

# Wisconsin Spring 2022 Testing

## ACT Aspire

## Room Supervisor Manual

### Online Summative Testing



[www.act.org](http://www.act.org)

# CONTACTS AND RESOURCES

## Contact Information

ACT Aspire Customer Care

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- Email: [actaspire@act.org](mailto:actaspire@act.org)

## Resources

Website	URL
ACT Privacy Policy	<a href="https://act.org/content/act/en/privacy-policy.html">act.org/content/act/en/privacy-policy.html</a>
ACT Calculator Policy	<a href="https://act.org/calculator-policy.html">act.org/calculator-policy.html</a> Phone: 800.498.6481
PearsonAccess <sup>next</sup>	<a href="https://aspire.act.org">aspire.act.org</a>
Wisconsin State Testing (ACT-hosted web page), which contains the Schedule of Events and other documents	<a href="https://act.org/stateanddistrict/wisconsin">act.org/stateanddistrict/wisconsin</a>
ACT Aspire product page	<a href="https://act.org/aspire">act.org/aspire</a>
TestNav™ Support Site	<a href="https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support">https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support</a>

## Accessibility Supports

The ACT-hosted web page includes accessibility resources, including:

- *ACT Aspire Accessibility Supports Guide*
- Spanish Audio of Verbal Instructions (for examinees)
- Braille Notes (for the room supervisor)
- *ACT-Authorized Bilingual Word-to-Word Dictionaries*

These items can be found under Step 5: Administration on the ACT-hosted web page.

## Prepare Your Examinees

There are two resources available for examinees who wish to prepare for testing:

- Student Sandbox
- Exemplar Test Question Booklets - each booklet (one for each subject and grade) describes reporting categories, standards, depth-of-knowledge levels, and correct responses.

These items can be found under Step 4: Preparation on the ACT-hosted web page.

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# OVERVIEW

## Introduction

This manual contains instructions for ACT® Aspire® test administration.

It is important that you become familiar with the procedures and instructions in this manual in advance of the test day to ensure that the tests are administered in a standard manner.

Additional training and test administration resources are available through the ACT-hosted web page.

# POLICIES

## General Testing

### Standardized Procedures

Uniformly administering tests ensures examinees' academic skills are accurately measured. Testing staff assume a vital role in carrying out standardized testing procedures.

As with all standardized testing, it is critical that the procedures you employ are identical to those at other test locations. ACT provides policies, requirements, and administration instructions to help create a fair testing environment for all examinees. All testing staff are required to read the materials provided by ACT. Adherence to the standardized policies and procedures outlined in the materials is mandatory.

To ensure a secure and valid testing experience, you must understand that, among other things, the following actions by you or any other individual violate ACT policies and procedures:

- Accessing or obtaining a test booklet or test questions prior to the test for any reason\*
- Photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items\*
- Taking notes about test questions or any paraphrase of test questions to aid in preparing examinees for testing
- Aiding or assisting an examinee with a response or answer to a secure test item, including providing formulas
- Rephrasing test questions for examinees
- Creating an answer key or "crib sheet" of answers to test questions
- Editing or changing examinee answers after completion of the test, with or without the examinee's permission
- Allowing examinees to test in an unsupervised setting
- Leaving test materials in an unsecured place or unattended
- Failing to properly report and document incidents of prohibited behavior involving examinees, staff, or others
- Allowing examinees to test longer than the permitted time
- Failing to return and account for all testing materials after the testing session has ended

\*An exception is provided for examinees who require accessibility supports. See the *ACT Aspire Accessibility Supports Guide*, found under Step 3: Accommodation on the ACT-hosted web page.

### Test Security

To ensure the integrity of your examinees' ACT Aspire results, testing personnel must protect the security of test materials as described in this manual. ACT Aspire materials are copyrighted by ACT or its licensors and cannot be duplicated, copied, resold, or redistributed for commercial or other use, and also must be returned to ACT after testing. ACT Aspire assessments must be administered by school or district personnel.

## Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT and the designated state education agency or district assessment office in subsequent investigations and respond to requests for information in a timely manner.

## Equal Treatment

All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act.

## Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association ([www.apa.org](http://www.apa.org))
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education ([www.ncme.org](http://www.ncme.org))

## ACT Privacy Policy

Examinees' scores and other information are governed by the ACT Privacy Policy ([act.org/content/act/en/privacy-policy.html](http://act.org/content/act/en/privacy-policy.html)).

# ADMINISTRATION AND ONLINE TESTING PLATFORMS

## Administration Requirements and Resources

### Administration and Online Testing Platforms

Your testing staff will need to use the online testing system to enable examinee testing.

For ACT Aspire you will use the following components of the online testing system:

- PearsonAccess<sup>next</sup> (**aspire.act.org**): This is where you will perform administrative tasks, perform room supervisor tasks, and view report data.

*Note: As a security feature, PearsonAccess<sup>next</sup> automatically closes after 15 minutes of inactivity. An on-screen warning is provided two minutes before the session closes.*

- TestNav: This is where examinees will sign in to take tests.

The district test coordinator from the organization will be invited to PearsonAccess<sup>next</sup> by ACT and be assigned the role of Administration Test Coordinator. Additional users can be invited to the system by the administration test coordinator or test coordinator using the user import file, or manually. Invitation emails will be sent to any new contacts created in the system. This email invitation will allow users to set their own login credentials. Existing users will not receive an email invitation. Refer to the Wisconsin User Role Matrix on the ACT-hosted web page under Step 1: Orientation for detailed access information by role.

### Test Format

The English test for ACT Aspire is composed of selected-response (multiple-choice) questions. The writing test includes one constructed-response item only. The other three subject tests (math, science, and reading) include a combination of selected response and constructed-response items; all constructed responses must be provided in English. Online tests also have technology-enhanced items. Summative testing is administered either online or on paper. All paper tests must be approved by the Wisconsin Department of Public Instruction (DPI).

### Access PearsonAccess<sup>next</sup>

1. Open your web browser and go to PearsonAccess<sup>next</sup> (**aspire.act.org**), or follow the link in the email you receive when your account is created.

*Note: ACT or someone with appropriate permissions must create your account before you can access the system. The email with this information comes from NoReplyAspire@act.org.*



2. Select the **Sign In** button near the right side of the screen.  
The login page appears.
3. Enter your username and password.
4. Select the **Login** button.

## Navigating Administrations in PearsonAccess<sup>next</sup>

Your user account may be attached to multiple administrations. Therefore, when you log in to PearsonAccess<sup>next</sup>, it is important to be aware of the specific administration into which you've authenticated. If your user account is attached to multiple administrations, and if your user name is the same within these administrations, you may toggle back and forth between your administrations.

When you log in, you will see the last administration into which you authenticated. To change administrations, use the drop-down menu in the upper-right area of your screen. From the drop-down menu, select the testing administration and year you want to view.

## Information Icon

Throughout PearsonAccess<sup>next</sup> the information icon (a lowercase "i" in a blue circle) can be selected to view additional details.

# TEST STAFF

## Staff Roles and Responsibilities

### Description of User Roles

Users should be assigned only one role in PearsonAccess<sup>next</sup>. The role with the highest level of access needed by the user should be assigned to the user. Refer to the Wisconsin User Role Matrix on the ACT-hosted web page under Step 1: Orientation for detailed access information by role.

**Administration Test Coordinator:** Typically only one user is assigned this role per organization. This role can perform all Test Coordinator tasks as well as create and edit users and undo test submissions.

**Test Coordinator:** This role can perform all test coordinator tasks described below.

**Technical Coordinator:** This role installs and configures testing system software and helps the test coordinator set up computers for testing.

**Room Supervisor:** This role can perform all room supervisor tasks described below.

**Full Access Educator:** This role gives the same access as the Reports Only Educator role, but also allows users to manage sessions.

**Reports Only Educator:** This role gives educators who will not manage sessions access to reporting data for students based on reporting groups.

**Report:** This role gives access to reports and aggregated data for all students within an organization.

**Proctor:** As test rooms increase in size, proctors may be used to assist the room supervisors. This is not an assigned role in PearsonAccess<sup>next</sup>.

### Wisconsin Staff Confidentiality Policy

Wisconsin policy requires that the designated district assessment coordinator read and sign the appropriate confidentiality agreement found on the DPI website and return it to the DPI Office of Educational Accountability.

All testing staff must read and sign the appropriate confidentiality agreement form found on the DPI website and retain at their district/school level.

### Room Supervisors

A room supervisor is required in each room to read directions and monitor examinees. Typically, teachers will administer the tests to examinees during regular class periods. Depending on the number of examinees in a class, you may wish to assign proctors to assist the room supervisor with distributing and collecting test materials and with monitoring testing. Another staff member (proctor) is recommended if a room has 31 or more examinees.

Be sure that everyone involved in test administration has access to the appropriate room supervisor manual and is familiar with its contents. All manuals are periodically updated, so

it is important to check the ACT-hosted web page for updated versions before each new test administration.

Before test day, all testing personnel should read all of the testing instructions carefully, particularly the verbal instructions, which will be read aloud to examinees on test day.

## Room Supervisor Qualifications

The test coordinator should confirm that the room supervisor(s) meet all of the following criteria. Each room supervisor should be:

- Proficient in English.
- Experienced in testing and classroom management.
- A staff member of the school or district where the test administration will take place.

To protect both examinees and the room supervisor from questions of possible conflict of interest, relatives or guardians of examinees taking ACT Aspire should not serve in the role of room supervisor in the same test room as the examinee relative. It is permissible for relatives or guardians of testing examinees to serve as a room supervisor in the same school/district as a related examinee, provided that examinee tests in a different room. In such circumstances, the district/school should monitor the testing process so that room supervisors who have a relative testing do not handle the test materials of the relative without another responsible individual present.

Private consultants or individual tutors whose fees are paid by an examinee or examinee's family should not serve as a room supervisor.

## Room Supervisor Responsibilities

- Read and thoroughly understand the policies, procedures, and instructions in the appropriate room supervisor manual and other materials provided.\*
- Supervise a test room.
- Start a test session.
- Help examinees sign in to TestNav if administering online tests.\*
- Read test instructions.
- Properly time tests.
- Move around the room during testing to be sure examinees are working on the correct test and to observe examinee behavior.\*
- Monitor TestNav as needed.
- Pay careful attention to monitoring examinees' behavior during the entire testing session.\*
- Before dismissing examinees - online testing: collect and account for all student authorization testing tickets and scratch paper.\*
- Ensure examinees have stopped testing and have correctly signed out of TestNav.\*
- Complete documentation of any testing irregularities.
- For online testing, stop test sessions after all examinees have completed testing.

\*Proctors may assist with these activities.

## Proctor Responsibilities

Proctors can assist the room supervisor in the administration of the tests according to the policies and procedures in the appropriate room supervisor manual. Staff members should meet the same qualifications as a room supervisor.

Proctors may assist the room supervisor by performing the following, additional activities:

- Verify the timing of the test with the room supervisor.
- Report any irregularities to the room supervisor immediately.
- Accompany examinees to the rest room if more than one leaves during the timed portion of the test.
- Serve as a hall monitor and assist in multiple rooms.

# TEST FACILITIES

## Facility Requirements

### Introduction

The test coordinator must select the test site and reserve rooms for the test administration. Test sites and rooms must meet several requirements that help ensure a fair and secure test environment.

*Note: All examinees testing in the same room are required to take the same subject tests.*

### Room Type, Size, and Setup

Select rooms that are not so small as to be crowded or so large that test security will be difficult to maintain. The maximum testing capacity of a room is determined by the number of properly spaced seats it can accommodate.

ACT recommends:

- Using single-level classrooms
- Avoiding multiple-level seating (it makes it easier to see another examinee's test)

To ensure a fair and secure testing environment:

- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, writing essays, or test topics. (Geographic maps and the periodic table do not need to be covered.)
- Ensure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Examinees testing with extended time must be tested in a separate room from examinees testing with standard time.
- Arrange the room so that:
  - ~ The room supervisor will be facing the examinees during testing.
  - ~ Testing staff can freely circulate the room and have a clear view of all examinees and materials.
  - ~ Seating minimizes the possibility of prohibited behavior.

### Seating Arrangements—Online Testing

Seating arrangements must minimize any possibility of prohibited behavior. For online testing, it is critical that examinees cannot see each other's screens. The following table contains additional requirements.

If the room has...	Then workstations...
No carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> <li>Must face the same direction (except when using a U-shaped configuration)</li> <li>Must be spaced so examinees are at least three feet apart (side-to-side measured shoulder-to-shoulder) and at least five feet apart (front-to-back measured head-to-head)</li> <li>Must be set up so that examinees in one row cannot see the screens of other examinees' computers in front of or to the side of them</li> </ul>
Carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> <li>Do not need to face the same direction</li> <li>May face the wall or each other if there is adequate privacy between examinees</li> </ul>
U-shaped seating configuration	<ul style="list-style-type: none"> <li>Must face outward from the center of the U-shaped configuration</li> <li>Must be spaced at least three feet apart</li> </ul>

## Seating Arrangement Examples—Online Testing

**Online Testing Seating Arrangement Examples**

### Acceptable

**Without Dividers, Carrels, or Partitions**

**With Dividers, Carrels, or Partitions**

**U-Shaped Seating**

### Table Spacing

**6-Foot Tables**

**8-Foot Tables**

**Tables more than 9 feet**

**Tables under 6 feet**

**Round tables any size**

### Unacceptable

**Examinees Facing Each Other Without Dividers, Carrels, or Partitions**

**Examinees Too Close Together/Inadequate Aisle Space**

**Desk Surface Too Small**

## Work Surfaces

Work surfaces must be smooth, hard surfaces large enough for examinees to work comfortably with the items needed for testing. Temporary surfaces that rest on the chair arms or the back of the row in front must be approved in advance by ACT. Lapboards are not allowed.

*Note: For left-handed examinees, use standard left-handed desks or work surfaces that are large enough for these examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces.*

## Desirable Testing Conditions

Most room supervisors will administer the tests to their examinees in the school's computer lab during regular class periods. You may test all examinees in a given grade and subject at

the same time if facilities and schedules permit. To minimize distractions during testing, all examinees in a room must take the same subject test.

Rooms used for testing should offer ample seating, good lighting, comfortable temperatures, a quiet atmosphere, and freedom from distraction. Adhering to the following guidelines will help minimize the possibility that examinees will look at each other's work.

## Online Testing Guidelines

Because of the nature of online testing and typical computer lab arrangements, the following guidelines are recommended:

- If computers can be moved, arrange them in such a way that examinees will not be able to see each other's work (computer screen or scratch paper).
- If computers cannot be moved, take steps to seat examinees in such a way that they cannot see each other's work. U-shaped seating arrangements are acceptable if they meet this guideline.
- If available, place privacy guards on the sides of computer monitors to provide additional privacy.
- TestNav should be the only application running on the computer during testing. If an examinee has exited the test, do not restart or resume the test for the examinee.
- Testing staff should move around the room regularly. This will discourage examinees from any prohibited behaviors.

## Ensuring Quiet Test Sessions

Take the following actions to ensure quiet test sessions:

- Ask the building's administration to turn off audible signals that normally sound at the beginning and end of classes.
- Consider including the cancellation of fire, tornado, or lock down drills during the testing window. As a reminder, there's monthly siren testing that occurs statewide.
- Ensure that announcements are not made on the public address system during test sessions.
- Post signs outside the test rooms to warn others that testing is in progress and that quiet is required.

# TEST ADMINISTRATION

## Test Administration Requirements

### Test Times by Grade and Subject

The timing of each subject test varies by subject and grade. For Summative testing, when English Text to Speech Audio (English TTS Audio), Spanish Text + Audio, or English Text to Speech Audio + Orienting Description (English TTS Audio + Orienting Description) is selected within the Personal Needs Profile (PNP), the online tests will launch with 300% extra time already included.

The following tables provide test times in minutes for standard forms and audio forms.

#### Test Times by Grade and Subject (in minutes) - Standard Testing

Grade	English	Math	Reading	Science	Writing
EHS	45	75	65	60	40

#### Test Times by Grade and Subject (in minutes) - English TTS Audio, English TTS Audio + Orienting Description

Grade	English	Math	Reading	Science	Writing
EHS	N/A	225	N/A	180	120

#### Test Times by Grade and Subject (in minutes) - Spanish Text + Audio

Grade	English	Math	Reading	Science	Writing
EHS	N/A	225	N/A	180	120

*Note:*

- *EHS = Early High School (Grades 9-10)*
- *N/A = Not applicable (extended testing time is not an option for these subject tests)*

### Allowed and Prohibited Items in the Test Room

#### Calculator Policy

The Calculator Policy varies by grade. Examinees are allowed, but not required, to use an authorized calculator on the mathematics test.

TestNav includes a calculator tool for all applicable mathematics tests.

The use of calculators is not permitted on any other subject test. Unless a hand-held calculator is provided by the school, each examinee is responsible for bringing a calculator to the test and making sure it works properly. Examinees may bring a backup calculator and extra batteries, but they may not have more than one calculator on the desk or in operation at a time. Examinees are not allowed to share calculators during testing.

It is the school’s responsibility to confirm that all calculators used by examinees are authorized before testing. See the Calculator Policy on the ACT-hosted web page, under Step 5: Administration.

*Note: All problems can be solved without the use of a calculator.*

## Materials Provided by the School

Testing sites will provide the following items for each test room:

### Materials Provided by the School

Item	Description
Timers	Provide each room supervisor with two accurate timepieces in order to time each test.
Pencils	You may instruct examinees ahead of time to bring pencils, but it is generally advisable to provide a supply of pencils in each room. <ul style="list-style-type: none"> <li>Online testing does not require pencils, but examinees may use them with scratch paper.</li> </ul>
Pencil sharpener	Provide a pencil sharpener in each test room.
Scratch paper	Examinees may use scratch paper if they request it. For each blank sheet, instruct examinees to write the following information on the top of the sheet: <ul style="list-style-type: none"> <li>First and last name</li> <li>School name</li> <li>Test subject</li> <li>School grade</li> </ul> Examinees testing online may use their student authorization testing ticket as scratch paper. If they do so, there is no need to write the information listed above.  Room supervisors will collect the scratch paper after testing and return the sheets to the test coordinator with the other testing materials. At the end of testing, securely destroy the scratch paper or securely retain it for one year per local guidelines.
Calculators	The school may choose to provide calculators to examinees or the examinees may bring their own calculator to test. See the Calculator Policy.

## Electronic Devices

Examinees are not allowed to have cell phones or any electronic communication devices on their person. Preferably, examinees should not bring electronic devices into the test room; if they do, these devices are to be turned off and put away. A warning to examinees to not set alarms is included in the verbal instructions.

*Note: Alarms can distract examinees. Make sure staff alarms are off as well.*

**Wisconsin Policy:** Electronic devices needed for accommodations such as blood sugar monitoring are acceptable. The device must be held by the room supervisor or proctor during testing and used only for its medical purpose under the direct supervision of testing staff.



## Unauthorized Testing Aids

The use of notes or any English dictionary is not permitted. Only bilingual word-to-word dictionaries are permitted if the examinee is authorized to use one. See the *ACT-Authorized Bilingual Word-to-Word Dictionaries* on the ACT-hosted web page under Administration.

## Accessibility and Accommodations

ACT strives to provide equal access to all examinees, recognizing that some examinees need technological and other forms of support to be able to test fairly and to the best of their abilities. The need for accessibility is universal.

Administration of ACT Aspire with accessibility supports is a local decision. In ACT Aspire, any examinee—with or without an identified disability—may use accessibility supports that appropriately match the examinee’s needs. ACT recommends that examinees who use accommodations have a formally documented need as well as relevant knowledge and familiarity with these tools. Policy decisions regarding who may use accommodations rests with your local governing educational authority. Refer to your local educational policy for specific advice related to accommodations use.

Any formal qualifying procedure that is required by your educational authority must be completed prior to completing the Personal Needs Profile (PNP) process.

Those with test coordinator permissions in PearsonAccess<sup>next</sup> must select accommodations through the online PNP process in PearsonAccess<sup>next</sup> prior to an examinee beginning to test.

For additional information about accommodations and accessibility supports, see the *ACT Aspire Accessibility Supports Guide* on the ACT-hosted web page, under Step 3: Accommodation. Refer to the *ACT Aspire Test Coordinator Manual* for accessibility and accommodations support guidance for specific test day activities.

## Prohibited Behavior

The following examinee behaviors are prohibited during administration of the tests:

- Looking at another examinee’s test booklet, answer document, or computer/device screen display
- Giving or receiving assistance
- Disturbing other examinees
- Using notes or other unauthorized aids
- Using a calculator on any test other than the mathematics test
- Sharing a calculator with another examinee
- Using any device, including calculators, to share or exchange information at any time during the tests, the break, or after testing (All electronic communication devices, including cell phones, must be turned off and put away from the time the examinee is admitted to test until dismissal after testing concludes.)
- Attempting to remove test materials, including test questions or answers, from the test room by any means
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the test room
- For online testing, using any tool not contained within the online testing system

The direct observation of prohibited behavior requires the room supervisor to dismiss the examinee and mark the examinee’s test with a Do Not Report code. Some organizations may require a review of testing irregularities before tests are marked as Do Not Report. Please refer to your local policies.

If you suspect an examinee is engaged in this activity, discreetly warn the examinee that the activity is prohibited, direct the examinee to resume testing, and continue to observe the examinee closely. Document your suspicions and actions using the irregularity reporting tool in PearsonAccess<sup>next</sup>.

## Irregularities

### ACT Irregularity Policy

The irregularity reporting tool in PearsonAccess<sup>next</sup> is intended for use primarily by school personnel to record any test administration irregularities that may affect examinee scores or the analysis of ACT Aspire results. Recording an irregularity for an examinee is not the same as marking the examinee's test with a Do Not Report code and dismissing the examinee for prohibited behavior. Testing personnel should use the irregularity reporting tool to report any irregularities occurring within the room. Instructions for submitting an Irregularity Report can be found under "Submit an Irregularity Report."

Document any of the following:

- An examinee engages in a prohibited behavior
- An examinee becomes ill or leaves the room during testing (except for bathroom breaks)
- An examinee 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 that could affect one or more examinees' results
- An examinee questions the accuracy or validity of an item
- An examinee has a technical issue that interrupts testing (online testing)
- A test is mistimed

In situations where an examinee can resume testing after illness, or a general disturbance, room supervisors should allow it. Instructions for resuming a test can be found under "Resume an Interrupted Test" in the appropriate ACT Aspire Room Supervisor Manual.

Irregularities in the Environment category encompass external factors that may affect examinee testing, including outside noises, hot/cold room temperatures, power outages, severe weather, and emergency evacuations.

The Examinee category of irregularities includes examinee behaviors that may affect their performance or the performance of other examinees. These include the exhibition of prohibited behaviors described previously, examinee complaints about testing conditions, challenges of test items, arriving late for testing, or not showing up for testing.

Item challenges require the following information to be provided in the irregularity report:

- Examinee's name
- Grade level
- Subject test
- Test item

The Staff category includes actions testing staff may engage in that affect testing. These include failure to follow testing procedures such as mistiming a test or not reading the verbal instructions from the room supervisor manual, 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 examinees using TestNav; and other system issues (e.g., problems with using a keyboard, mouse, monitor, or other related hardware).

### Submit an Irregularity Report

Submit an irregularity report in PearsonAccess<sup>next</sup> for each occurrence of a group or individual irregularity. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of any examinees involved.

1. Select the **Testing** icon.
2. Select **Student Tests** to access the Student Tests screen.

3. Check the box next to the examinee(s) affected by this irregularity or type under **Find Student Tests**, then select **Search**.

*Note: If the irregularity affects an entire room, select all examinees present in that room. If it affects the entire test site, select all examinees present at the test site.*

4. In the Tasks pane, select **Manage Irregularities** and then select **Start**. The Manage Irregularities screen appears, displaying all tests for the selected examinees.
5. Check the box next to each of the selected tests.
6. Enter **Irregularity Date/Time**, **Irregularity Type**, and **Comments** at the top of the screen.
  - Be sure the Irregularity Date/Time reflects the date and time the irregularity occurred. This can be typed in or entered using the calendar/clock icon pop-ups located to the right of this field. Select the calendar icon to access the calendar and choose the correct date. Next, select the clock icon at the bottom of the calendar and choose the correct time.
  - The comments field allows a maximum of 1000 characters. If that is insufficient to provide necessary information, include the statement “Additional details on file” in the comments field, and keep a full written account of the irregularity in your files for 12 months.
7. Select **Apply to Selected**.
8. If another irregularity affects the same test(s), take the following actions:
  - a. Uncheck the boxes next to each test.
  - b. Select the “+” icon to the right of each examinee to add another entry line to each examinee.
  - c. Check the box next to the new line.

The new irregularity will be applied to all lines where the boxes are checked. Any existing information in those lines will be overwritten and lost. Be sure only blank lines are checked before proceeding.
  - d. Repeat steps 6–8.
9. When finished entering irregularities, select **Save**.
10. Select **Exit Tasks**.

# TEST ADMINISTRATION INSTRUCTIONS

## Set Up Test Sessions

All examinees testing online must be assigned to a test session for each subject they are testing. Examinees testing paper should not be assigned to a test session. You have two options for adding sessions: 1) Import Student Registration Import File; or 2) Import Student PNP and Test Information File. Review the file layouts for requirements of each and choose the best option for your school.

*Note: If you need to make a change to a test session contact your test coordinator.*

### Create Test Sessions Manually

1. Select the **Testing** icon.
  2. Select **Sessions** to access the Sessions screen.  
From here you can search for specific sessions. In the **Search** drop-down menu, select **Show all results** to see a list of all sessions. You also may apply a filter by entering additional details.
  3. In the **Tasks** pane, select **Create/Edit Sessions** in the drop-down menu.
  4. Select the **Start** button.  
The Create/Edit Sessions screen appears.
  5. Complete all required fields:
    - **Session Name:** Name the session so it can be easily identified.
    - **Organization:** If the organization is not already selected, select it from the drop-down menu.
    - **Test Assigned:** Select the test to be administered.
    - **Form Group Type:** The form group type “Main” from the drop-down menu is automatically assigned.
    - **Scheduled Start Date:** Select the date of the session; this must be within the testing window determined by your local governing educational authority.
    - **Scheduled Start Time** (not required): Leave this as the default (01:00 AM).  
*Note: To use the **Scheduled Start Time** field for internal scheduling purposes, change it to the actual test start time. Test sessions may be started prior to the scheduled start date and time.*
- **Precaching Computer:** Discuss with the technical coordinator to determine what to enter.

6. Add/remove students to the new session (optional - students may be added at a later time):
  - a. Select inside the **Students** field.  
A list of available examinees appears.
  - b. Select an examinee from the list (find an examinee by entering their name in the field).
  - c. Select **Group/Class** to add groups of examinees to a test session.
  - d. To add additional examinees, repeat steps 6 a–c.
  - e. To remove an examinee, select the “X” next to the examinee’s name within the **Students** field.
7. Select the **Create** button.  
A "Success - Changes Saved" message appears.
8. Select the **Exit Tasks** button.  
The Sessions screen appears.

## Edit Test Sessions

*Note: Test sessions that have a Session Status of In Progress or Stopped cannot be edited.*

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.  
From here you can search for specific sessions. In the **Search** drop-down menu, select **Show all results** to see a list of all sessions. You also may apply a filter by entering additional details.
3. Select the check box next to the test session to be edited.
4. In the **Tasks** pane, select **Create/Edit Sessions** in the drop-down menu.
5. Select the **Start** button.  
The Create/Edit Sessions screen appears.
6. From the side menu, select a test session to edit.  
The test session information is displayed.
7. Edit the session.
8. Select the **Save** button.  
A "Success - Changes Saved" message appears.
9. To edit additional sessions, repeat the steps above.
10. Select the **Exit Tasks** button.  
The Sessions screen appears.

## Delete Test Sessions

*Note: All examinees must be removed from a session before that session can be deleted. See Remove Students from Sessions. Examinees cannot be removed from a test session if tests have been completed.*

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.  
From here you can search for specific sessions. In the **Search** drop-down menu, select **Show all results** to see a list of all sessions. You also may apply a filter by entering additional details.
3. Select the check box next to the test session to be deleted.
4. In the **Tasks** pane, select **Delete Sessions** in the drop-down menu.
5. Select the **Start** button.  
The Delete Sessions screen appears.

6. Select the check box next to the session name.
7. Select the **Delete** button.  
A "Success - Changes Saved" message appears.
8. Select the **Exit Tasks** button.  
The Sessions screen appears.

## Add Students to Sessions

1. Select the **Testing** icon.
2. Select **Students in Sessions** to access the Students in Sessions screen.
3. Select the **Add a Session** button in the **Session List** pane to add a session to edit.
4. Select a session to edit.
5. Select the **Add Selected** button.
6. In the **Tasks** pane, select the check box next to **Add Students to Sessions** in the drop-down menu.
7. Select the **Start** button.  
The Add Students to Sessions screen appears.
8. Select the session to which examinees will be added from the **Session** drop-down menu.
9. In the **Search** drop-down menu, select the check box next to **Show all results**.
10. Check the box next to each examinee to be added to this session.
11. Select the **Add** button.  
A "Success - Changes Saved" message appears.
12. Select the **Exit Tasks** button.  
The Students in Sessions screen appears.

## Move Students between Sessions

In order to move an examinee to a new session, the new session must be set up with the appropriate matching test assignment or created through the steps below.

1. Select the **Testing** icon.
2. Select **Students in Sessions** to access the Students in Sessions screen.
3. Select the **Add a Session** button in the **Session List** pane to add a session to edit.
4. Select a session to edit.
5. Select the **Add Selected** button.
6. Select the check box next to the examinee to be moved.
7. In the **Tasks** pane, select the check box next to **Move Students between Sessions**.
8. Select the **Start** button.  
The Move Students between Sessions screen appears. The **Tests** field will prepopulate.
9. Select in the **Sessions** pane and select a session to add for the examinee.  
Alternatively, select the **Create Session** button to create a new session.
10. Select the box under the new session to which you want to move the examinee's test.  
You may select all examinees' tests by checking the box next to the session name.
11. Select **Move**.  
A "Success - Changes Saved" message appears.
12. Select the **Exit Tasks** button.  
The Students in Sessions screen appears.

## Remove Students from Sessions

1. Select the **Testing** icon.
2. Select **Students in Sessions** to access the Students in Sessions screen.
3. Select the **Add a Session** button in the **Session List** pane to add a session to edit.
4. Select a session to edit.
5. Select the **Add Selected** button.
6. In the **Session List**, select the session(s) from which you want to remove an examinee(s).  
The session information appears.
7. Select the check box next to the examinee to be removed.
8. In the **Tasks** pane, select the check box next to **Remove Students from Sessions**.
9. Select the **Start** button.  
The Remove Students from Sessions screen appears.
10. Select the check box next to the examinee to be removed.
11. Select the **Remove** button.  
A "Success - Changes Saved" message appears.
12. Select the **Exit Tasks** button.  
The Students in Sessions screen appears.

## Change an Examinee's Test Format

*Note: When DPI runs the initial student data load, all students will have a delivery format set to online. For any student who requires paper testing, the delivery format must be changed.*

An examinee's test format must be changed before test materials are scheduled to be shipped. Refer to your Schedule of Events for when this activity occurs. If the date has passed, an additional order will need to be created.

*Note: If the examinee is being moved from online to paper, remove the examinee from the test session. If the examinee is being moved from paper to online, add the examinee to an existing test session.*

1. Select the **Setup** icon.
2. Select **Students** to access the Students screen.  
The Students screen appears with a list of examinees. From here you can search for specific students. In the **Search** drop-down menu, select Show all results to see a list of all students. You also may apply a filter by entering additional details.
3. Check the box next to the examinee to be edited.
4. In the **Tasks** pane, check the box next to **Manage Student Tests**.
5. Select the **Start** button.  
The Manage Student Tests screen appears.
6. Select the grade for the examinee you wish to edit from the **Student Tests** menu.
7. Select the appropriate subject test from the drop-down menu under that grade.
8. In the **Delivery Format** field, select the new test delivery format.

*Note: You can change an examinee's test delivery format from online to paper or vice versa.*

9. Select the **Create** button.  
*Note: If the test already was assigned, select the **Save** button.*  
A "Success - Changes Saved" message appears.

10. Select the **Exit Tasks** button.  
The Students screen appears.



# Set Up for Test Day

## Prepare Test Sessions

This task should be performed once for each test session. For multiple-day testing, this task should be performed the day before the first sitting. PNPs must be complete before preparing the session.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.  
From here you can search for specific sessions. In the **Search** drop-down menu, select **Show all results** to see a list of all sessions. You also may apply a filter by entering additional details.
3. Select the check box next to the session(s) that will be administered in the upcoming days.

*Note: Test sessions should be prepared 1–2 days before test day.*

4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu.

The Students in Sessions screen appears.

5. Use the following table to determine your next step:

To prepare...	Take the following actions...
<b>All sessions</b>	<ol style="list-style-type: none"> <li>a. In the <b>Session List</b> pane, select the <b>Combined View</b> button to select multiple sessions.</li> <li>b. Select the <b>Prepare All Sessions</b> button.</li> </ol>
<b>A single session</b>	<ol style="list-style-type: none"> <li>a. In the <b>Session List</b> pane, select a session.</li> <li>b. Select the <b>Prepare Session</b> button.</li> </ol>

6. Allow a few moments for the session(s) to prepare.
7. Select the **Refresh** button.

The session(s) status is Ready.

*Note: Do not start the test session(s) until the day of testing.*

## Print Student Authorization Testing Tickets - Individual Session

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Select the check box next to the session(s) for which you want to print student authorization testing tickets.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu.  
The Students in Sessions screen appears.
5. In the **Session List**, select the session(s) for which you want to print student authorization testing tickets.  
The session information appears.

6. Use the following table to determine your next step:

To print student authorization testing tickets for...	Take the following actions...
<b>All examinees</b>	<ol style="list-style-type: none"> <li>Open the <b>Resources</b> drop-down menu.</li> <li>Select <b>Print all for this session</b> under the Student Testing Tickets section.</li> <li>Select a print format (1 per page is the default).</li> </ol>
<b>An individual examinee or a small group of examinees</b>	<ol style="list-style-type: none"> <li>Select the examinee(s) for whom to print a ticket.</li> <li>In the <b>Resources</b> menu, select <b>Print selected for this session</b> under the Student Testing Tickets section.</li> <li>Select a print format (1 per page is the default).</li> </ol>

7. Print the student authorization testing tickets using your browser.  
*Note: Make sure the printer properties are not set to print 2-sided.*
8. Repeat the steps above to retrieve and print student authorization testing tickets for other sessions.

## Print Student Authorization Testing Tickets - Multiple Sessions

- Select the **Testing** icon.
- Select **Sessions** to access the Sessions screen.
- Select the check box next to the session(s) for which you want to print student authorization testing tickets.
- In the **Tasks** pane, select **Generate Test Tickets** in the drop-down menu.
- Select the **Start** button.  
The Generate Test Tickets screen appears.
- Select **Generate Test Tickets**.

*Note: Sessions will be separated by a header sheet. Tickets will be printed one page per examinee. Make sure your printer is not set to 2-sided printing.*

## Start and Unlock a Test Session

On the morning of test day, this task must be performed for each test session. It must be completed to enable room supervisors to unlock their sessions. Sessions can only be unlocked individually.

- Select the **Testing** icon.
- Select **Sessions** to access the Sessions screen.  
From here you can search for specific sessions. In the **Search** drop-down menu, select **Show all results** to see a list of all sessions. You also may apply a filter by entering additional details.
- Check the box next to the session(s) that will be administered today.
- In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu.  
The Students in Sessions screen appears.

5. Use the following table to determine your next step.

To start...	Take the following actions...
<b>All sessions</b>	<ol style="list-style-type: none"> <li>In the <b>Session List</b> pane, select the <b>Combined View</b> button to select multiple sessions.</li> <li>Select the <b>Start All Sessions</b> button.</li> </ol>
<b>An individual session</b>	<ol style="list-style-type: none"> <li>In the <b>Session List</b>, select a session.</li> <li>Select the <b>Start Session</b> button.</li> </ol>

The **Start Session** button becomes a **Stop Session** button, and a padlock appears next to the test.

*Note: In the examinee pane, notice that Student Test Status is marked as Ready, but has a padlock. This indicates that the test is locked. The session should be unlocked only when testing is ready to begin.*

6. To unlock a session, slide the button next to the session to the right to unlock the test. The test session is now marked as In Progress.

*Note: If this step is not performed, examinees cannot access the test session in TestNav. An error message will appear indicating the test session is locked.*

7. Allow PearsonAccess<sup>next</sup> to run during the test session. Do not log out or power off the computer.
8. Select the locked padlock icon in the session lock/unlock control to lock the test session.

*Note: An examinee's test session should be locked if the examinee is provided a break.*

*Note: If not all students in a test session completed testing, lock the session instead of marking the session as "Marked Complete." Only stop a session when all students have tested or those not testing are removed.*

## Launch Application on Computers

- Open an approved browser and launch PearsonAccess<sup>next</sup> on an administrative computer.
- Launch the TestNav application on all test computers.

*Note: If the room is being used for text-to-speech examinees, the room supervisor should ensure that the volume on the testing computers is turned on. Headphones are required when text-to-speech is used for more than one examinee.*

# Administer the Test

## Answering Questions

Specific instructions about guessing are included in the verbal instructions for each test. If examinees ask you about guessing, refer them to these instructions or repeat the appropriate section for the examinee. Do not comment on or add to the printed instructions in any way. You can answer questions about the general test instructions before testing starts.

Do not answer questions regarding individual test items. You may respond to such questions by providing appropriate administration directions or suggestions like "Do the best you can."

If examinees note typographical errors or ambiguities in particular test items, instruct them to do the best that they can and then include an explanation of their questions or comments using the irregularity reporting tool in PearsonAccess<sup>next</sup>.

## Toggle Timer

An examinee may choose to view or hide the timer by selecting the stopwatch icon. When five minutes remain on the test, a message will briefly display next to the stopwatch icon.

## Inactivity Timer

TestNav will log an examinee out after an inactive period of 20 minutes (i.e., no keyboard or mouse activity) if the examinee does not respond to a text pop-up window that appears on the screen. If a system logout occurs, and the examinee needs to finish testing, follow these steps:

1. Resume the examinee's test in PearsonAccess<sup>next</sup> (see "Resume an Interrupted Test").
2. Instruct the examinee to log back in to TestNav to complete the test.
3. To provide additional time for the examinee, enter the Proctor Extended Time Code on the TestNav screen before final answers are submitted by the examinee.

*Note: Providing additional time by entering the Proctor Extended Time Code disables the countdown timer. Closely monitor the examinee to ensure completion of the test according to the test times (see Test Times by Grade and Subject).*

*Note: The examinee will have the testing time remaining when the examinee was automatically logged out.*

## Proctor Extended Time Code

If a student's accommodations requirement includes extended time testing, but that accommodation was not added to their Personal Needs Profile prior to preparing test sessions, the Proctor Extended Time Code should be used. Use this code if time expires on a test for a student who requires extended time. The student will receive a message window when the timer ends: "Warning: If you do not select 'Submit Final Answers' you may not get a score for this test." This window includes a Proctor Only link, where you can enter the proctor password. Do not select the **Submit Final Answers** button; otherwise, you won't be able to return to the test. Follow these instructions to access the Proctor Extended Time Code.

1. Select the Testing icon.
2. Select **Sessions** to access the Sessions screen.
3. In the table, select the check box next to the session you want to view.
4. In the Select Tasks menu, select **Show Students in Sessions and Control Sessions**.  
The Students in Sessions screen appears.

5. In the Session List, select the session containing the examinee who requires extended time.
6. Open the Resources drop-down menu.
7. Select **Proctor Extended Time Code**.  
The code will open in a new window.
8. On the student's screen in the TestNav app, select the **Proctor Only** link.
9. Enter the proctor password then select the **Continue** button.  
A final screen appears where you may select either **Untimed** or **Enter Time**.
10. Select an option (typically Enter Time), then enter the number of minutes and select the **Continue** button.  
The student is placed back into the test where they left off and the timer will begin counting down from the number of minutes entered.

## Allowing Students to Leave the Test Room

Examinees may be allowed to use the bathroom during the timed portion of the tests. Only one examinee may leave the testing room at a time without being accompanied by testing staff.

"Direct Examinees to Log Out of TestNav" provides instructions for signing out of TestNav. Signing out of TestNav stops the timer until the examinee signs back in after the break. Collect the examinee's authorization testing ticket and any scratch paper before the examinee leaves the room. Return the ticket and scratch paper when the examinee returns. If the examinee signed out of TestNav, follow instructions under "Resume an Interrupted Test" after the examinee's return.

Such absences do not need to be recorded as an irregularity in the irregularity reporting tool in PearsonAccess<sup>next</sup>. Do not leave examinees unsupervised in a test room at any time.

## Unlock/Lock a Test Session

Before examinees can log in to the test session in TestNav, the test session must be unlocked. Sessions can only be unlocked individually. Take the following steps to unlock a test session.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Select the drop-down menu on the **Search** button and select the check box next to **Show all results**.  
A list of test sessions appears.
4. Select the check box next to the session you will be administering today.
5. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu.  
The Students in Sessions screen appears.
6. In the Session List, select the session you want to unlock.  
That session's information appears.
7. Verify that each student's Student Test Status is Ready in the table and that the session is locked.
8. Select the right side of the test button (padlock button) to unlock the test.  
The Student Test Status changes from Ready (with a padlock) to Ready (no padlock).  
Allow time for the system to process this activity.

*Note: If this step is not performed, examinees cannot access the test session in TestNav. An error message will appear indicating the test session is locked.*

- To lock the test session, select the left side of the test button (padlock button) to the left. The Student Test Status changes from Ready (no padlock) to Ready (with a padlock).

*Note: If not all students in a test session completed testing, lock the session instead of marking the session as "Marked Complete." Only stop a session when all students have tested or those not testing are removed.*

## View Examinee Status in a Session

- Select the **Testing** icon.
- Select **Sessions** to access the Sessions screen.
- In the table, select the check box next to each session you want to view. The Filters, including Session status, can be used to narrow your search results.
- In the **Select Tasks** menu, select **Show Students in Sessions & Control Sessions**. The Students in Sessions screen appears.
- In the **Session List**, select the session containing the examinee status you want to view. The session's information appears.
- Search to find the examinee(s) whose status you want to view. Examinee status is shown in the **Student Test Status** column of the list of examinees. Select the secondary filters to view additional filters, including the Student Test Status filter, to narrow your search. The following table describes the possible status conditions.

Status	Description
Ready	The examinee has not yet started the test.
Active	The examinee has logged in and started the test.  <i>Note: If the examinee exits the test, but the status remains set at Active, the examinee cannot resume testing unless the status is changed to Resumed or Resumed Upload. Resumed Upload is used when the examinee needs to resume their test from another workstation. Resume must be selected first, then Resumed Upload.</i>
Exited	The examinee has exited TestNav but has not submitted test responses for the current test.  <i>Note: The examinee cannot resume testing in the session unless the examinee's status is changed to Resumed or Resumed Upload. If the examinee will not resume testing for any reason, the examinee's status must be changed to Marked Complete.</i>
Resumed or Resumed Upload	The examinee has been authorized to resume the test, but has not yet logged in.
Completed	The test has been submitted by the examinee through TestNav.
Marked Complete	The examinee has exited TestNav and will not resume testing. Examinees are marked complete by the room supervisor or test coordinator in PearsonAccess <sup>next</sup> .

7. Select an examinee's status by selecting the link that appears when hovering **status** in the **Student Test Status** column.

Selecting an examinee's status will provide more detailed information about that examinee's test and item progress (e.g., number of test items answered; number of test items remaining; etc.).

## Student Monitoring Dashboard

If your session has 50 or fewer students you will see a blue icon next to the session name. If you select the icon, a new window will open displaying a list of the students, their test status, and test progress. The Student Monitoring Dashboard automatically refreshes every 30 seconds.

## Resume an Interrupted Test

If examinees were logged out of TestNav during a test session, take these steps to resume testing in that session for the affected examinees.

*Note: The test session must be unlocked before proceeding. Only examinees in Exited or Active status can be resumed. If beginning another sitting for a multiple-day session, see "Resume Testing for the Breaks—Securely Extend Session over Multiple-Day Accessibility Support" before proceeding.*

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.  
From here you can search for specific sessions. In the **Search** drop-down menu, select **Show all results** to see a list of all sessions. You also may apply a filter by entering additional details.
3. Select the check box next to the sessions you want to view.
4. In the **Select Tasks** menu, select **Show Students in Sessions & Control Sessions**.  
The Students in Sessions screen appears.
5. In the Session List, select the appropriate session.
6. Find the examinee(s) whose test you want to resume.
7. Use the table below to determine your next step:

Number of examinees to resume	Actions
<b>Single examinee</b>	<ol style="list-style-type: none"> <li>a. Select the drop-down menu next to the examinee's status.</li> <li>b. Select <b>Resume</b>.</li> </ol>
<b>Multiple examinees at once</b>	<ol style="list-style-type: none"> <li>a. Select the check box next to the examinees whose status is to be updated.</li> <li>b. In the <b>Tasks</b> pane, select <b>Resume Student Tests</b> in the drop-down menu.</li> <li>c. Select the <b>Start</b> button. The Resume Student Tests screen appears.</li> <li>d. Select the check box next to the examinees' names to confirm the selection.</li> <li>e. Select <b>Resume</b>.</li> </ol> <p><i>Note: If the examinee's test has been submitted, before resuming, the Administration Test Coordinator needs to choose <b>Undo Student Test Submission</b> from the task list in the Students in Session page.</i></p>

8. If necessary, start TestNav on each examinee's computer.

## Exit Testing for Breaks - Securely Extend Session Over Multiple Days

For accessibility supports that require testing over multiple days, the test session must be exited at the end of each sitting and then resumed at the beginning of the next sitting.

1. Direct the examinee(s) to log out of TestNav.
2. In PearsonAccess<sup>next</sup>, lock the test session.

*Note: Do not mark the examinee's test complete.*

## Direct Examinees to Log Out of TestNav

Instruct the examinee(s) to take the following steps to log out of TestNav:

1. Select **Sign out of TestNav** from the user drop-down menu at the top of their screen.
2. Confirm by selecting **Save & Return Later**.

The examinee is logged out and the timer on the examinee's test is stopped. On the administrative computer, the examinee's status is Exited.

## Resume Testing for Breaks - Securely Extend Session Over Multiple Days

1. In PearsonAccess<sup>next</sup>, unlock the test session. (See "Unlock/Lock a Test Session.")
2. Resume the Exited status test for each examinee. (See "Resume an Interrupted Test.")
3. Start TestNav on each examinee's computer.
4. After examinees are seated, redistribute the student authorization testing tickets.

*Note: If the examinee used the student authorization testing ticket as scratch paper, give the examinee a new ticket.*

5. Give examinees a fresh sheet of scratch paper and instruct them to write their name and date at the top.
6. Direct the examinee(s) to log in.  
The examinee(s) will see the screen where they left off.
7. Continue testing.

## Stop a Test Session

After all examinees have completed the last test, take the following steps to stop the test session.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.  
From here you can search for specific sessions. In the **Search** drop-down menu, select **Show all results** to see a list of all sessions. You also may apply a filter by entering additional details.
3. Select the check box next to the test session(s) to be stopped.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu.  
The Students in Sessions screen appears.
5. In the **Session List**, select the session you want to stop.  
That session's information appears.



6. On the **Students in Sessions** screen, verify that all examinees in the session have a **Student Test Status** of Completed or Marked Complete.
7. If an examinee's status is other than Completed or Marked Complete, use the following table to determine the next steps to take:

Examinee status	Action
Examinee(s) did not begin testing (e.g., absent; not admitted)	The test coordinator must remove the examinee's name from the test session.
Examinee(s) began testing but did not finish and will not resume (e.g., dismissed; illness)	Mark the examinee's test complete.

8. Select the **Stop Session** button.  
The session is stopped. The button becomes a **Restart Session** button.

## Mark Tests Complete

When an examinee submits their last test, the examinee's status is automatically updated to Completed. If an examinee does not finish testing (e.g., dismissal; illness), the room supervisor must manually mark the examinee's test complete.

*Note: If not all students in a test session completed testing, lock the session instead of marking the session as "Marked Complete."*

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Select the check box next to the test session(s) to be stopped.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu.  
The Students in Sessions screen appears.
5. In the **Session List**, select the session you want to view.  
That session's information appears.
6. On the Students in Sessions screen, select the check box next to each examinee to be marked complete.
7. In the **Tasks** pane, select **Mark Student Tests Complete**.
8. Select the **Start** button.  
The Mark Student Tests Complete screen appears.
9. Select the check box next to each test to be marked complete.
10. Enter a reason in the **Reason** field.
11. Select the **Mark Complete** button.  
The Student Test Status now indicates Marked Complete.
12. Select the **Exit Tasks** button.  
The Students in Sessions screen appears. The Student Test Status for selected examinees indicates Marked Complete.

## Confirm Test Session Status

1. Verify that test sessions continuing in another sitting (testing over multiple days) are locked.
2. Verify that completed test sessions (session in which all examinees have a status of Completed or Marked Complete) are stopped.

# Post-Test Cleanup

After testing, it is the responsibility of the room supervisor or test coordinator to sign in to PearsonAccess<sup>next</sup> and check the status of each examinee's test in the session that has just concluded. If necessary, the room supervisor or test coordinator can submit an examinee's test on their behalf, if the examinee did not do so, by changing the Student Test Status to Marked Complete.

Ensure that any examinee who was absent or missed the test session has made up the test or has been removed from the session. Once all examinees have completed testing, or the allotted time has expired, the test coordinator must take action to ensure that all test sessions are stopped.

*Note: Sessions must be stopped before reports are available.*

## Accessibility Transcription Instructions

If an examinee responds in a non-standard format, the response must be transcribed. If the examinee tests online, transcribe responses into TestNav. If the examinee tests on paper, transcribe responses onto the answer document that was sent with the paper testing materials. Examinee work not transcribed will not be scored. The room supervisor must arrange for transcription to occur as soon as possible after the examinee completes a test session. Online transcription must occur prior to the test being submitted for scoring.

See the *ACT Aspire Accessibility Supports Guide* on the ACT-hosted web page under Verification for more information on which supports require transcription.

## Post-Test Checklist

- Once all examinees have completed testing, stop all test sessions in PearsonAccess<sup>next</sup>. If an examinee is assigned to a test session but is not able to test, remove that examinee from the test session. Mark all tests that have been started, but not finished, as complete.
- Ensure that all tests are submitted and all testing devices are signed out of TestNav.
- Collect and account for all examinees' student authorization testing tickets and scratch paper before allowing them to leave the test room.
- Use the names on the tickets and sheets to determine who did not return the tickets or scratch paper. Investigate as necessary to retrieve all materials that were distributed; the security of the test questions is of utmost importance.
- Report any testing irregularities that occurred during the testing session using the irregularity reporting tool on PearsonAccess<sup>next</sup>.
- If part of your local procedures, return all student authorization testing tickets and scratch paper to the test coordinator.

# VERBAL INSTRUCTIONS

## Introductory Steps

Study these instructions before test day. In some cases, multiple versions of the verbal instructions for each subject are provided to address different grade levels of examinees. On the test day, follow the instructions for the subject test being administered in your room. It may be helpful to mark or highlight the appropriate set of instructions in this manual ahead of time.

### Reading the Verbal Instructions

To ensure standardized conditions, room supervisors must read the verbal instructions loudly, clearly, and exactly as written. This ensures all examinees receive consistent, accurate instructions.

- Read aloud only those instructions in the shaded boxes; do not depart from this text.
- Do not read aloud the text in [brackets]; instead, use text that is appropriate for the specific instruction.
- Text in (parentheses) is optional.
- Pause frequently and wait for examinees to finish the task before proceeding. Where an ellipsis (...) appears, a pause in reading instructions is recommended.
- Look at examinees to be sure they are following instructions.
- Read the instructions that are appropriate for your test room.
- Perform tasks only when directed to do so.

### Test Times

The test times indicated in the verbal instructions reflect standard testing conditions. For examinees testing with accommodations, adjust the verbal instructions to reflect the appropriate test times (see "Test Times by Grade and Subject" in the Test Administration section of this manual).

Turn to the instructions that apply to the test you are administering.

# English: Grades 9–10

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils or pens ...

I'm going to hand out your Student Authorization Testing Ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

3. Distribute the Student Authorization Testing Tickets.
  - a. Hand examinees their testing tickets individually.
  - b. Do not allow examinees to pass testing tickets back or across aisles.
  - c. Keep an exact count of the number of testing tickets distributed.

4. Say:

Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket ...

5. Say:

Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button ... After signing in, do not click on anything on the screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen ...

6. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

7. Say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted.

8. Say:

Scratch work should be done on the scratch paper and/or testing ticket I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you.

Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English.

Raise your hand if you have any questions about the test instructions ...

9. Answer any questions.

10. Say:

Please read the test directions on your screen silently as I read them aloud ...

11. Say:

This test asks questions about writing in English. Some questions are based on short passages.

- Read each passage before you answer the questions.
- Some questions ask you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some questions refer to specific text. In many cases, you will be given alternatives for this text. Choose the best alternative. If you think the original text is best, choose "NO CHANGE."
- Some questions may ask you to work with objects on the screen. Follow the directions on the screen to answer those questions.
- Some questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure that your answer is correct.

12. Say:

Read the next statement and when done you may click on the Start button and then Start on the next screen and begin working...

Each examinee's test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allotted time.

13. During the test, do the following:

- a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping.



- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

14. Confirm that all examinees have submitted their final answers, then make the announcement.

15. Say:

I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.

16. While examinees remain in their seats, follow the instructions below:

- a. Individually collect the testing tickets and scratch paper from each examinee.
- b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.
- c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.

17. If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page.

For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

# Math: Grades 9–10

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils or pens ...

I'm going to hand out your Student Authorization Testing Ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

3. Distribute the Student Authorization Testing Tickets.
  - a. Hand examinees their testing tickets individually.
  - b. Do not allow examinees to pass testing tickets back or across aisles.
  - c. Keep an exact count of the number of testing tickets distributed.

4. Say:

Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket ...

5. If you are administering an audio test to any examinees, please be sure to have them adjust the volume on their computer and headphones before signing in.

Refer to the Audio Check feature on the sign-in screen.

6. Ensure all examinees have the correct student authorization testing ticket.

7. Say:

Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button ... After signing in, do not click on anything on the screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen ...

8. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

9. Say:

Scratch work should be done on the scratch paper and/or testing ticket I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you.

Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English.

Raise your hand if you have any questions about the test instructions ...

10. Answer any questions.

11. Say:

Please read the test directions on your screen silently as I read them aloud ...



## 12. Say:

This test asks questions about mathematics.

You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.

Some questions have 5 choices: A, B, C, D, and E.

- Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.

Some questions may give you other directions, for example, about moving objects on the screen.

- Follow the directions on the screen to answer those questions.

Some questions may ask you to type your answer in a box.

- Click in the box and type your answer there.
- If you are typing an explanation,
  - ~ be especially sure to read the question carefully.
  - ~ answer the question as completely as you can.
  - ~ explain your thoughts and ideas clearly.
  - ~ read what you have written to be sure it says what you want it to say.
  - ~ your answer will be evaluated on how well it explains and justifies the mathematics of the question.
  - ~ if you use calculations to support your answer, give both the result and what you calculated (for example, in addition to giving 3.3, also tell that it was a calculation of  $23 \div 7$  rounded to tenths).

You are allowed to use a calculator for any problems you choose; however, some of the problems may best be done without using a calculator.

Note: Unless indicated otherwise, you should assume the following:

- a. Diagrams are NOT necessarily drawn to scale.
- b. Geometric figures are in a plane.
- c. The word *line* indicates a straight line.
- d. The word *average* indicates arithmetic mean.

$$\frac{1+7+3}{3}$$

(For example,  $\frac{1+7+3}{3}$  is the average of 1, 7, and 3.)

## 13. Say:

Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

14. Say:

Read the next statement and when done you may click on the Start button and then Start on the next screen and begin working...

Each examinee’s test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allotted time.

15. During the test, do the following:

- a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping.

**START**

**5 minutes remaining**

**STOP**

- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

16. Confirm that all examinees have submitted their final answers, then make the announcement.

17. Say:

I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.

18. While examinees remain in their seats, follow the instructions below:

- a. Individually collect the testing tickets and scratch paper from each examinee.
- b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.
- c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.

19. If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page.

For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

# Reading: Grades 9-10

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils or pens ...

I'm going to hand out your Student Authorization Testing Ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

3. Distribute the Student Authorization Testing Tickets.
  - a. Hand examinees their testing tickets individually.
  - b. Do not allow examinees to pass testing tickets back or across aisles.
  - c. Keep an exact count of the number of testing tickets distributed.

4. Say:

Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket ...

5. Ensure all examinees have the correct student authorization testing ticket.

6. Say:

Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button ... After signing in, do not click on anything on the screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen ...

7. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

8. Say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted.

9. Say:

Scratch work should be done on the scratch paper and/or testing ticket I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you.

Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English.

Raise your hand if you have any questions about the test instructions ...

10. Answer any questions.

11. Say:

Please read the test directions on your screen silently as I read them aloud ...

12. Say:

This test asks you to read and then answer questions about each of several reading passages.

- Some questions ask you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some questions ask you to write an answer. Click in the box and type your answer there. Before you begin to type, read the question carefully. Answer the question as completely as you can. Explain your thoughts and ideas clearly. Read what you have written to be sure it says what you want it to say. These questions are worth more points than the other questions on the test.
- You may use scratch paper to plan your writing. Scratch paper will not be scored.
- Some questions may ask you to work with objects on the screen. Follow the directions on the screen to answer those questions.

13. Say:

Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

14. Say:

Read the next statement and when done you may click on the Start button and then Start on the next screen and begin working...

Each examinee's test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allotted time.

15. During the test, do the following:
- a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping.



- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.
16. Confirm that all examinees have submitted their final answers, then make the announcement.
17. Say:

I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.

- a. Individually collect the testing tickets and scratch paper from each examinee.
  - b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.
  - c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.
18. While examinees remain in their seats, follow the instructions below:
19. If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page.  
For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

# Science: Grades 9-10

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils or pens ...

I'm going to hand out your Student Authorization Testing Ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

3. Distribute the Student Authorization Testing Tickets.
  - a. Hand examinees their testing tickets individually.
  - b. Do not allow examinees to pass testing tickets back or across aisles.
  - c. Keep an exact count of the number of testing tickets distributed.

4. Say:

Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket ...

5. If you are administering an audio test to any examinees, please be sure to have them adjust the volume on their computer and headphones before signing in.

Refer to the Audio Check feature on the sign-in screen.

6. Ensure all examinees have the correct student authorization testing ticket.

7. Say:

Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button ... After signing in, do not click on anything on the screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen ...

8. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

9. Say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted.

10. Say:

Scratch work should be done on the scratch paper and/or testing ticket I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you.

Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English.

Raise your hand if you have any questions about the test instructions ...

11. Answer any questions.

12. Say:

Please read the test directions on your screen silently as I read them aloud ...

13. Say:

This test asks you to read several passages about scientific topics. After reading a passage, use the information in the passage to answer each question.

- Some questions ask you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some questions ask you to write an answer. Click in the box and type your answer there. Before you begin to type, read the question carefully. Answer the question as completely as you can. Explain your thoughts and ideas clearly. Read what you have written to be sure it says what you want it to say. Some of these questions are worth more than one point.
- You may use scratch paper to plan your writing. Scratch paper will not be scored.
- Some questions may ask you to work with objects on the screen. Follow the directions on the screen to answer those questions.

14. Say:

Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

You should try to answer every question even if you are not sure your answer is best.

15. Say:

Read the next statement and when done you may click on the Start button and then Start on the next screen and begin working...

Each examinee's test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allotted time.

16. During the test, do the following:

- a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping.

---

**START**

**5 minutes remaining**

**STOP**

---

- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

17. Confirm that all examinees have submitted their final answers, then make the announcement.

18. Say:

I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.

19. While examinees remain in their seats, follow the instructions below:

- a. Individually collect the testing tickets and scratch paper from each examinee.
- b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.
- c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.

20. If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page.

For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.



# Writing: Grades 9–10

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils or pens ...

I'm going to hand out your Student Authorization Testing Ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

3. Distribute the Student Authorization Testing Tickets.
  - a. Hand examinees their testing tickets individually.
  - b. Do not allow examinees to pass testing tickets back or across aisles.
  - c. Keep an exact count of the number of testing tickets distributed.

4. Say:

Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket ...

5. If you are administering an audio test to any examinees, please be sure to have them adjust the volume on their computer and headphones before signing in.

Refer to the Audio Check feature on the sign-in screen.

6. Ensure all examinees have the correct student authorization testing ticket.

7. Say:

Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button ... After signing in, do not click on anything on the screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen ...

8. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

9. Say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted.

10. Say:

Scratch work should be done on the scratch paper and/or testing ticket I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you.

Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English.

Raise your hand if you have any questions about the test instructions ...

11. Answer any questions.

12. Say:

Please read the test directions on your screen silently as I read them aloud ...

13. Say:

This is a test of your writing skills. You will have 40 minutes to write an essay in English. Before you begin planning and writing your essay, read the writing prompt carefully to understand exactly what you are being asked to do.

Your essay will be evaluated based on your ability to:

- explain and analyze a topic.
- support your ideas.
- stay focused on the task throughout the essay.
- organize ideas in a logical way.
- use language clearly and effectively according to the conventions of standard written English.

Only your final essay that you write in the answer space provided will be scored.

You may use the scratch paper provided to plan your essay. You may make revisions to your work in the text box on the computer screen as much as you would like, but click the “submit” button only when you have **completed** your essay.

Only the final submitted essay will be scored.

If you finish early, review and edit your essay to be sure it says what you want it to say.

14. Say:

Read the next statement and when done you may click on the Start button and then Start on the next screen and begin working...

Each examinee’s test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allotted time.

15. During the test, do the following:

- a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping.

START

5 minutes remaining

STOP

- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

16. Confirm that all examinees have submitted their final answers, then make the announcement.
17. Say:

I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.

18. While examinees remain in their seats, follow the instructions below:
  - a. Individually collect the testing tickets and scratch paper from each examinee.
  - b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.
  - c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.
19. If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page.

For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

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