



Room Supervisor Manual

Online Summative Testing

Contact Information and Resources

Contact Information

ACT® Aspire® Customer Care

- **Phone:** 855.730.0400, 7:00 a.m.–6:00 p.m., Central time, Monday through Friday
- **Email:** actaspire@act.org

Calculator Policy

- **Phone:** 800.498.6481
- **URL:** <https://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf>

Resources

This manual references various websites and systems. Use this list to locate the URL to that website or system.

| Website | URL |
|--|---|
| ACT Privacy Policy | https://www.act.org/content/act/en/privacy-policy.html |
| PearsonAccess ^{next} (administration platform) | https://aspire.act.org |
| Wisconsin State Testing | https://www.act.org/stateanddistrict/Wisconsin |
| ACT Knowledge Hub (ACT Aspire resource web page) | https://success.act.org/s/topic/OTO1B000000P3VIWAK/act-aspire |
| ACT Aspire product page | http://act.org/aspire |
| TestNav™ Support Site | https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support |

ACT Privacy Policy

Examinee scores and other information provided on their answer documents for ACT Aspire are governed by the *ACT Privacy Policy*.

Accessibility and Accommodations

The ACT Aspire resource web page also includes accommodations and accessibility resources. Some examples include:

- [Spanish Pre-Recorded Audio Test Directions](#)
- [Braille Notes](#) (for the room supervisor)
- [ACT-Approved Bilingual Word-to-Word Dictionaries](#) list

Prepare Your Examinees

There are two [resources](#) available for examinees who wish to prepare for testing:

- Student Sandbox
- Exemplar Test Question Booklets

For more information, see the User Guide section of the [ACT Aspire resource web page](#).

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Introduction

This manual contains the instructions for administering ACT® Aspire® online Summative testing. You, as the room supervisor, are responsible for the secure administration of the tests to the examinees in your room. 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 Wisconsin State testing web page. See “Contact Information and Resources,” inside front cover.

Here is a brief explanation of some of the terms for online testing you will see in this manual:

TestNav™ – the online testing platform examinees will use to take ACT Aspire tests.

Administration platform – testing staff will use the administration platform (PearsonAccess^{next}) to prepare, assign Personal Needs Profiles (PNPs) to examinees, and administer ACT Aspire tests.

Student authorization testing tickets – examinees will use the login credentials on their student authorization testing tickets to sign in to TestNav.

Policies and Procedures

This manual is designed to provide direction in administering ACT Aspire tests, including specific instructions for conducting the timed tests. It is important to follow these instructions to successfully measure examinees' academic skills. All testing staff are required to read this manual provided by ACT.

Standardized Procedures

Throughout this manual, there are detailed directions for ensuring test security and administering tests in a standardized manner. All testing staff are required to read the materials provided by ACT. Adherence to these standardized procedures is mandatory.

Relatives or guardians of examinees taking ACT Aspire should not serve in the role of room supervisor in the same test room. 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 student 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.

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 Aspire 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 User’s Guide: Summative Testing located on the Wisconsin State testing web page.*

Test Security

To ensure the integrity of your examinees’ ACT Aspire results, testing staff 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. 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 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).

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)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (www.ncme.org)

ACT Privacy Policy

Examinee scores and other information provided on their answer documents for ACT Aspire are governed by the *ACT Privacy Policy* (see “Contact Information and Resources,” inside front cover).

Guidelines for Administering the Tests

Calculator Policy

Examinees are allowed, but not required, to use an authorized calculator on the Early High School (Grades 9–10) Mathematics tests. Examinees are encouraged to use an authorized personal calculator they are familiar with, but a calculator tool will also be available within the online testing platform for the Early High School (Grades 9–10) 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 Wisconsin State testing web page.

Materials Provided by the School

Schools are required to provide a fair and secure testing environment (see “Test Room Requirements,” page 10) and the following items for each test room:

Table 1. Materials Provided by the School

| Item | Description |
|------------------|--|
| Timers | The test coordinator will provide each room supervisor with an accurate timepiece 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. <i>Note: Online testing does not require pencils, but examinees may use one with their scratch paper.</i> |
| Pencil sharpener | Provide a pencil sharpener in each test room. |

continued on next page

Table 1. (continued)

| Item | Description |
|---------------|---|
| Scratch paper | <p>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:</p> <ul style="list-style-type: none"> • First and last name • School name • Test subject • School grade <p>Room supervisors will collect the scratch paper after testing and return the sheets to the test coordinator with the other test materials.</p> <p><i>Note: 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.</i></p> |
| Calculator | <p>A calculator tool will also be available within the online testing platform for the Early High School (Grades 9–10) Mathematics tests. The school may choose to provide hand-held calculators to examinees or the examinees may bring their own calculator to test. See “Calculator Policy,” page 4.</p> |

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 approved to use one. See the *ACT-Approved Bilingual Word-to-Word Dictionaries* list on the Wisconsin State testing web page.

Test Format

The English test is composed of selected-response (multiple-choice) questions. The writing test includes one constructed-response item. The other three subject tests 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.

Wisconsin examinees will take all five subject tests. The time allowed to complete different subject tests varies by grade and subject. All examinees in the same room must take the same subject and grade tests.

Subject tests may be administered as a battery or may be spread out during the testing window, but the subject tests must be individually timed using the times listed in Table 2. Your test coordinator will inform you whether you will be administering the entire battery of subject tests in one session or if you will be administering one or more individual subject tests.

If two or more tests will be administered in a single sitting, take administrative time of 5–10 minutes between each test to collect materials for the test just completed, distribute materials, and go over instructions for the next test. A single subject test should be completed within one session. Under no circumstances should examinees be allowed to have access to test materials between testing sessions. The timing of each subject test varies by subject and grade (see Table 2, page 6).

English Audio, English Audio + Orienting Description, and Spanish Text + Audio forms, when selected in the Personal Needs Profile (PNP), will automatically launch at 300% the standard test time. If an examinee needs beyond 300%, the room supervisor will need to enter the Proctor Extended Time Code to extend the time of the test. (See “Extend an Examinee’s Testing Time,” page 17.) Table 2 shows the standard test form times and the audio test form times.

Note: Examinees with Text-to-Speech + Orienting Description need to be in a separate session.

Table 2. ACT Aspire Test Time by Grade and Subject (in minutes)

| Grade | English | Math | Reading | Science | Writing |
|---|---------|------|---------|---------|---------|
| Standard Test Forms | | | | | |
| EHS | 45 | 75 | 65 | 60 | 40 |
| English Audio, English Audio + Orienting Description | | | | | |
| EHS | N/A | 225 | N/A | 180 | 120 |
| Spanish Text Plus Audio | | | | | |
| EHS | N/A | 225 | N/A | 180 | 120 |

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

Online Testing Platform Timers

Countdown Timer

The online testing platform will display a countdown timer set to the appropriate amount of time for a given subject test. The timer will begin as soon as the examinee selects the “Start” button beside the test name displayed on the screen.

The subject test automatically ends when the time runs out, displaying a “Time Expired” message. The system then directs examinees to submit the test.

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

The system 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 the system logout occurs, and the examinee needs to finish testing, follow these steps:

1. Resume the examinee’s test in the administration platform. (See “Resume an Interrupted Test,” page 16.)
2. Instruct the examinee to log back in to TestNav to complete the test.
Note: The examinee will have the testing time remaining when the examinee was automatically logged out.
3. To provide additional time for the examinee, enter the proctor extended time code (see “Extend an Examinee’s Testing Time,” page 17) 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 in Table 2, page 6.

IMPORTANT! Please be sure to review Chrome and iOS release note details to ensure features such as extended sleep mode do not need to be adjusted manually on your devices.

Bathroom Breaks

Examinees may be allowed to go to the bathroom during the timed portion of the tests. **Follow local policy regarding timing for bathroom breaks.** Only one examinee may leave the test room at a time without being accompanied by testing staff. “Direct Examinees to Log Out of TestNav,” page 17, provides instructions for signing out of TestNav, which stops the timer until the examinee signs back in after the break.

Collect the examinee’s authorization testing ticket and 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 the instructions under “Resume an Interrupted Test,” page 16, upon the examinee’s return. Such absences do **not** need to be recorded in the irregularity reporting tool in the administration platform. **Do not leave examinees unsupervised in a test room at any time.**

Illness

Examinees who become ill during testing may be allowed to leave the test room. The examinee should log out of TestNav. Collect the examinee’s authorization ticket and scratch paper before the examinee leaves the room. Room supervisors should keep a record of any examinee who becomes ill and note the time remaining in the session. If the examinee is able to return to class that day, the test must be completed by the end of the school day. If the examinee is unable to return to class due to the illness, the test may be completed as a makeup. The examinee may use the test time remaining as noted by the room supervisor. If necessary, time may be extended using the proctor extended time code so the examinee has the appropriate time remaining for that session.

Electronic Devices

Examinees should preferably not bring cell phones or any electronic devices into the test room; if they do, these devices should be turned off and placed under their desks. A warning to examinees to **not** set watch or cell phone alarms is included in the verbal instructions. Please do **not** set beeper alarms on your own watch or cell phone, as this can also distract examinees.

Examinee Questions During Testing

Specific instructions about guessing are included in the verbal directions for each test. If examinees ask you about guessing, refer them to these instructions. Do not comment on or add to the printed directions in any way. You can answer questions about the general test instructions before testing starts. (See the step in the “Verbal Instructions” section that asks examinees if they have any questions.)

Questions about Items

Do not answer questions regarding individual test items. You may respond to questions with, “Do the best you can.” Do not look at individual test questions if examinees refer to them.

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 the questions or comments using the irregularity reporting tool in the administration platform.

Prohibited Behavior

It is the room supervisor’s responsibility to document all instances of the following behaviors in the irregularity reporting tool in the administration platform. The following examinee actions are prohibited and violate ACT Aspire testing policies and procedures:

- Looking at someone else’s computer screen or scratch paper
- Giving or receiving assistance
- Disturbing other examinees
- Using notes or unauthorized testing aids (Scratch paper is allowed for examinees to do figuring, organize thoughts, etc.)
- Using a calculator on any test other than the Early High School (Grades 9–10) 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 a student authorization testing ticket or scratch paper, or sending test questions or answers from the test room by any means
- Using any tool not contained within the online testing platform
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the test room

If you SUSPECT an examinee is engaged in any of the prohibited activities, discreetly warn the examinee that these actions are 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 the administration platform.

If you OBSERVE any of these behaviors, take these steps:

1. Collect the examinee’s authorization ticket and scratch paper.
2. Instruct the examinee to log out of TestNav (or the staff must log the examinee out of TestNav if the examinee does not do so).
3. Advise the examinee that the test will be invalidated.
4. Manually mark the examinee’s test complete in PearsonAccess^{next}.
5. Dismiss the examinee from the room.
6. The test coordinator should mark the test with a Do Not Report code.

Reporting Irregularities in Test Administration

The irregularity reporting tool in the administration platform 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 an examinee's test with Do Not Report code and dismissing the examinee for prohibited behavior. Instructions for using this tool can be found in the *ACT Aspire Test Coordinator Manual*.

Testing staff should use the tool to report any of the irregularities occurring within the room. Document any of the following occurrences during administration of the tests:

- An examinee engages in any instance of prohibited behavior as outlined above.
- 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.

For any instances where examinees can resume testing after illness, a technical issue, or a general disturbance, follow the instructions under "Resume an Interrupted Test," page 16.

The irregularities in the **Environment** category include external factors that may affect examinee testing. These include things like outside noises, hot/cold room temperatures, and occurrences like power outages, severe weather, or 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.

The **Staff** category includes actions testing staff may engage in that affect testing. These include failure to follow testing procedures, like mistiming a test or not reading the verbal instructions from the appropriate *Room Supervisor Manual*; arriving late for testing or not showing up; or other inappropriate behavior, like engaging in personal communication via other staff, telephone, or text during testing.

The **Technical** category pertains to the performance of online testing and includes system failure, slowness, or freezing; difficulties launching the test or with examinees using the testing platform; and other system issues, like problems with using a keyboard, mouse, monitor, or other related hardware.

If you have questions about how to categorize a particular irregularity, call ACT Aspire Customer Care.

In addition, notify your test coordinator of any irregularities after testing.

Accessibility and Accommodations for ACT Aspire

ACT Aspire strives to provide equal access to *all* examinees, recognizing that some examinees need support to be able to test fairly and to the best of their abilities. The need for accessibility is universal. Different levels of available supports are described below:

- “Default Embedded System Tools” are those accessibility features that are available to all examinees for the online version of ACT Aspire.
- “Open Access” tools are available to all examinees, but they must be identified in advance in the ACT Aspire Personal Needs Profile (PNP) and selected inside the administration platform to be activated, or they must be planned in advance and provided locally.
- “Accommodations” are considered high-level supports that are needed by relatively few examinees and require special expertise, experience, and security protocols to select and use effectively. The administration platform requires accommodations-level tools to be **requested in advance by educational personnel** on behalf of the examinee through the online Personal Needs Profile (PNP) process. This will allow any needed resources to be made active for the examinee.

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

Test coordinators must select accessibility supports through the online PNP process in the administration platform.

For further information about accommodations and accessibility, see the *Accessibility User’s Guide: Summative Testing* on the Wisconsin State testing web page.

Test Room Requirements

The test coordinator selects and reserves the test rooms. Test rooms must meet several requirements that help ensure a fair and secure test environment.

All examinees testing in the same room are required to take the same grade and subject tests.

Test Environment

To ensure a fair and secure test environment:

- Remove or cover all maps, posters, charts, and bulletin board materials related to the subject being tested.
- Examinees testing with extended time must be tested in a separate room from examinees testing with standard time.
- Ensure that examinees will be able to hear the room supervisor without difficulty.
- Ensure testing surfaces are large enough to accommodate a testing device with space to comfortably use scratch paper. Lapboards may not be used.

Arranging Test Rooms

Arrange the room so that:

- The room supervisor will be facing the examinees during testing
- Testing staff can freely move around the room and reach each examinee
- Testing staff will have a clear view of all examinees and materials
- Seating minimizes the possibility of prohibited behavior

See Figure 1 for examples of acceptable and unacceptable seating arrangements.

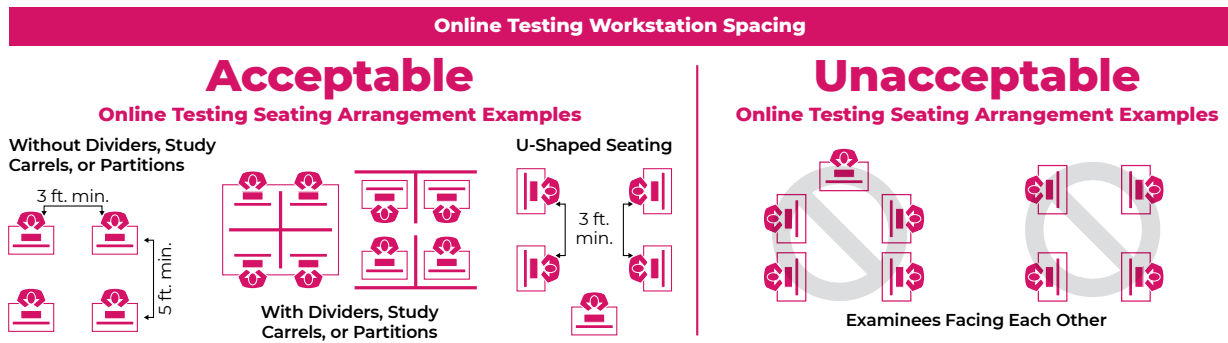


Figure 1. Examples of Seating Arrangements

Online Testing Guidelines

To prevent prohibited examinee behavior (see “Prohibited Behavior,” page 8), follow these guidelines:

- TestNav must be the only application running on the computer or device during testing. If an examinee has exited the test by exhibiting prohibited behavior, do not restart or resume the test. Instead, mark the test with a Do Not Report code. Please refer to your local policy before marking a test with a Do Not Report code.
- Staff should move around the room regularly. This will discourage examinees from any prohibited behaviors.
- TestNav does not allow examinees to keep responding to questions after time has expired. Staff should be aware of when the set time for a subject test will end.

Test Administration Procedures

Before examinees are admitted to the test room, the following setup activities should be completed. Detailed instructions for completing these tasks, and for the successful starting and running of test sessions, will be provided by your test coordinator. These instructions are also available in the *PearsonAccess^{next} User Guide* on the Wisconsin State testing web page.

- All computers to be used for testing should be turned on, and the TestNav app should be launched so the examinee sign-in screen is visible. The TestNav app can be downloaded at <http://download.testnav.com/>.
 1. The room supervisor should open an approved browser on their computer and launch PearsonAccess^{next} at <https://aspire.act.org>.
 2. 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.

- If any examinees are testing with accessibility supports, make sure the administration platform has all appropriate PNPs assigned for the examinee in advance of testing. If you will be administering an audio test, be sure to have examinees adjust the volume **before** signing in.
- If your room is administering a mathematics test for Early High School (grades 9–10), check examinee calculators prior to testing to verify they meet the requirements of the *ACT Calculator Policy*. A calculator is embedded in TestNav for grades where use of a calculator is allowed.
- Set up the test room according to “Test Room Requirements,” page 10.

Note: Examinees should not do other work or look at any materials if they finish testing early.

Student Authorization Testing Tickets

Prior to testing, preferably the day before testing for test security purposes, print the student authorization testing tickets for each subject test to be administered and familiarize yourself with their format.

1. In PearsonAccess^{next}, select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen. From here, you can search for specific sessions. In the **Search** dropdown menu, select **Show all results** to see a list of all sessions. You can also apply a filter by entering additional details.
3. Check the box next to the session(s) that you want to print student authorization testing tickets for.
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) that you want to print student authorization testing tickets for. That session's information appears.
6. Use the table below to determine your next step.

| To print Student Authorization Tickets for... | Then... |
|--|--|
| All examinees in a session | <ol style="list-style-type: none"> a. Open the Resources drop-down menu. Then select Print all for this session under the Student Testing Tickets section. b. Select a print format of 1 per page (default), multiple per page, grid, or list. |
| An individual examinee (or small group of examinees) | <ol style="list-style-type: none"> a. Select the examinee(s) for whom to print a ticket. b. In the Resources menu, select Print selected for this session, which is under the Student Testing Tickets section. c. Select a print format of 1 per page (default). |

- a. Open the **Resources** drop-down menu. Then select **Print all for this session** under the **Student Testing Tickets** section.
 - b. Select a print format of 1 per page (default), multiple per page, grid, or list.
- a. Select the examinee(s) for whom to print a ticket.
 - b. In the **Resources** menu, select **Print selected for this session**, which is under the **Student Testing Tickets** section.
 - c. Select a print format of 1 per page (default).
7. Print the student authorization testing tickets using your browser. Depending on the browser you use, you may have to use icons in the menu bar, or right-click on the screen to select the print option.

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 any other sessions.
 - If all student authorization testing tickets for testing were printed out at one time, ensure with your test coordinator that you received only the tickets for your examinees and sessions. Keep these tickets secure at all times and do not distribute them to examinees until testing.
 - Once the test session has been started and unlocked, and examinees are admitted to the room and seated, securely distribute the student authorization testing tickets. Hand the student authorization testing tickets to each examinee; do not pass them down aisles. Each examinee must have a student authorization testing ticket before signing in to the test.
 - **Examinees should not have access to their login credentials before testing.** No one except the examinees should have access to the contents of the tests.

Start a Test Session

Note: On the morning of test day, this task is performed once for each test session. It must be done before room supervisors can unlock their sessions.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen. From here, you can search for specific sessions. In the **Search** dropdown menu, select **Show all results** to see a list of all sessions. You can also apply a filter by entering additional details.
3. Check the box next to the session(s) that will be administered today.
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 table below to determine your next step.

| To start... | Then... |
|----------------------------|--|
| All examinees in a session | <ol style="list-style-type: none"> a. In the Session List pane, to select multiple sessions, select the Combined View button. b. Then select the Start All Sessions button. |
| An individual session | <ol style="list-style-type: none"> a. In the Session List pane, select a session. b. Then select the Start Session button. |

6. The **Start Session** button becomes a **Stop Session** button. You now have a padlock next to the test.

Note: The test session is now marked as In Progress.

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. Open the drop-down menu on the **Search** button, and check the box next to **Show all results**. A list of test sessions appears.
4. Check the 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 Test Status** is Ready in the table and that the session is locked.
8. Slide the button to the right to unlock the test. Allow a minute or two for the system to process this activity. The **Student Test Status** changes from Ready with a padlock to Ready (no padlock).

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

9. Leave PearsonAccess^{next} running on the room supervisor's computer during the test session. Do not log out or turn the computer off.
10. To lock the test session, slide the button to the left. The **Student Test Status** changes from Ready (no padlock) to Ready with a padlock.

View Examinee Progress in a 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** dropdown menu, select **Show all results** to see a list of all sessions. You can also apply a filter by entering additional details.
3. In the table, check the box next to each session 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 session you want to work with. That session's information appears.
6. Search to find the examinee(s) whose status you want to view. From here, you can search for specific students. In the **Search** dropdown menu, select **Show all results** to see a list of all students. You can also apply a filter by entering additional details.
7. Examinee status is shown in the **Student Test Status** column of the list of examinees. The following table describes the possible status conditions.
8. Select an examinee's status by clicking on the link that appears when you hover over the status in the **Student Test Status** column to view more detailed information about that examinee's test and item progress.

Note: Depending on your role, this is where you can see the progress of the examinee (i.e., item they are on, how many items answered, and how many remaining).

| 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. See "Resume an Interrupted Test," page 16.</i> |
| Exited | The examinee has exited TestNav but has not submitted test responses for the current test. <i>Note:</i> <ul style="list-style-type: none"> • 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. See "Mark an Examinee's Test Complete," page 19. |
| 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 ^{next} . |

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,” page 17, before proceeding.*
1. Select the **Testing** icon.
 2. Select **Sessions** to access the Sessions screen.
 3. Check the 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 decide your next step.

| If you have... | Then... |
|---|---|
| A small number of examinees to resume | Select the drop-down menu next to each examinee’s status and select Resume . |
| Multiple examinees to resume at the same time | <p>Check the box next to the examinees whose status is to be updated.</p> <ol style="list-style-type: none"> a. In the Tasks pane, select Resume Student Tests in the drop-down menu. Then select the Start button. The Resume Student Tests screen appears. b. Check the box next to the examinees’ names to confirm the selection. Then select Resume. <p><i>Note: If the examinee’s test has been submitted, before resuming, have the district test coordinator contact the Wisconsin Department of Public Instruction. The State Test Coordinator role needs to choose Undo Student Test Submission from the task list in the Students in Sessions page.</i></p> |

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

Direct Examinees to Log Out of TestNav

To have an examinee log out of TestNav, instruct them to:

1. Select **Sign out of TestNav** from the **user** drop-down menu at the top right of their screen, and 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**.

Exit Testing for the Breaks—Securely Extend Session over Multiple-Day Accessibility Support

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

1. Make sure all examinees have submitted the test they were working on and are now on the screen for the next test (where they will continue in the next sitting).
2. Direct the examinee(s) to log out of TestNav.
3. In PearsonAccess^{next}, lock the test session.

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

Resume Testing for the Breaks—Securely Extend Session over Multiple-Day Accessibility Support

1. In PearsonAccess^{next}, unlock the test session. See “Unlock/Lock a Test Session,” page 14, for instructions.
2. In PearsonAccess^{next}, resume the Exited status test for each examinee. See “Resume an Interrupted Test,” page 16, for instructions.
3. Start TestNav on each examinee's computer.
4. When examinees are seated, redistribute the student authorization testing tickets. Make sure each examinee receives their own.

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 have them write their name and today's date at the top.
6. Direct the examinee(s) to log in. The examinees will see the screen for the next test (where they left off).
7. Continue testing with the next test.

Extend an Examinee's Testing Time

To extend an examinee's testing time after time runs out, use the **Proctor Extended Time Code** found on the Students in Sessions screen in the **Resource** drop-down menu. Then, enter the password on the examinee's device.

Note: Take this action before the examinee selects “Submit Final Answers.”

Stop a Test Session

Take the following steps to stop the test session after all examinees have completed the last test.

1. Select the **Testing** icon.
2. Select **Sessions** title to access the Sessions screen. From here, you can search for specific sessions. In the **Search** dropdown menu, select **Show all results** to see a list of all sessions. You can also apply a filter by entering additional details.
3. Check the 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**.

If not, determine the steps to take before proceeding.

| If the examinee... | Then... |
|--|---|
| Did not begin testing (e.g. absent, not admitted) | The test coordinator must remove the examinee's test from the test session. |
| Began testing but did not finish and will not resume (e.g., dismissed, illness) | Mark the examinee's test complete (see additional information below). |

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

Remove Examinees from a 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** dropdown menu, select **Show all results** to see a list of all sessions. You can also apply a filter by entering additional details.
3. Check the box next to the session(s) that you want to remove examinees from.
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) that you want to remove an examinee(s) from. That session's information appears.
6. Check the box next to the examinee(s) to be removed.
7. In the **Tasks** pane, check the box next to **Remove Students from Sessions**. Then select the **Start** button. The Remove Students from Sessions screen appears.
8. Check the box next to the examinee(s) to be removed. Then select the **Remove** button.
9. When finished, select the **Exit Tasks** button.

Mark an Examinee's Test Complete

When an examinee submits the last test question, 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.

Take the following steps to mark an examinee's test complete.

1. Select the **Testing** icon.
2. Select **Sessions** title to access the Sessions screen. From here, you can search for specific sessions. In the **Search** dropdown menu, select **Show all results** to see a list of all sessions. You can also apply a filter by entering additional details.
3. Check the 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, check the box next to each examinee to be marked complete.
7. In the Tasks pane, select **Mark Student Tests Complete**. Then select the **Start** button. The Mark Student Tests Complete screen appears.
8. Again, check the box next to each test to be marked as completed.
9. Enter a reason in the **Reason** field. Then select the **Mark Complete** button. The **Student Test Status** now shows the **Marked Complete** status.
10. When finished, select the **Exit Tasks** button to return to the Students in Sessions screen. The Student Test Status for those examinees is **Marked Complete**.

Verbal Instructions

Study these instructions before test day. 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.

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 Table 2, page 6).



Turn to the grade-specific instructions that apply to the test you are administering.

English 21

Mathematics 24

Reading..... 28

Science 32

Writing..... 36

English

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions. Test instructions may be repeated. Text within parentheses is optional.

When all examinees have been admitted and seated, greet the examinees and 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 unsure of your answer. Please clear your desks of everything except your pencils or pens...

I'm going to hand out your Student 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.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct student authorization testing ticket, say:

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and Student ID. The session name and your date of birth should be listed below your name and Student ID. [Name and grade of the subject test] should be below your date of birth. Raise your hand if your name and [name of the subject test] are not listed on the ticket...

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.

When you have verified that all examinees have the correct student authorization testing ticket, say:

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this 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....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

After everyone has signed in to the correct test, 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. Scratch work should be done on the scratch paper 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....

Answer any examinee questions about the general test instructions and then say:

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

Then say:

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

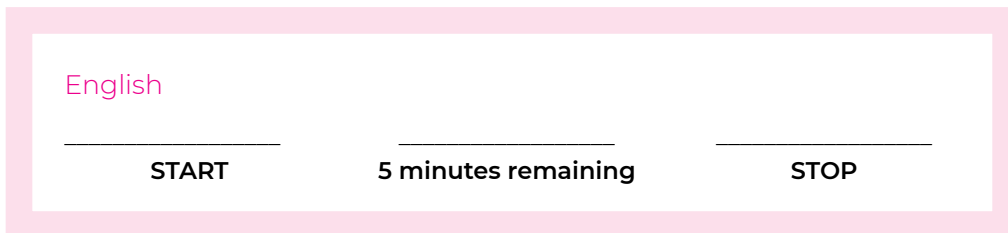
- Read each passage before you answer the questions.
- Some questions ask you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some questions refer to specific 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.

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 allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2, page 6). The figure below is provided to aid with timekeeping.



If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all examinees have submitted final answers, say:

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

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

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.

Mathematics

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions. Test instructions may be repeated. Text within parentheses is optional.

When all examinees have been admitted and seated, greet the examinees and 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 unsure of your answer. Please clear your desks of everything except your pencils or pens...

I'm going to hand out your Student 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.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct student authorization testing ticket, say:

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and Student ID. The session name and your date of birth should be listed below your name and Student ID. [Name and grade of the subject test] should be below your date of birth. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

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.

When you have verified that all examinees have the correct student authorization testing ticket, say:

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this 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....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

After everyone has signed in to the correct test, say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device (other than a calculator), or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper 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....

Answer any examinee questions about the general test instructions and then say:

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

Then 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:

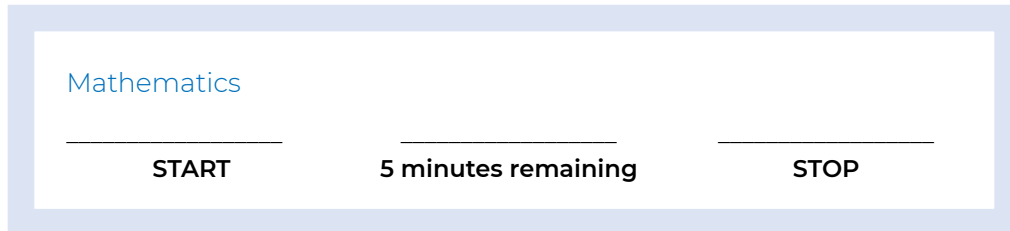
1. Diagrams are NOT necessarily drawn to scale.
2. Geometric figures are in a plane.
3. The word *line* indicates a straight line.
4. The word *average* indicates arithmetic mean (for example, $\frac{1+7+3}{3}$ is the average of 1, 7, and 3).

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.

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 allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2, page 6). The figure below is provided to aid with timekeeping.



If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all examinees have submitted final answers, say:

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

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

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

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions. Test instructions may be repeated. Text within parentheses is optional.

When all examinees have been admitted and seated, greet the examinees and 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 unsure of your answer. Please clear your desks of everything except your pencils or pens...

I'm going to hand out your Student 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.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct student authorization testing ticket, say:

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and Student ID. The session name and your date of birth should be listed below your name and Student ID. [Name and grade of the subject test] should be below your date of birth. Raise your hand if your name and [name of the subject test] are not listed on the ticket...

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.

When you have verified that all examinees have the correct student authorization testing ticket, say:

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this 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....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

After everyone has signed in to the correct test, 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. Scratch work should be done on the scratch paper 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....

Answer any examinee questions about the general test instructions and then say:

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

Then 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.

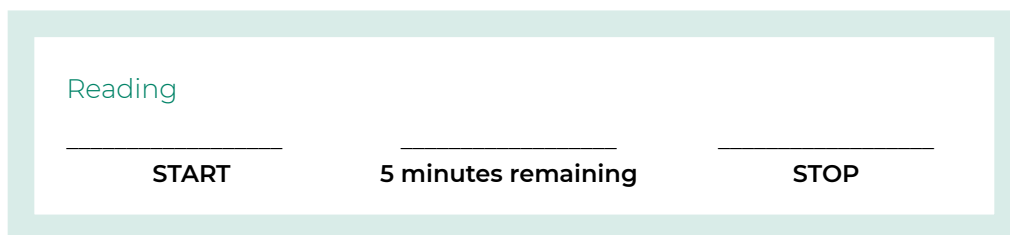
- Some questions ask you to write an answer. Click in the box and type your answer there. Before you begin to type, read the question carefully. Answer the question as completely as you can. Explain your thoughts and ideas clearly. Read what you have written to be sure it says what you want it to say. 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.

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 if your answer is correct.

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 allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2, page 6). The figure below is provided to aid with timekeeping.



If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all examinees have submitted final answers, say:

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

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

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

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions. Test instructions may be repeated. Text within parentheses is optional.

When all examinees have been admitted and seated, greet the examinees and 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 unsure of your answer. Please clear your desks of everything except your pencils or pens...

I'm going to hand out your Student 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.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct student authorization testing ticket, say:

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and Student ID. The session name and your date of birth should be listed below your name and Student ID. [Name and grade of the subject test] should be below your date of birth. Raise your hand if your name and [name of the subject test] are not listed on the ticket...

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.

When you have verified that all examinees have the correct student authorization testing ticket, say:

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this 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....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

After everyone has signed in to the correct test, 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. Scratch work should be done on the scratch paper 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....

Answer any examinee questions about the general test instructions and then say:

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

Then 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.

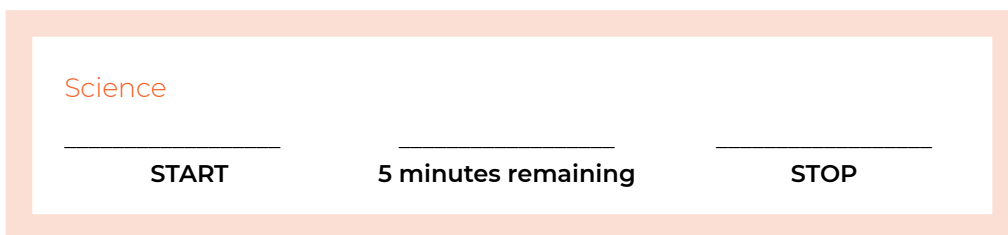
Some questions may ask you to work with objects on the screen. Follow the directions on the screen to answer those questions.

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.

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 allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2, page 6). The figure below is provided to aid with timekeeping.



If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all examinees have submitted final answers, say:

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

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

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

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions. Test instructions may be repeated. Text within parentheses is optional.

When all examinees have been admitted and seated, greet the examinees and say:

You are about to take a test related to your coursework. You should try your best and do your own work. Please clear your desks of everything except your pencils or pens...

I'm going to hand out your Student 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.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct student authorization testing ticket, say:

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and Student ID. The session name and your date of birth should be listed below your name and Student ID. [Name and grade of the subject test] should be below your date of birth. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

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.

When you have verified that all examinees have the correct student authorization testing ticket, say:

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this 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....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

After everyone has signed in to the correct test, 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. Scratch work should be done on the scratch paper 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....

Answer any examinee questions about the general test instructions and then say:

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

Then 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.

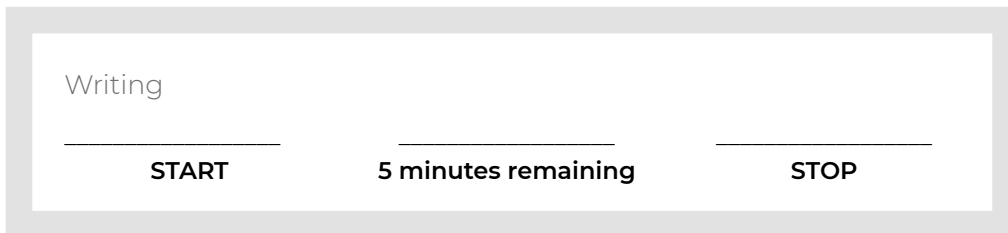
- use language clearly and effectively according to the conventions of standard written English.

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.

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 allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2, page 6). The figure below is provided to aid with timekeeping.



If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all examinees have submitted final answers, say:

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

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

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.

After Testing

Instructions for reporting testing irregularities can be found under “Submit an Irregularity Report” below.

1. Account for the student authorization testing tickets and sheets of scratch paper before allowing examinees 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 the materials that were distributed; the security of the test questions is of utmost importance.
2. Return all student authorization testing tickets and used scratch paper to your test coordinator.
3. Ensure that all tests are submitted by the examinees or marked completed by testing staff, and devices used are signed out of TestNav.
4. Once all examinees have completed testing, close all test sessions in the administration platform.

Submit an Irregularity Report

Submit an Irregularity Report 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 (do not skip this step).

6. Enter **Irregularity Date/Time**, **Irregularity Type**, and **Comments** at the top of the screen.

Note:

- *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), do the following:

- 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.

Note: 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** and then select **Exit Tasks**.

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