

Wisconsin Summative: Important Testing Updates

Communication Objective: This communication outlines four important details for the Spring 2015 test administration:

1. Pre-Cache all CBT test sessions for the latest test forms
2. Updating Java for computer-based testing
3. Starting test sessions in the ACT Aspire Portal
4. Invalidation and reinstatement request functionality
5. Locating and editing a student's State Student ID (SSID)

Item 1.) Pre-Cache all Computer-Based Test Sessions

Objective: The following scenarios are related to providing extra time for students who are provided 300% of extra time for Text-to-Speech per the student's IEP or 504 Plans. These scenarios are for students using **computer-based testing (CBT) Text-to-Speech (English Audio)** accommodations only.

Action to take: **Pre-cache** test sessions to reload forms and administer the test as usual.



Relevant Resources:

- "Proctor Cache" on the ACT Aspire Landing Page:
<http://actaspire.pearson.com/technology.html>

Item 2.) Update Java Prior to Computer-Based Testing



Objective: Java update messages may appear while a student is actively testing if the Java version installed on the computer is out of date. To avoid this issue, it is best to **update Java prior to testing**.



Please use the steps in the following link to **update Java** for testing:

- https://www.java.com/en/download/help/java_update.xml#manual

Item 3.) Start Test Sessions in the ACT Aspire Portal



Objective: All CBT test sessions must be started in the ACT Aspire Portal before students may begin testing.

*Test Coordinators: Please do not close a test session until all students in that test session have completed testing and irregularities have been entered! **Test sessions are closed by Test Coordinators.***

Room Supervisors: Do not close test sessions.



To **start a test session**, **test coordinators** will follow these steps:

1. Navigate to a test session in the ACT Aspire Portal.
2. On the Test Session Details screen, select the blue "Ready" icon.
3. Select "Start Test" from the dropdown menu.

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Item 4.) Invalidations and Reinstatements

Objective: On Friday, 4/24, the ACT Aspire Portal will include new functionality for requesting a student **reinstatement** or **invalidation**.

Please note the following details:

- **Invalidations:** *This action counts as a **completed** test attempt for a student. The student **will not** be able to test again for the given grade and subject.*
- **Reinstatements:** *This action **does not** count as a completed test attempt for that student. The student **will** be able to test again for the given grade and subject.*



Action to take: After initiating the request, please allow up to 48 hours for the invalidation or reinstatement request to be processed.



Please follow these steps to **request an invalidation** or **reinstatement**:

1. Locate a force closed student in an active test session.
2. Click the “Force Close” icon under the “Status” column header.
3. Select either “Invalidate” or “Reinstate” to initiate the request for that student.
4. Please allow up to 48 hours for the invalidation or reinstatement request to be processed.

Item 5.) Locating and Editing a Student’s State Student ID (SSID) Number

Objective: ACT Aspire will implement new functionality on 4/24 that allows a user to update a student’s SSID number in the ACT Aspire Portal.



Please follow these steps to locate and edit a student’s SSID number:

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, select the “Edit” icon.
3. Click on the SSID field to begin editing.

Please note: The SSID field’s valid values include 0-9, A-Z, a-z, and dashes (-).



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