

# Paper-Based Testing

**Objective:** The below table outlines the 11 administration steps for ACT Aspire Summative paper-based testing. Each step includes a description and associated TMS modules for further information.

Steps for Paper-Based Testing		Online Session on Training Management System Link to TMS: <a href="https://actaspire.tms.pearson.com/">https://actaspire.tms.pearson.com/</a>
Before Testing	<b>Step 1: Implementation Training:</b> (Oct 2 <sup>nd</sup> – 8 <sup>th</sup> , 2015)	
	ACT Aspire overview training which covers technology requirements as well as portal administration.	
	<b>Step 2: Invite Additional Users to the Portal:</b> (Nov 24 <sup>th</sup> , 2015 -> )	
	Invite additional personnel to delegate administrative tasks & setup.	<ul style="list-style-type: none"> <li>Inviting &amp; Managing Users, 6 mins</li> </ul>
	<b>Step 3: Student Data:</b> (Jan 1 <sup>st</sup> , 2016 – Mar 3 <sup>rd</sup> , 2016)	
	Review uploaded student data to the ACT Aspire Portal.	<ul style="list-style-type: none"> <li>Student Data &amp; Test Sessions Overview, 19 mins</li> <li>Manually Entering &amp; Updating Student Data, 4 mins</li> </ul>
	<b>Step 4: Accessibility &amp; Accommodations (Optional, but recommended):</b> (Feb 19 <sup>th</sup> , 2016 – Mar 4 <sup>th</sup> , 2016)	
	Complete personal needs profiles (PNP) for students who require accommodations.	<ul style="list-style-type: none"> <li>Updating Personal Needs Profile for Accessibility Features, 10 mins</li> </ul>
	<b>Step 5: Create Groups (Optional, but recommended):</b> (Feb 1 <sup>st</sup> , 2016 – Mar 4 <sup>th</sup> , 2016)	
	Place students into groups to help organize & expedite test session setup.	<ul style="list-style-type: none"> <li>Creating &amp; Using Groups, 4 mins</li> </ul>
	<b>Step 6: Test Session Setup:</b> (Feb 1 <sup>st</sup> , 2016 – Mar 4 <sup>th</sup> , 2016)	
Build test sessions in the Portal. ( <i>Deadline for paper-based test orders is March 4<sup>th</sup>, 2016</i> )	<ul style="list-style-type: none"> <li>Creating, Editing, &amp; Viewing Test Sessions, 9 mins</li> <li>Adding, Removing, &amp; Moving Students to Sessions, 6 mins</li> <li>Copy Test Sessions, 5 mins</li> <li>Transferring Students, 6 mins</li> </ul>	
<b>Step 7: Receive &amp; Organize Test Materials:</b> (Mar 29 <sup>th</sup> , 2016 – Apr 1 <sup>st</sup> , 2016)		
Ensure all materials are accounted for and organized for distribution to test sessions.	<ul style="list-style-type: none"> <li>Paper-Based Testing, 43 mins</li> </ul>	
During Testing	<b>Step 8: Start Test Sessions In the Portal:</b> ( Apr 11 <sup>th</sup> , 2016 <i>Optional, but needed to record irregularities online</i> )	
	Start test sessions in the Portal when test session status appears as "Ready".	<ul style="list-style-type: none"> <li>Room Supervisor Training: Paper-Based Testing, 33 mins</li> </ul>
	<b>Step 9: Administer the Test:</b> (Apr 11 <sup>th</sup> , 2016 – Mar 3 <sup>rd</sup> , 2016)	
Distribute test books and answer documents, read test directions, and proctor assessments.	<ul style="list-style-type: none"> <li>Monitoring Test Sessions, 7 mins</li> </ul>	
After Testing	<b>Step 10: Post-Test Clean Up:</b> (Apr 12 <sup>th</sup> , 2016 – Mar 10 <sup>th</sup> , 2016)	
	Collect test materials and scratch paper, record irregularities in the Portal, and close test sessions.	<ul style="list-style-type: none"> <li>Reporting Irregularities &amp; Closing Test Sessions, 9 mins</li> </ul>
	<b>Step 11: Return Test Materials to ACT Aspire:</b> (Apr 12 <sup>th</sup> , 2016 – Mar 10 <sup>th</sup> , 2016)	
Separately pack and ship all scorable and non-scorable test materials to ACT Aspire	<ul style="list-style-type: none"> <li>Paper-Based Testing Post Assessment Steps, 10 mins</li> </ul>	