Computer-Based Testing

Objective: The below table outlines the 12 administration steps for ACT Aspire Summative computer-based testing. Each step includes a description and associated TMS modules for further information.

Steps for Computer-Based Testing	Online Session on Training Management System Link to TMS: https://actaspire.tms.pearson.com/
Step 1: Implementation Training:	(Oct 2nd – 8th, 2015)
ACT Aspire overview training which covers technology requirements as well as portal administration.	
Step 2: Invite Additional Users to the Portal:	(Nov 24th, 2015 ->)
Invite additional personnel to delegate administrative tasks & setup.	• **Inviting & Managing Users,** *6 mins*
Step 3: Student Data:	(Jan 1st, 2016 – Mar 3rd 2016)
Review uploaded student data to the ACT Aspire Portal.	• **Student Data & Test Sessions Overview,** *19 mins* • **Manually Entering & Updating Student Data,** *4 mins*
Step 4: Accessibility & Accommodations (*Optional, but recommended*):	(Feb 19th, 2016 – Mar 4th, 2016)
Complete personal needs profiles (PNP) for students who require accommodations.	• **Updating Personal Needs Profile for Accessibility Features,** *10 mins* • **Creating & Importing PNP Extracts,** *6 mins*
Step 5: Create Groups (*Optional, but recommended*):	(Feb 1st, 2016 – Mar 4th, 2016)
Place students into groups to help organize & expedite test session setup.	• **Creating & Using Groups,** *4 mins*
Step 6: Tech Setup & Configuration:	(Feb 1st, 2016 – Mar 16th, 2016)
Review technical requirements, bulletins, & documentation. Configure local technology.	• **Technology Readiness Overview,** *31 mins*
Step 7: Test Session Setup:	(Feb 1st, 2016 – Apr 1st, 2016)
Build test sessions in the Portal. (*Ensure Proctor Cache setup is complete (Step 6) if using.*)	• **Creating, Editing, & Viewing Test Sessions,** *14 mins* • **Adding, Removing, & Moving Students to Sessions,** *5 mins* • **Copy Test Sessions,** *5 mins* • **Transferring Students,** *6 mins*
Step 8: Pre-Cache Test Content:	(Mar 16th, 2016 – Apr 8th, 2016)
Pre-cache test content to ensure latest test forms are used for testing.	• **Proctor Cache Portal Setup,** *7 mins*
Step 9: Print Students Authorization Tickets:	(Mar 1st, 2016 – Apr 8th, 2016)
Print & securely store authorization tickets for each CBT test session.	• **Printing Student Authorization Tickets,** *4 mins*
Step 10: Start Test Sessions in the Portal:	(Apr 11th, 2016 – May 3rd, 2016)
Start test sessions in the Portal when test session status appears as "Ready".	• **Room Supervisor Training: Computer-Based Testing,** *39 mins* • **TestNav 8 Overview,** *16 mins*
Step 11: Administer the Test:	(Apr 11th, 2016 – May 3rd, 2016)
Distribute authorization tickets, read test directions, & proctor assessments.	• **Monitoring Test Sessions,** *7 mins*
Step 12: Post-Test Clean Up:	(Apr 12th, 2016 – May 10th, 2016)
Collect authorization tickets & scratch paper, enter irregularities in the Portal, & close test sessions.	• **Reporting Irregularities & Closing Test Sessions,** *9 mins*

Before Testing (Steps 1–9)
During Testing (Steps 10–11)
After Testing (Step 12)

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