policies

## General Information

### Privacy Statement for Customers

Personally identifiable information is information that identifies a specific person, such as name or home address. ACT Aspire, LLC's general policy on the release of personally identifiable information (PII) that is collected as part of the ACT Aspire™ program is that it will not provide such information to a third party without the consent of the individual (or, in the case of an individual under age 18, the consent of a parent or legal guardian). However, ACT Aspire may share PII as follows, as allowed by applicable laws:

- ACT Aspire will share PII with its member companies, NCS Pearson, Inc., and ACT, Inc.
- Both member companies provide services to ACT Aspire that are essential for ACT Aspire to provide testing services, and both members will use PII only in the same ways ACT Aspire can in accordance with this policy. In the event of dissolution of ACT Aspire, LLC, its members will assume ownership of its assets, including routine business records that may include PII.
- ACT Aspire may provide PII to a state agency, school district, or school, where that party has paid the fee for the individual to take the assessment. This PII may include linking information relating to ACT Aspire™ assessments with information relating to ACT programs such as the ACT assessment.
- If the individual is under 18 years of age, ACT Aspire may provide PII to the individual's parent or guardian, who may direct us to release the information to third parties. If the individual is 18 years of age or older, ACT Aspire may provide PII to the individual, who may direct us to release the information to third parties.
- At the request of a school or other organization qualified to receive data as disclosed above, and in the discretion of ACT Aspire and its member companies, ACT Aspire may choose to release data including PII to third parties providing certain data analysis, research, or administrative or educational support services to such school or organization. In such cases, the third party must provide a written description of the services it provides to the school or organization and sign a confidentiality agreement.
- ACT Aspire may enter into contracts with third parties to perform functions on its behalf, which may include assisting it in processing PII. These parties are contractually required to maintain the confidentiality of the information and are restricted from using the information for any purposes other than performance of those functions.
- ACT Aspire may disclose PII to facilitate the testing process, for example, to test proctors.
- ACT Aspire may provide PII as required or allowed by operation of law, or to protect the health and safety of its customers or others.

ACT Aspire may authorize its members and other subcontractors to use de-identified and aggregate data for other purposes, such as research. PII will not be included in any de-identified or aggregate data sets.

### Consent

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One of the benefits of choosing the ACT Aspire™ testing program is that it measures progress longitudinally and aligns with programs and services of one of our member companies, ACT, including the ACT® assessment. When an individual participates in these ACT programs or services, they (or, in the case of an individual under the age of 18, their parent) may be asked if they want to share their ACT Aspire information with ACT in order to track their academic progress over time. If an individual (or their parent) consents to this sharing, this information will be shared with ACT on a personally identifiable basis and will be subject to ACT's privacy policy.

## Website Privacy Policy

### **YOU ARE REQUIRED TO READ THESE TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING THIS SITE.**

Before using this Site, please read this Privacy Policy and the Terms of Use for this Site carefully. By using this Site and its services, you acknowledge that you understand, accept and agree to the terms of this Privacy Policy and the Terms of Use for this Site. If you have any questions concerning this Privacy Policy or the Terms of Use for this Site, please contact Pearson at [actaspire\\_implementation@actaspire.org](mailto:actaspire_implementation@actaspire.org).

This site is operated by NCS Pearson, Inc. ("Pearson"). Pearson is under contract with certain state education agencies and educational assessment providers, including ACT, Inc., ("Education Customer") to provide services for the educational assessment programs, including the ACT Aspire™ ("Assessment Programs"). Each Education Customer contracts with Pearson to provide this site pursuant to specifications that are developed for the Education Customer. Some features of this site may not be accessible to all users. This Privacy Policy explains Pearson's privacy policy with respect to the personal information collected through this site.

### **Purpose of this Site**

This Site is an education data Portal and online testing system with various features designed for use by a variety of education stakeholders, including state education administrators, educators and students. Some features of this website are designed for and available only to Education Customers and School District and School authorized staff ("Educators"). Other features of this website are designed to administer assessments to students.

The purpose the Site features for Administrators and Educators is to facilitate: (a) enrollment of students for assessments; (b) ordering of assessment-related materials; (c) administration of online educational assessments; and (d) assessment record keeping and reporting

Pearson collects and uses personal data through this Site in accordance with, and for the purpose of fulfilling, its Assessment Program contract with the Education Customer for which such personal data is collected.

### **Access**

Access to this Site related to each Assessment Program is restricted by password to users authorized by the Education Customer sponsoring such Assessment Program. Education Customers or State Education Agencies are responsible for authorizing Educator access to this Site, or providing Pearson with such authorized user information. Educators are responsible for protecting their log-in credentials from unauthorized use by a third party. Pursuant to the Terms of Use, all users must

refrain from providing unauthorized third parties with access to the materials found on this Site, or for using the Site for a purpose that is not authorized by Pearson or the Education Customer.

### **Information Collection**

Education Customer and School District Personnel: To create an Assessment Program record for a student and register students for an assessment in that Assessment Program, the following information may be collected from Educators through this Site, as specified by the Education Customer sponsoring the Assessment Program: student's name, birth date, gender, statewide identifier, student's first language, ethnicity, grade level, participation in an Individualized Education Program (IEP). Other demographic information may also be collected if so specified by the Education Customer for the Assessment Program. To order materials related to an Assessment Program, the following personal information may be collected: name, school district, address, phone number, and quantity. If Pearson receives inquiries or emails about or through this Site from Educators, Pearson may keep a record of the email, correspondence and comments, including the individual's name, school district or organization name and email address in order to reply to the communication, perform Site support and issue resolution and maintain business records concerning this Site.

Students and Children under Age 13: Pearson does not seek to collect personal information from parents or students through this website. Students under the age of 13 are specifically requested to not provide any personal information through this website.

If Pearson receives an inquiry from a student through this Site, Pearson may collect, use and retain personal information included in that inquiry to respond on a one time basis to the student and to refer the student and the inquiry to the applicable Education Customer or the student's School or School District. After responding to a student inquiry, Pearson will remove from its system any personal information of the student included in the inquiry. If Pearson receives an inquiry from a parent through this Site, Pearson may collect, use and retain personal information included in that inquiry to respond to the parent, to refer the parent and inquiry to the applicable Education Customer, School or School District, perform Site support and issue resolution and maintain business records concerning this Site.

### **Information Access and Correction**

Only an authorized Educator may enter data on a student's record through this Site. An authorized Educator may review the student record on this Site, make student record changes, review available assessment reports and otherwise track data for that student. An Educator may contact Pearson at [Actaspire\\_implementation@actaspire.org](mailto:Actaspire_implementation@actaspire.org) if the Educator believes there may be an issue with a student record, an assessment report or encounters any issues in accessing or correcting information through this Site.

### **Information Use or Disclosure**

Pearson will use the data provided by Educators through this Site to fulfill orders for assessments, create reports and records concerning students, and perform other contractual obligations for the Education Customer sponsoring the Assessment Program.

Except for the limited exceptions set forth below, Pearson will not share with, or disclose to, third parties, the names of users, students or other personally identifiable information collected through or in connection with this Site. Pearson may, however, use or disclose personally identifiable

information:

- As requested or required by the Education Customer for the Assessment Program or the user's or student's School or School District;
- In response to subpoenas, court orders or legal process, to the extent permitted or required by law;
- To protect student or user security, or the security of other persons, consistent with applicable laws;
- As required by law;
- In connection with the sale, joint venture or transfer of some or all of the assets of NCS Pearson, Inc., subject to written approval from the Education Customer; and/or
- To affiliated companies and contractors providing services for the Assessment Program who are obligated to take appropriate commercially reasonable steps to maintain the confidentiality of such information and use it solely for the purposes specified in this Privacy Policy.

Non-personally identifiable aggregated information collected through this website may be used for quality assurance and for research and development and may be disclosed to third parties in non-personally identifiable form upon receipt of written approval from the Education Customer.

### **Security and Confidentiality**

Subject to the other provisions of this Privacy Policy and contractual obligations, Pearson will take commercially reasonable steps to maintain the confidentiality of all personal information and student records collected and managed through this Site. For example, this Site currently uses industry-standard SSL-encryption to protect user account and password information and uses a secure connection to Pearson servers, which are protected by firewalls to prevent unauthorized break-ins. The administrative system and authentication mechanisms are protected through the use of SSL encryption of data transmitted via HTTP. As other security methodologies become commercially available, Pearson may change its current security systems processes or substitute these systems with other security systems or processes. UNFORTUNATELY, NO DATA TRANSMISSION OVER THE INTERNET IS GUARANTEED COMPLETELY SECURE. GIVEN THE INHERENT OPERATION AND STRUCTURE OF THE INTERNET, ALL TRANSMISSIONS ARE DONE AT YOUR OWN RISK.

### **Precautions to be taken by Users**

User Information and access to this Site is password protected for the privacy and protection of student personal and student assessment data. Educators and all other users are urged to keep confidential all login credentials, user information and passwords. If storage of this information is required, it is recommended that it be encrypted, and kept in a secure location. To protect data, users should always logoff when exiting this Site and not divulge or share user identification or passwords with anyone.

### **Cookies**

The use of cookies is a common practice for Internet facing web applications. Cookies are small text files that a website transfers to your computer's browser. Cookies will provide the website with non- personally identifiable information, but does identify your computer, browser and Internet

specifications. This Site uses cookies to measure traffic patterns, personalize content and control security.

**IP Addresses**

An IP address is a number automatically assigned to your computer by your Internet service provider. This Site may collect IP addresses, the associated URLs, domain types, the browser type used to access the Site, the country, state and telephone area code where the users' Internet service provider's servers are located, the pages of this Site that users viewed during their visit and any search terms entered on the Site. Collection of IP addresses is generally for system administration purposes, to monitor the level of activity on the Site and for security reasons.

**Links to Other Sites**

This Site may contain links to other websites related to the Assessment Program on the Internet, which may include Education Customer sites, or other Pearson websites. The information practices of those websites are not covered by this Privacy Statement or any other policies or terms applicable to this Site. You should read the terms and policies of those other websites before supplying information to that site or otherwise using the site.

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The Site is owned and operated by Pearson. The content thereof is protected by copyrights owned by the Education Customer, Pearson and/or its licensors.

**Changes to the Privacy Policy**

This Privacy Policy and the Terms of Use for this Site may be revised from time to time through an updated posting. You should, therefore, check both this Privacy Policy and the Terms of Use periodically. Revisions are effective upon posting and your continued use of this site following the posting of such revisions will indicate your acceptance of such revisions.

**Contact Information**

If you have questions or concerns about this Privacy Policy, please contact us by email. Our email address is [Actaspire\\_implementation@actaspire.org](mailto:Actaspire_implementation@actaspire.org). If you want us to respond to your comment or question, please provide your contact information in your message.

# Appendix C: List of Irregularities

## Assessment Administration

**Objective:** The following list details all irregularities that can be recorded in the ACT Aspire Portal. Please refer to this list before selecting an irregularity code.

Category	Category Code	Sub Category Code	Irregularity Text	Register Again?	Mode
<b>Student Comments</b>					
Environment/Materials	01	01	Disturbance / interruption / comfort	N/A	CBT
Environment/Materials	01	02	Defective or damaged test booklet or answer document	N/A	PBT
Environment/Materials	01	03	Missing or stolen test materials	N/A	PBT
Environment/Materials	01	04	Power outage	N/A	CBT & PBT
Environment/Materials	01	05	Weather	N/A	CBT & PBT
Environment/Materials	01	06	Emergency evacuation	N/A	CBT & PBT
Examinee	02	01	Working ahead or marking ovals after time	No	CBT & PBT
Examinee	02	02	Cell phone use (or other device)	No	CBT & PBT
Examinee	02	03	Copying/giving/receiving assistance	No	CBT & PBT
Examinee	02	04	Other prohibited or irregular behavior	No	CBT & PBT
Examinee	02	06	Item challenge	N/A	CBT & PBT
Examinee	02	08	Illness during test	N/A	CBT & PBT
Examinee	02	09	Late	N/A	CBT & PBT
Examinee	02	10	No show - did not test	N/A	CBT & PBT
Examinee	02	11	Student took Paper Test	N/A	CBT
Examinee	02	12	Student took Online Test	N/A	PBT
Staff	03	01	Test procedures	N/A	CBT & PBT
Staff	03	04	Irregular staff behavior	N/A	CBT & PBT
Technical	04	01	Launching test and login issues	N/A	CBT
Technical	04	02	Problems during the exam-slow, freezing	N/A	CBT
Technical	04	03	Kicked out of test	N/A	CBT
Technical	04	04	Other system issues	N/A	CBT
<b>Test Session Comments</b>					
Environment/Materials	01	01	Disturbance / interruption / comfort	N/A	CBT & PBT
Environment/Materials	01	02	Defective or damaged test booklet or answer document	N/A	PBT
Environment/Materials	01	03	Missing or stolen test materials	N/A	PBT
Environment/Materials	01	04	Power outage	N/A	CBT & PBT
Environment/Materials	01	05	Weather	N/A	CBT & PBT
Environment/Materials	01	06	Emergency evacuation	N/A	CBT & PBT
Examinee	02	01	Working ahead or marking ovals after time	No	CBT & PBT

Category	Category Code	Sub Category Code	Irregularity Text	Register Again?	Mode
Examinee	02	02	Cell phone use (or other device)	No	CBT & PBT
Examinee	02	03	Copying/giving/receiving assistance	No	CBT & PBT
Examinee	02	04	Other prohibited or irregular behavior	No	CBT & PBT
Examinee	02	06	Item challenge	N/A	CBT & PBT
Examinee	02	08	Illness during test	N/A	CBT & PBT
Examinee	02	09	Late	N/A	CBT & PBT
Examinee	02	10	No show - did not test	N/A	CBT & PBT
Examinee	02	11	Student took Paper Test	N/A	CBT
Examinee	02	12	Student took Online Test	N/A	PBT
Staff	03	01	Test procedures	N/A	CBT & PBT
Staff	03	04	Irregular staff behavior	N/A	CBT & PBT
Technical	04	01	Launching test and login issues	N/A	CBT
Technical	04	02	Problems during the exam-slow, freezing	N/A	CBT
Technical	04	03	Kicked out of test	N/A	CBT
Technical	04	04	Other system issues	N/A	CBT
<b>TestNav Overtime Comments</b>					
Environment/Materials	01	01	Disturbance / interruption / comfort	N/A	CBT
Environment/Materials	01	02	Defective or damaged test booklet or answer document	N/A	PBT
Environment/Materials	01	03	Missing or stolen test materials	N/A	PBT
Environment/Materials	01	04	Power outage	N/A	CBT & PBT
Environment/Materials	01	05	Weather	N/A	CBT & PBT
Environment/Materials	01	06	Emergency evacuation	N/A	CBT & PBT
Examinee	02	01	Working ahead or marking ovals after time	No	CBT & PBT
Examinee	02	02	Cell phone use (or other device)	No	CBT & PBT
Examinee	02	03	Copying/giving/receiving assistance	No	CBT & PBT
Examinee	02	04	Other prohibited or irregular behavior	No	CBT & PBT
Examinee	02	06	Item challenge	N/A	CBT & PBT
Examinee	02	08	Illness during test	N/A	CBT & PBT
Examinee	02	09	Late	N/A	CBT & PBT
Examinee	02	10	No show - did not test	N/A	CBT & PBT
Examinee	02	11	Student took Paper Test	N/A	CBT
Examinee	02	12	Student took Online Test	N/A	PBT
Staff	03	01	Test procedures	N/A	CBT & PBT
Staff	03	04	Irregular staff behavior	N/A	CBT & PBT
Technical	04	01	Launching test and login issues	N/A	CBT
Technical	04	02	Problems during the exam-slow, freezing	N/A	CBT
Technical	04	03	Kicked out of test	N/A	CBT

Category	Category Code	Sub Category Code	Irregularity Text	Register Again?	Mode
Technical	04	04	Other system issues	N/A	CBT
<b>Reinstate Students</b>					
Reinstate	05	01	Reinstate	Yes	CBT & PBT
<b>Invalidate a Test Attempt</b>					
Invalidate	06	01	INV request from user	No	CBT & PBT
Invalidate	06	02	INV request from paper answer doc	No	PBT

# Appendix D: User Roles Matrix

## Test Coordinator User Role Matrix (Tenant-Level)

There are two permission levels in a tenant that are typically assigned to Test Coordinators:

- *Administrator*: The highest-level permission in a tenant; complete access to the Portal's functionality.
- *Test Coordinator*: The second highest-level permission in a tenant; similar functionality with limited editing ability.

*Please note: Administrators and Test Coordinators can see all reports for an organization.*

Actions	Administrator	Test Coordinator
<b>Organizational Data</b>		
View org data upload log	✓	
View an individual org and its metadata	✓	✓
Add an individual org via UI	✓	
Edit an individual org's metadata via UI	✓	
Delete an individual org	✓	
View all org data	✓	✓
<b>Student Data</b>		
Add student data file (SDU) into the system.	✓	✓
Edit student data file (SDU) into the system.	✓	✓
Delete student data file (SDU) into the system.	✓	✓
View SDU import results	✓	✓
Find Students (Search for students)	✓	✓
View an individual student profile	✓	✓
Add an individual student profile via UI	✓	✓
Edit an individual student profile via UI	✓	✓
Delete an individual student profile via UI	✓	✓
View Student Transfer Request page	✓	
Submit a Student Transfer Request	✓	
Cancel a Student Transfer Request	✓	
View Student Transfer Request History	✓	
Cancel Student Transfer Request	✓	
View Student Transfer Queue	✓	
Approve/Reject Student Transfer Requests	✓	
View Student Transfer Request Dashboard Notifications	✓	
Receive Student Transfer Request Email Notifications	✓	
Submit a Student Reinstatement Request	✓	
View Student Reinstatement Request History	✓	✓
Cancel a Student Reinstatement Request	✓	✓

Actions	Administrator	Test Coordinator
View Student Reinstate Queue	✓	
Approve/Reject a Student Reinstate Request	✓	
Submit a Student Invalidation Request	✓	
View Student Invalidation Request History	✓	✓
Cancel a Student Invalidation Request	✓	✓
View Student Invalidation Queue	✓	
Approve/Reject a Student Invalidation Request	✓	
Create an individual group via UI	✓	✓
<b>Groups</b>		
View a list of groups	✓	✓
Edit individual group meta data via UI	✓	✓
Delete a group via UI	✓	✓
View a list of students associated with groups	✓	✓
Add students to groups in the UI	✓	✓
Delete students from groups in the UI	✓	✓
<b>Tenant Members</b>		
Invite tenant members	✓	✓
Resend invitation email to unregistered users.	✓	✓
View tenant members	✓	✓
Delete tenant member	✓	✓
Changing a password and unlocking a user account	✓	✓
Edit My Own Profile	✓	✓
<b>Tenant Permissions</b>		
View a tenant member's tenant permission role	✓	✓
Add additional tenant user permission role(s) to a tenant member's profile	✓	✓
Remove tenant permission role(s) from a tenant member's profile	✓	✓
Set user as an org owner	✓	✓
Remove user as an org owner	✓	✓
<b>Test Sessions</b>		
View All Test Sessions	✓	
View Test Session (Sessions User is Associated With)	✓	✓
My Test Calendar	✓	✓
Find My Test Sessions	✓	✓
Generate Bulk Authorization Tickets	✓	✓
Generate Bulk PNP	✓	✓
Generate Bulk Comments	✓	✓
Create a summative test session	✓	✓
Create an interim test session	✓	✓

Actions	Administrator	Test Coordinator
Create a classroom test session	✓	✓
View paper material tracking	✓	✓
<b>Messages/Notifications</b>		
View Messages	✓	✓
View system notifications	✓	✓
View Summative Monitoring Dashboard - Student Test Assignment Widget	✓	
View Interim Monitoring Dashboard - Student Test Assignment Widget	✓	
View Classroom Monitoring Dashboard - Student Test Assignment Widget	✓	
<b>Summative Reports</b>		
Download Summative ISR PDF	✓	✓
Search/View Online (HTML) Summative ISR for 1 or more Students	✓	✓
Search/Generate Summative Teacher/Group Online (HTML) Reports	✓	✓
View Summative Teacher/Group Online (HTML) Reports	✓	✓
View Pre-Generated Summative School Online (HTML) Reports	✓	✓
View Auto Generated Summative District Online (HTML) Reports	✓	✓
View Pre-Generated Summative State Online (HTML) Reports	✓	✓
View / Download Auto-Generated Summative RDF Reports (Response Data File)	✓	
View / Download Auto-Generated Summative SRF Report (Psychometric File)	✓	
<b>Interim Reports</b>		
Generate/Regenerate Interim ISR	✓	✓
View Interim ISR	✓	✓
Generate/Regenerate Interim Teacher/Group Report	✓	✓
View Interim Teacher/Group Report	✓	✓
Generate/Regenerate Interim School Report	✓	✓
View Interim School Report	✓	✓
Generate/Regenerate Interim District Report	✓	✓
View Interim District Report	✓	✓
View / Download Auto-Generated Interim SRF Report (Psychometric File)	✓	
<b>Classroom Reports</b>		
Generate/Regenerate Classroom Student Assessment (ISR)	✓	✓

Actions	Administrator	Test Coordinator
View Classroom Student Assessment (ISR)	✓	✓
Generate Classroom Teacher/Group Report	✓	✓
View Classroom Teacher/Group Report	✓	✓
View / Download Auto-Generated Classroom SRF Report (Psychometric File)	✓	
<b>Proctor Caching</b>		
Add/Edit Proctor Cache Settings at Org Level	✓	
Pre-Cache tests at Org Level	✓	
Create (Enable/Disable) Proctor Cache Settings when Creating Test Sessions.	✓	
Manage Proctor Cache for Test Sessions	✓	

### Test Coordinator User Role Matrix (Test Session-Level)

For test sessions, Test Coordinators are typically assigned the permission level of Test Supervisor. Test Supervisors have complete access to all test session details in the Portal.

Actions	Test Supervisor
<b>Test Session Details</b>	
View a test session	✓
Edit test session name	✓
Edit test session dates / times	✓
<b>Test Dashboard</b>	
Start / Suspend / Resume / Close a test session	✓
Add Test Comments	✓
Edit Test Comments	✓
Remove Test Comments	✓
View Test Comments	✓
Print Comments	✓
Download Rosters	✓
Print PNP	✓
View Proctor Password	✓
Copy Test Session	✓
<b>Students</b>	
Add students to the test session	✓
Remove students from the test session	✓
Track student progress	✓
Edit student session statuses	✓
Print student login vouchers	✓
Add student comments	✓
Edit student comments	✓
Remove student comments	✓
View student comments	✓

Actions	Test Supervisor
Register a Student with TN8	✓
Generate System ID (Paper-only)	✓
Reset student login passwords	✓
Submit a Student Reinstatement Request	✓
Submit an Invalidation Request	✓
Users	
Add users to the test session	✓
Remove users from the test session	✓
Invite non-tenant users to the test session as a Proctor via email invitation	✓
Change test session permission level for a user	✓

### Room Supervisor User Role Matrix (Tenant-Level)

Room Supervisors are typically assigned the Educator role in the Portal. *Please note: Educators can only see the students with whom they are associated with.*

\*= Available in upcoming Educator Role release by August 14<sup>th</sup>, 2015.

Actions	Educator
Student Data	
Edit student data file (SDU) into the system.	✓ <i>(Educators can only see the students with whom they are associated.)</i>
View an individual student profile	✓ <i>(Educators can only see the students with whom they are associated.)</i>
Groups	
View a list of groups	✓
View a list of students associated with groups	✓
Tenant Members	
View tenant members	✓
User changes their own password	✓
Unlocking my locked user account	✓
Edit my profile	✓
Tenant Permissions	
View a tenant member's tenant permission role	✓
Test Sessions	
View Test Session user is associated to	✓
My Test Calendar	✓
Find My Test Sessions	✓
Create an Interim test session*	✓

Actions	Educator
Create a Classroom test session*	✓
Test Session permission role	Depends on assigned role
Messages/Notifications	
View Messages	✓
View system notifications	✓
Summative Reports	
Search/view online (HTML) Summative ISR for 1 or more students *	✓
Search/generate Summative Teacher/Group online (HTML) reports *	✓
View Summative Teacher/Group online (HTML) reports *	✓
Interim Reports	
View Individual Interim ISR*	✓
Generate/Regenerate Interim Teacher/Group Report*	✓
View Interim Teacher/Group Report*	✓
Classroom Reports	
Generate/Regenerate Classroom Student Assessment (ISR)*	✓
View Classroom Student Assessment (ISR)*	✓
Generate Classroom Teacher/Group Report*	✓
View Classroom Teacher/Group Report*	✓

### Room Supervisor User Role Matrix (Test Session-Level)

The Room Supervisor user role is typically assigned Test Supervisor permissions for test sessions. Test Supervisors have complete access to all test session details in the Portal.

Actions	Test Supervisor
Test Session Details	
View a test session	✓
Edit test session name	✓
Edit test session dates / times	✓
Test Dashboard	
Start / Suspend / Resume / Close a test session	✓
Add Test Comments	✓
Edit Test Comments	✓
Remove Test Comments	✓
View Test Comments	✓
Print Comments	✓
Download Rosters	✓
Print PNP	✓
View Proctor Password	✓
Copy Test Session	✓
Students	
Add students to the test session	✓

Actions	Test Supervisor
Remove students from the test session	✓
Track student progress	✓
Edit student session statuses	✓
Print student login vouchers	✓
Add student comments	✓
Edit student comments	✓
Remove student comments	✓
View student comments	✓
Register a Student with TN8	✓
Generate System ID (Paper-only)	✓
Reset student login passwords	✓
Submit a Student Reinstatement Request	✓
Submit an Invalidation Request	✓
<b>Users</b>	
Add users to the test session	✓
Remove users from the test session	✓
Invite non-tenant users to the test session as a Proctor via email invitation	✓
Change test session permission level for a user	✓

### Technology Coordinator User Role Matrix

Technology Coordinators are typically assigned the Portal permission level of Tech Coordinator. Only the Tech Coordinator and Administrator permissions have access to managing Proctor Cache settings within the Portal.

Actions	Tech Coordinator
<b>Organizational Data</b>	
View all org data	✓
<b>Tenant Members</b>	
View tenant members	✓
User changes their own password	✓
Unlocking my locked user account	✓
Edit My Own Profile	✓
<b>Tenant Permissions</b>	
View a tenant member's tenant permission role	✓
<b>Messages/Notifications</b>	
View Messages	✓
View system notifications	✓
<b>Proctor Caching</b>	
Add/Edit Proctor Cache Settings at Org Level	✓
Pre-Cache tests at Org Level	✓
Manage Proctor Cache for Test Sessions	✓

# Appendix E: User Roles Checklists

**Objective:** The user roles checklists can be used as a high level overview of the testing administration. The person with the associated user role should use these checklists, along with the step-by-step instructions provided later in this manual, to ensure their organization is on track for a successful testing administration.

## Test Coordinator Checklists

### For Computer-Based Testing (CBT):

#### **Prior to Testing:**

- Organizational file loaded. *(Due approximately 6 weeks before testing.)*
- Relevant users invited. *(Due approximately 5 weeks before testing.)*
- Pre-Test Tech Readiness - hardware and software requirement and proctor cache setup \*
- Student Data Upload (SDU) loaded to the Portal. *(Due approximately 5 weeks before testing.)*
- All Personal Needs Profiles (PNPs) completed for any accommodated students. *(Due approximately 5 weeks before testing.)*
- Groups created.\* *(Due approximately 5 weeks before testing.)*
- Test sessions created and populated. *(Due approximately 5 weeks before testing.)*
- Authorization tickets printed and securely stored until day of testing.
- SystemCheck performed to verify student workstations meet TestNav 8 requirements.
- ProctorCache used to download and store all test content locally (pre-cache).\*
- Contingency plan established with testing staff for any unplanned testing occurrences.
- Paper-based accommodations (Large Print, Braille, and ASL) received and accounted for.

#### **A Day Before Testing:**

- Authorization tickets distributed to room supervisors.
- Paper-based accommodations distributed to relevant room supervisors.

#### **The Day of Testing:**

- All test sessions started in the Portal.
- Authorization tickets, scratch paper, and pencils handed out to students in testing room.
- Students logged into TestNav using the credentials on their authorization tickets.
- Verbal instructions read to students before testing.
- Students have completed their tests.
- All authorization tickets and scratch paper collected by Room Supervisors and delivered to the Test Coordinator immediately after testing for secure storage.

#### **After All Testing:**

- All testing irregularities recorded.
- Test session closed in the Portal after all students have completed testing.

***For Paper-Based Testing (PBT):***

**Prior to Testing:**

- Organizational file loaded. (*Due approximately 6 weeks before testing.*)
- Relevant users invited. (*Due approximately 5 weeks before testing.*)
- Student Data Upload (SDU) loaded to the Portal. (*Due approximately 5 weeks before testing.*)
- All Personal Needs Profiles (PNPs) completed for any accommodated students. (*Due approximately 5 weeks before testing.*)
- Groups created\*. (*Due approximately 5 weeks before testing.*)
- Test sessions created and populated. (*Due approximately 5 weeks before testing.*)
- Contingency plan established with testing staff for any unplanned testing occurrences.
- Paper materials received and accounted for.

**A Day Before Testing:**

- Paper materials distributed to the appropriate Room Supervisors in organization.

**The Day of Testing:**

- All test sessions started in the Portal. (This step is optional, but test sessions will need to be started in order to record irregularities in the Portal.)
- Confirmed all students have a No. 2 pencil, scratch paper, and an approved calculator. (If necessary.)
- Personalized answer documents handed out to the appropriate student; test booklets randomly distributed.
- Students have gridded form number (Box D), today's date (Section H), and signed their names on their answer documents (Box G).
- Verbal instructions read to students before testing.
- Students have completed their tests.

**After All Testing:**

- All testing materials collected by Room Supervisors and delivered to the Test Coordinator immediately after testing for secure storage.
- All testing irregularities recorded.
- Test session closed in the Portal after all students have tested (optional).
- All scorable documents accounted for, packaged, and labelled for shipping.
- All nonscorable documents accounted for, packaged, and labelled for shipping. UPS pick-ups need to be scheduled 24-48 hours before the desired pick-up time. (*Please note: You may miss your return window if you call 48 hours after testing.*)

## Room Supervisor Checklists

### For Computer-Based Testing (CBT):

#### Prior to Testing:

- Carefully read the *Room Supervisor Manual - Online Testing*, the *ACT Aspire Portal Users Guide*, as well as any local directions you have received from your organization's Test Coordinator.
  - In addition to the manuals, visit [actaspire.tms.pearson.com](http://actaspire.tms.pearson.com) for **training videos**, [actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com) for links to other **training materials**, and <http://actaspire.pearson.com/> for manuals, step-by-step instructions, and a calendar of **training events**.
  - Participate in a staff training session run by your Test Coordinator.
- Resolve any questions you might have with your school Test Coordinator.
- Use the **Exemplars** to familiarize students and staff with TestNav 8 functionality. (Exemplar information can be found in the 'E' section of Avocet.)
- Review the "Verbal Instructions" section of the manual prior to test day.
- Confirm local test administration contingency plans.
- Print student **authorization tickets** for each test session, or obtain them from your Test Coordinator.
- Remind students that cell phones, tablets, or any electronic communication devices are prohibited.
- Confirm that all students are using ACT-approved calculators before testing.
- Provide each student with one sheet of scratch paper to use during each testing session, ensuring that students write their names at the top of each sheet before testing.
- Change in-progress test sessions to "Started" status in the Portal. Ensure that all testing computers are turned on and that TestNav 8 ([test-tn.actaspire.org](http://test-tn.actaspire.org)) is launched.
- The TestNav log-in screen should be visible. (<http://tn.actaspire.org/>)
  - If a student requires an audio form, be sure to use TestNav's audio check prior to logging in. Volume cannot be adjusted once logged in! (The audio check icon is on the bottom right-hand corner of the TestNav log in page.)
- Receive authorization tickets and paper-based accommodations from the Test Coordinator.

#### Day of Testing

- Securely distribute authorization tickets to all students in the test session.
  - For test security and reporting purposes, it is imperative that the correct student receives the correct authorization ticket!
- From the "Verbal Instructions" section of the manual, follow the appropriate instructions for the subject test being administered in your room.

- Monitor time to ensure testing occurs during allotted time.
- Log start and stop times for each test session.
- Assist students in ending and submitting their test if necessary, per the “End-of-Testing Instructions for All Tests” section of the manual.

#### After All Testing

- Collect and count all student authorization tickets and scratch paper before allowing students to leave room.
- Sign any manuals used and return them to your Test Coordinator along with scratch paper and authorization tickets. Securely store and keep these items for one year.
  - Using the *ACT Aspire Testing Irregularity Report* provided in the manual, document irregularities in testing administration and forward to your Test Coordinator.
- Ensure all computers used for testing are logged out of TestNav 8.
- After all students have tested and any irregularities have been reported, you may close the test session.

*Please Note: Closing a test session cannot be undone. Ensure that all students in the session have completed testing (including make-up exams) before closing the session.*

#### For Paper-Based Testing (PBT):

##### Prior to Testing:

- Carefully read the *Room Supervisor Manual - Paper-and-Pencil Testing*, as well as any directions you have been given by your school Test Coordinator.
- In addition to the manuals, visit [actaspire.tms.pearson.com](http://actaspire.tms.pearson.com) for **training videos**, [actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com) for links to other **training materials**, and <http://actaspire.pearson.com/> for manuals, step-by-step instructions, and a calendar of **training events**.
- 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 and 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 students are using ACT-approved calculators 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.

**Day of Testing**

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

**After All 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 standard answer document.
- Using the *ACT Aspire Testing Irregularity Report* provided in the manual, document irregularities in testing administration and forward to your Test Coordinator.
- Return all test materials to your Test Coordinator.

# Customer Service Center Contact Information

☎ → 1-888-802-7502

✉ → [actaspire\\_implementation@actaspire.org](mailto:actaspire_implementation@actaspire.org)

🕒 → Available Monday - Friday between 6:00am – 7:30pm Central time