

2015-2016



Technical Readiness Manual

For All ACT Aspire Assessments



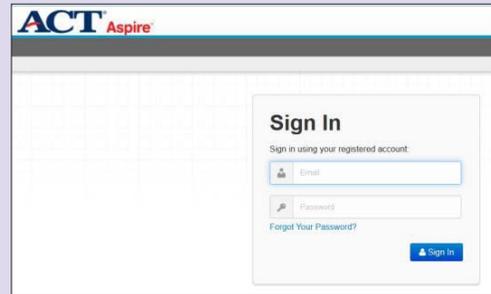
PRE-ASSESSMENT TECHNICAL READINESS

Key Web Links

ACT Aspire Portal

<http://www.actaspire.org/>

- Administrator/Teacher login page.



ACT Aspire Student Login

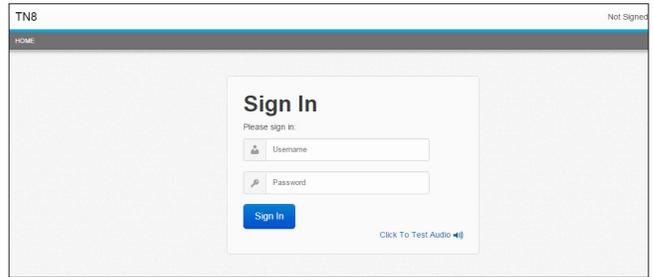
<http://tn.actaspire.org/>

- Student testing environment login page.

ACT Aspire Exemplars

<http://tn.actaspire.org/>

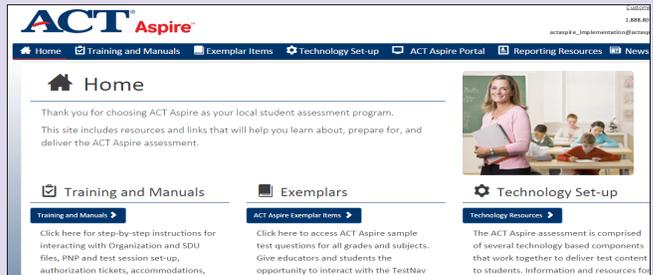
- Username: Subject name (Ex: Reading)
- Password: actaspire



ACT Aspire Landing Page

<https://actaspire.pearson.com/>

- Resources, links, and step-by-step instructions for your testing administration.



ACT Aspire SystemCheck for TestNav 8

<http://systemcheck.actaspire.org>

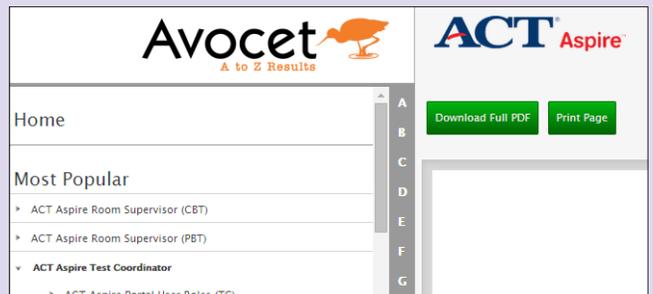
- Perform a series of system checks to confirm that this system is configured correctly.



ACT Aspire Avocet

<http://actaspire.avocet.pearson.com/>

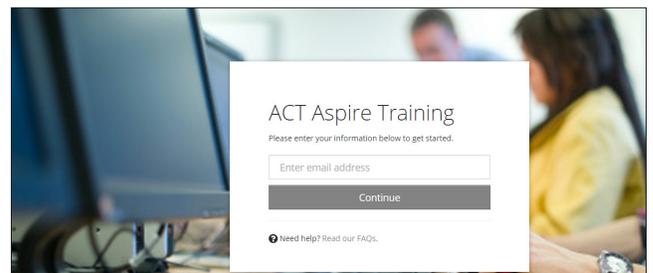
- Collection of manuals, guides, and helpful hints.



ACT Aspire Training Management Site (TMS)

<https://actaspire.tms.pearson.com/>

- Free online training videos.



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Introduction for Computer-Based Testing

Objective: The ACT Aspire Assessment can be delivered in two ways, as a paper-based assessment and as a computer-based assessment. The computer-based method allows test content to be delivered to students via internet connected laptop, desktop, iPad (for Periodic assessments only¹), and Chromebook (for both Summative and Periodic assessments).

To ensure that the test is delivered smoothly and securely it is important to understand the specific setup steps that are involved, the different components of computer-based testing, and the way that they all work together to deliver the assessment. This guide will explain the computer-based testing requirements, the main components of computer-based testing (CBT), and the primary setup steps that you will need to perform.

¹Summative testing on iPad™ is currently under review for comparability with other platforms, while not supported for this administration future support for their use on summative is anticipated.

Computer-Based Testing Components

There are four main components of computer-based testing. Each component is listed below along with a short description. More complete information for SystemCheck, TestNav 8, and ProctorCache, including requirements and set-up steps can be found in this manual within each components subsection. Detailed information on the ACT Aspire Portal can be found in the ACT Aspire Portal Users Guide.

SystemCheck for TestNav 8

SystemCheck is a web-based tool that is used to determine system readiness. To use the tool, users simply visit the SystemCheck URL with an internet connected testing workstation users can perform quick tests to verify that the workstation meets the minimum browser, OS, and Java requirements needed to run TestNav 8, the test delivery engine. Users can also perform a connectivity test that allows them to see if the student workstation can retrieve sample test content successfully.

ProctorCache

ProctorCache is a free software package provided by ACT Aspire that works with TestNav to reduce the overall bandwidth requirement for computer based testing. The bandwidth requirement is reduced by pre-downloading all of the test content that your students need, and storing it locally in an encrypted format, allowing you to serve test content at local speeds versus internet download speeds.

TestNav 8

TestNav 8 is the secure testing engine that students will use to interact with test items. TestNav 8 is completely browser based for traditional laptop and desktop computers and does not require an installation or configuration on those types of testing workstations. When used on Chromebooks and iPads the TestNav 8 app will need to be installed, and minor configuration of the testing device will be necessary.

Behind the scenes, an inner-component of TestNav called the Early Warning System maintains test security, checks for connectivity or content issues, and maintains student responses.

The ACT Aspire Portal

The ACT Aspire Portal is a system that administrators will use to manage student data, set up and schedule computer-based tests, and manage test sessions. The ACT Aspire Portal is not discussed in this manual. Look for the ACT Aspire Portal Users Guide on Avocet and the ACT Aspire Landing page for detailed information on this component.

Environment Configuration

Bandwidth and Connectivity

The ACT Aspire computer-based assessment requires internet connectivity for each student testing device and a minimum bandwidth of 50 kbps per student. The minimum bandwidth requirement can be reduced to 5 kbps per student when the ProctorCache software is properly configured and used.

Network Configuration

To allow complete and unimpeded communication between our testing servers, the ACT Aspire Portal, TestNav 8 on student testing devices, and the ProctorCache computers set up at your organization, you will configure your security and filtering devices to allow communications from specific URLs and on specific ports which are listed in the TestNav 8 and ProctorCache sections of this document. Failure to properly configure your network may result in communication or performance issues between the different testing components.

In addition to whitelisting the specified URLs and ports you should also analyze your network to identify failure points, security concerns, and bandwidth bottlenecks. Identifying and completely addressing these concerns will reduce the chance of experiencing issues during the computer-based assessment as well as develop and strengthen your network overall for everyday use.

Testing Device Configuration

For traditional student testing devices, laptops and desktops, some general configuration steps need to be performed.

Install and Enable Java

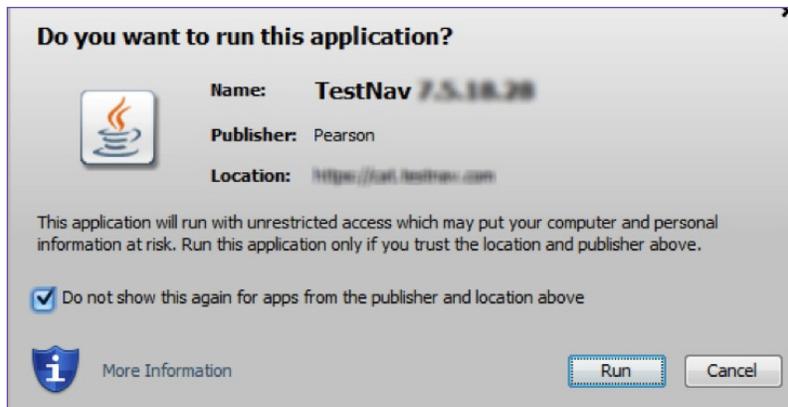
TestNav 8 opens a Java applet to run full screen, which prevents students from accessing other programs while testing on desktop and laptop computers.

If a testing computer does not have Java installed, you must install and configure it in order to use TestNav. Download the latest **supported** version of Java, and follow the installation instructions.

If Java is already installed, check to make sure it is the most current **supported** release. If not, update Java. A list of supported Java versions can be found in the TestNav 8 software requirements section of this document.

Java Security Warnings

The first time you launch TestNav 8 and SystemCheck, you must permit the TestNav Java applet to run by clicking **Allow** or **Run** on the prompt that appears when the applet is launched. Browsers require this action to successfully launch TestNav and to run SystemCheck.



Java Expiration Check

Beginning with Java 7, Oracle automatically checks your Java version and may send a pop-up notification asking you to accept a Java Critical Patch update. .

Java DOES ALLOW you to disable this notification to avoid interruption. For information on disabling the expiration check, read the *Effect of Java Critical Patch Updates* on TestNav 8 technical document posted to Avocet and the ACT Aspire Landing page.

Background Applications

The TestNav delivery engine does not permit access to other desktop applications (including applications that may be launched automatically) without terminating the test. Configure common applications like these to NOT launch during testing sessions:

- Anti-virus software performing automatic updates
- Power management software on laptops warning of low battery levels
- Screen savers
- E-mail with auto message notification
- Calendar applications with notifications, such as Google Calendar

Upon receiving a pop-up notification, TestNav immediately closes the testing session and returns the student to the desktop. To resume testing, the test monitor must resume the student's session in the ACT Aspire Portal before the student can log into TestNav and continue. To avoid this interruption

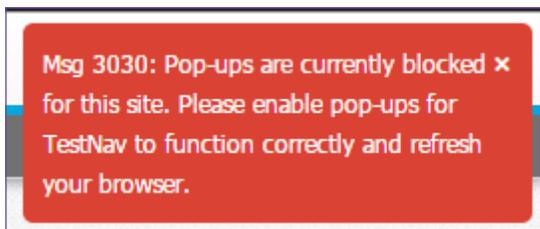
you should disable, suppress, or reschedule any application or message that could appear while a student is participating in the assessment.

Background Processes

Unnecessary background processes and applications that may impact the testing devices performance should be stopped or rescheduled while the device is being used for testing.

Browser Pop-ups

Browser pop-up blockers should be turned off or set to allow the TestNav 8 URL (tn.actaspire.org). When TestNav 8 launches into a full screen secure mode, it will be registered as a pop-up by the browser. If pop-ups are not allowed TestNav will be unable to enter full screen mode, and will display an error message to the screen.



ProctorCache

ProctorCache is a free software that we provide that works with TestNav 8 to reduce the overall bandwidth requirement for the ACT Aspire computer-based assessment. Using the ProctorCache software improves the online testing experience for students and test administrators by providing the following key benefits:

- Students experience fewer testing delays due to network congestion.
- Pre-cached test content loads and students can complete their test even if you lose your Internet connection.

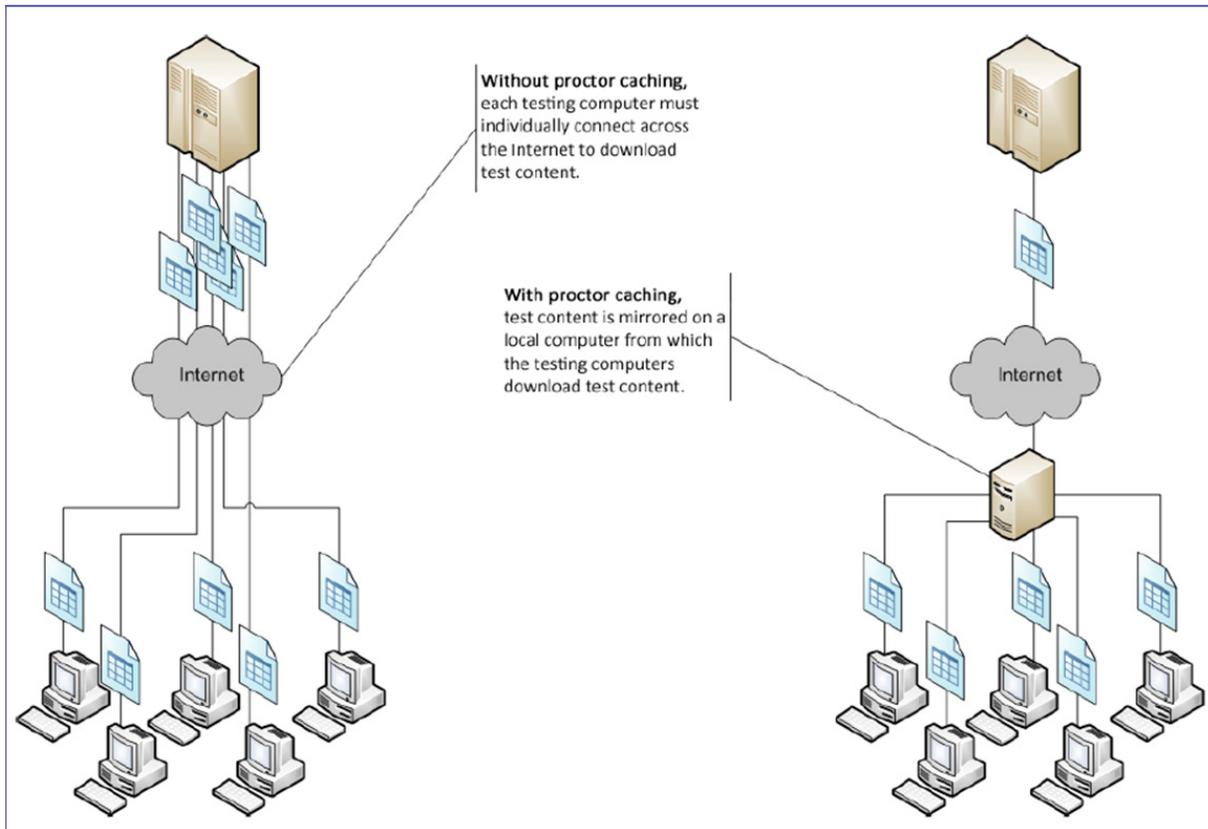
ProctorCache pulls test content from the remote ACT Aspire content servers and stores encrypted files on a local ProctorCache computer. This stored or “cached” test content is then distributed to TestNav clients during testing sessions.

Setup generally involves selecting a computer to install the ProctorCache software on, installing the software, verifying that internal ports 4480 and 4481 are open, TestNav 8 content URLs have been whitelisted, and saving default ProctorCache settings in the ACT Aspire Portal. A typical installation and setup takes approximately 10 minutes per ProctorCache computer.

Usage of the ProctorCache software includes verifying the status of pre-cached test content and successful client (student test device) connections to the ProctorCache machine through the ProctorCache Diagnostics Screen. The ProctorCache Diagnostics screen is a tool that is automatically installed when you complete the ProctorCache installation process, and is available while the ProctorCache service is running. This tool grants visibility into the status of pre-cached content, and client connections to the ProctorCache machine.

Without ProctorCache, each testing device must individually connect across the Internet to download test content.

With ProctorCache, test content is mirrored on a local computer where it can be gathered by student testing devices during live test sessions.



ProctorCache Requirements

The minimal hardware and software requirements for ProctorCache allow great flexibility in ProctorCache computer selection and placement on the organization’s network.

ProctorCache Hardware Requirements

Hardware Requirements (Minimum)	Windows	Mac
Processor	1.6 GHz x86-compatible	Intel Core™ Duo 2.0GHz Only Intel-based Macs are supported
Memory	1 GB RAM	1 GB RAM

ProctorCache Software Requirements

- Mac OS X 10.7, 10.8, 10.9 or 10.10
- Windows 7, Windows 8, Windows Server 2008, or Windows Server 2012

ProctorCache Environment Configuration

When using ProctorCache, the following URLs and ports must be opened in any firewalls, proxy servers, or software that is used for internet content filtering:

- URL: Port
 - *.tn.actaspire.org : 80
 - *.tn.actaspire.org : 443

Local network firewalls must also be configured to allow traffic on ports 4480 and 4481. If custom port settings are being used, configure firewall software to open both custom ports, and not the two default ports listed above.

Please note: The above URL and port requirements also appear on the TestNav 8 Hardware and Software Requirements, it is not necessary to perform these steps again if you have already done so.

ProctorCache Network Connectivity

If possible, proctor cache computers should have a network connection of 100 mbps full-duplex or higher. The minimum network connection is 10/100.

Your network must be set up to use IPv4 DNS (Domain Name System) servers. If you have not made any explicit changes to use only IPv6 for DNS, you should not have any issues. You will know if this is properly configured because TestNav and ProctorCache machines will communicate properly with one another. If you do not have any network issues between these machines, no action is required. If there are problems, contact your network administrator.

Currently, IPv4 is the standard method for how computers communicate with each other. Because there are a finite number of IP addresses that can be used with IPv4, a newer version, called IPv6, was developed.

An example of an IPv4 address is 192.168.1.1, and an example of an IPv6 address is 2012:0db8:85a3:0000:0000:8a2e:0370:7334.

ProctorCache Installation

When planning for and installing ProctorCache several factors should be considered.

- ProctorCache computer selection / availability of equipment.
- Network proximity to student workstations.
- Connectivity and bandwidth concerns.
- Necessity for multiple ProctorCache machines.

In general, you should install ProctorCache on a computer as close as possible to the student testing workstations. You can implement ProctorCache at the district, school, or lab level.

Pre-installation Planning

- Proctor cache computers must run on the same network as the students' testing devices.
- If proctor caching takes place at the district level, then you should configure any lower-level proctor cache computers to use the district-level computer as an upstream proxy.
- If you need to update ProctorCache software to a more recent version, you must uninstall the previous version. Then, reboot the computer and install the more recent version. You can uninstall the ProctorCache software using the normal software removal process for your operating system.

- Use the SystemCheck Testing Capacity test to determine connectivity and bandwidth between student testing workstations and the ProctorCache machines. Instructions for this process can be found in the SystemCheck for TestNav 8 section of this manual.

Additional Installation Information

- ProctorCache does not require special hardware or server equipment.
- You should **not** install ProctorCache on a computer you intend to use for testing.
- A typical installation takes approximately 10 minutes per proctor cache computer.
- Installing ProctorCache requires full local administrator permissions, and a working knowledge of your network.
- Virtual machines can be used as the proctor cache computer. Java must be installed on the virtual machine in order for ProctorCache to work successfully.
- The proctor cache service must be running in order for content to be successfully cached. If the service is stopped, content will not cache. In most cases the service will start automatically when the computer boots. The service can also be started, or stopped, using shortcuts that were created when installing the ProctorCache software.

Installation files for both Macintosh and Windows can be found in the installation instructions below, or on the Technology Set-up section of the ACT Aspire Landing Page.

ACT Aspire Landing Page – Technology Set-up

- <http://actaspire.pearson.com/technology.html>

Macintosh Installation

1. Locate and download ProctorCache software.
 - a. Macintosh Installation File
<http://download.testnav.com/installers/proctorcache-installer-2015.1.17.zip>
 - b. ACT Aspire Landing Page – Technology Set-up page
<http://actaspire.pearson.com/technology.html>
2. Double-click the install file, then double-click the **installproctorcache** file to open the installer screen.
3. Double-click the **installproctorcache icon**.
4. You see a security message; click **Next** to launch the installer.
5. Proxy information displays. Verify that the Proxy Server Information is correct or enter the correct value. Click **Next**.
6. Accept default destination folder and click **Next**. If you want to install in a location other than the default, make sure the location has no spaces in its name.
7. If the proctor cache computer uses an upstream proxy computer to access the Internet, see **Upstream Proxy Information** below.
8. Select the locations to create the TestNav ProctorCache aliases (e.g. icon). If you do not want the icon to appear when all users log in to the computer, select the **Don't create aliases**

option button, and then click **Next**.

9. Review the pre-installation summary, and then click **Install**. You see a progress bar and status information indicating that ProctorCache is installing.
10. When the software is installed, click **Done** to close the installation.
11. Restart your computer before you launch ProctorCache.

Windows Installation

1. Locate and download ProctorCache software.
 - a. Windows Installation File
<http://download.testnav.com/installers/proctorcache-installer-2015.1.17.exe>
 - b. ACT Aspire Landing Page – Technology Set-up page
<http://actaspire.pearson.com/technology.html>
2. Double-click the file you downloaded to open the installer screen.
3. You see a security message; click **Yes** to launch the installer.
4. After the software loads, read the introduction, and then click **Next**.
5. Proxy information displays. Verify the Proxy Server Information, or enter the correct information, and then click **Next**.
6. Accept default destination folder, and click **Next**. If you want to install in a location other than the default, make sure the location has no spaces in its name.
7. If the ProctorCache computer uses an upstream proxy computer to access the Internet, see **Upstream Proxy Information** below.
8. Select the locations to create the ProctorCache icon(s). If you would like the icon to appear when all users log in to the computer, select the **Create Icons for All Users** checkbox, and then click **Next**.
9. Leave the checkbox selected, and click **Next**.
10. Review the summary, and then click **Install**. A progress bar and status information indicates that the software is installing.
11. After the software is installed, click **Done** to close the installation.
12. Restart your computer before you launch ProctorCache.

ProctorCache Shortcuts

Once the ProctorCache installer has finished, you will have access to one shortcut and two batch files. These three items will appear in the ProctorCache installation folder, and also through shortcuts that are created according to the options you selected when running through the ProctorCache installer. The shortcuts and the functions they control are listed below.

- Monitor ProctorCache
 - This shortcut will open the ProctorCache Diagnostics screen.
- Start ProctorCache

- o This batch file will start the ProctorCache service
- Stop ProctorCache
 - o This batch file will stop the ProctorCache service.

Customer Port Settings - ProctorCache Configuration Files

If you need to make further changes to ProctorCache computer settings, such as to change the port used for ProctorCache, you can do this by editing the files as noted below.

Pearson does not recommend making any changes unless you are an experienced systems administrator and must make changes to conform to local policies. Default port settings function properly for ProctorCache.

<install_dir>/jetty/etc/jetty.xml

- The default port is 4480.
- To change the default port, edit the “**jetty.port**” setting.
- If you change the default port setting in this file, **you must also change the setting to the same port number in** the ACT Aspire Portal when defining a ProctorCache default for your organization.

<install_dir>/squid/etc/squid.conf

- The default port is 4481.
- Edit **only** if you change “jetty.port” in jetty.xml.
- Change the “**http_port**” setting to a number that is **exactly one number higher** than the one in jetty.xml.

<install_dir>/jetty/etc/proctorcache.properties

- The default port is 4481.
- Edit **only** if you changed the default ports as detailed above.
- This port must reflect the same port that you previously set in the **squid.conf** file.
- You must change this port **in two places** in this file. Under **## General Properties**, change:
 - o **cacheServerName** to include the port the cache computer will use. This port setting appears after the cache computer’s name. In the example below, you would change “**4481**” to the same port setting you updated in the **squid.conf** file:
 - cacheServerName=SAMPLESERVERNAME:4481
 - o **proxyPort** to the same port number you set for cacheServerName. In the example below, you would also change “**4481**” to the same, edited port:
 - proxyPort=4481

Upstream Proxy Configuration

If the proctor cache computer uses an upstream proxy computer to access the Internet and the upstream proxy is **authenticated**, make the following changes to the <install_dir> squid/etc/squid.conf file:

Original Values	New Values
##cache_peer address parent port 0 login=user:pass default no-query http11	cache_peer <proxy server IP address> parent <proxy server port number> 0 login=<user ID>:<password> default no-query http11
##never_direct allow all	never_direct allow all

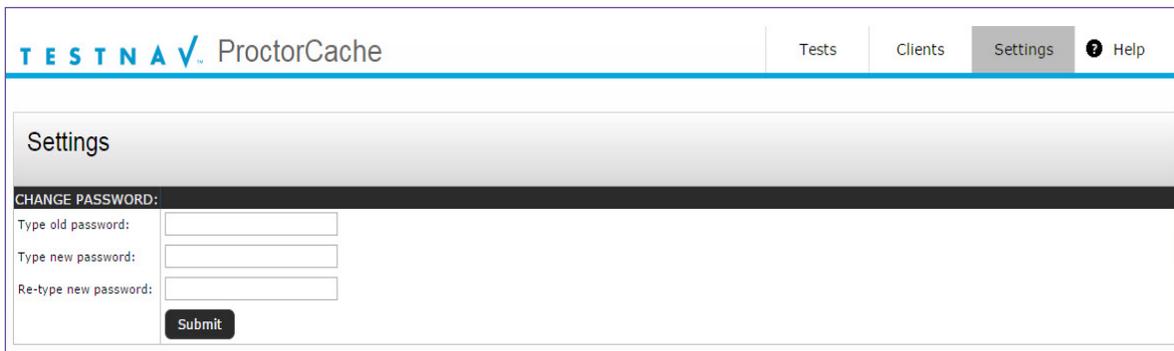
If the proctor cache computer uses an upstream proxy computer to access the Internet and if the upstream proxy is **unauthenticated**, make the following changes to the <install_dir>squid\etc\squid.conf file:

Original Values	New Values
##cache_peer address parent port 0 login=user:pass default no-query http11	cache_peer <proxy server IP address> parent <proxy server port number> 0 default no-query http11
##never_direct allow all	never_direct allow all

ProctorCache Diagnostics Screen - Overview

After you have successfully installed the ProctorCache service you will have access to the ProctorCache Diagnostics screen, a simple monitoring web site that is hosted on the ProctorCache machine that provides visibility into the status of cached test content, and client connections to the ProctorCache machine. This interface can be reached from the Monitor Proctor Caching shortcut that is installed by the ProctorCache installer’s default shortcut options, and is active as long as the ProctorCache service is running. The ProctorCache Diagnostics screen contains two views which can be accessed by clicking on the Tests or Clients tabs at the top right hand side of the screen.

ProctorCache Diagnostics Screen - Settings



The ProctorCache Diagnostics Screen provides three password protected functions for managing cached test content. By default the password to access these functions is t35t1n6. The Settings tab allows administrators to set a new default password for these functions.

ProctorCache Diagnostics Screen – Creating a Custom Password

The default proctor password is t35t1n6; however, Aspire strongly recommends that you create a custom password using the instructions below. You can change the default password at any time.

1. Open the ProctorCache Diagnostics Screen from the computer that you installed the ProctorCache software on.
2. Click the Settings tab.

Please note: This tab is only available when the ProctorCache Diagnostics Screen is opened from the computer that the ProctorCache software was installed on. If you access ProctorCache from a remote computer using an IP address (for example, <http://10.25.99.142:4480/contents.jsp>), you cannot view the Settings tab, which contains the option to change the default password.

3. Enter the current password in the first field.

Please note: This will be the default password if you have not yet created a custom password.

4. Enter the new password in the second and third fields.
5. Press the Submit button.

Resetting a Custom Password

If you have forgotten your custom password, it can be reset by editing the ProctorCache configuration files.

1. Open the properties file, located in ProctorCache > jetty > etc > proctorcache.properties.
2. Within proctorcache.properties, find proctorPwd= and delete the current password.
 - The password in the proctorcache.properties file is the encrypted version of the password.
 - Deleting the password in this file causes the system to use the default password.
3. Restart ProctorCache.
4. After restarting ProctorCache, you can click the Settings tab to reset the password again.

ProctorCache Diagnostics Screen – Tests Tab

The screenshot shows the ProctorCache Diagnostics Screen with the Tests tab selected. The interface includes a search bar, a table of test content, and navigation controls. The table has the following data:

TEST	FORM	STATUS	ENTRIES	CACHE DATE
Training Content Math	Training Content Math - 57ea0fa6-cfc8-4885-99d0-4342a9f27201	OK	192	Jun 29, 2015 11:54 AM
Training Content Science	Training Content Science - 57273822-ac56-4cc9-9966-b140dcf6e7ff	OK	99	Jun 29, 2015 11:54 AM

At the bottom of the screen, there is a footer with the text: "TestNav ProctorCache 2015.1.17, Build Date: 05.20.2015 13:11 Copyright © 1998-2015 Pearson Education, Inc. or its affiliate(s). All rights reserved."

The Tests tab provides a high level list of the ACT Aspire test content that has been downloaded from our remote content servers, or pre-cached, to the ProctorCache machine. You can use this tab to verify that test content has been pre-cached successfully.

Columns on this page give information on the test content that has been downloaded.

- **Test** – The test subject that has been downloaded.
- **Form** – The specific test form for the subject that has been downloaded.
- **Status** – The status of the downloaded test content. A list of statuses can be found in the Viewing the Status of Downloaded Test Content below.
- **Entries** – The total number of pieces that were downloaded for this test form.
- **Cache Date** – The date and time the content was last cached.

The Tests tab also provides functions to Reload, Refresh, or Purge pre-cached test content.

Viewing the Status of Pre-cached Test Content

Before test administration begins you should verify that all test content has been pre-cached successfully.

1. Open the ProctorCache Diagnostics screen.
2. Click the **Tests** tab if it is not automatically selected.
3. Verify that all content that should be cached is listed in the Test and Form columns.
4. The Status column will show the status of the pre-cached content.
 - a. Each test content that has been pre-cached will have one of the following statuses:
 - Green **OK** – Content is successfully cached.
 - Yellow **Not Loaded** – Content is not cached.
 - Yellow **Waiting...** – Content is waiting to be loaded.
 - Yellow **Loading...** – Content is currently loading.
 - Red **Failed to load content** – Caching content failed.
 - Red **MD5 Check Invalid** – MD5 comparison failed.
 - Red **MD5 Mismatch** – MD5 comparison succeeded, but files did not match.

Please note: A successfully cached test form will have a green OK status. In general any test content with a red indicator status has not been downloaded/pre-cached successfully and will not be delivered to students.

Viewing the Details of Pre-cached Test Content

You can view extended information for each test form that has been pre-cached by clicking on the Test Name or Form Name from the Tests tab.

1. Open the ProctorCache Diagnostics screen.
2. Click the **Tests** tab if it is not automatically selected.
3. Click on the **Test Name** or **Form Name**.

TEST	FORM	STATUS
Training Content Math	Training Content Math - 57ea0fa6-cfc8-4885-99d0-4342a9f27201	● OK

The Test Details screen will appear showing detailed information about the test form that was

clicked. Columns on this page differ from the main Tests tab columns.

- **URL** – Shows the remote URL of the item.
- **Status** – The status of the item. Possible statuses mirror those shown on the main Tests tab.
- **Content Length** – The size of the item.
- **Last Modified** – Shows the date that the content was last modified on the content servers. It is possible for this date to deviate from the date you pre-cached the test content.
- **Hit Count** – This column can provide some indication of the number of students who have accessed the item and should increase as TestNav requests the specific item from the ProctorCache machine.

Reloading Pre-cached Test Content

When test content is reloaded, selected pre-cached content on the ProctorCache machine is deleted and re-cached from the remote content servers.

1. Open the ProctorCache Diagnostics screen.
2. Click the **Tests** tab if it is not automatically selected.
3. Check the check box immediately to the left of any test content you would like to reload.
4. Click **Reload**.
5. Enter the default or custom proctor password in the popup window.

Selected test content is reloaded.

Refreshing Pre-cached Test Content

When you refresh pre-cached test content the ProctorCache machine will detect and download newer versions of test content on the remote content servers.

1. Open the ProctorCache Diagnostics screen.
2. Click the **Tests** tab if it is not automatically selected.
3. Check the check box immediately to the left of any test content you would like to refresh.
4. Click **Refresh**.
5. Enter the default or custom proctor password in the popup window.
6. Selected test content is refreshed.

Purging Pre-cached Test Content

When you purge test content the selected pre-cached test content will be deleted from the ProctorCache computer

1. Open the ProctorCache Diagnostics screen.
2. Click the **Tests** tab if it is not automatically selected.
3. Check the check box immediately to the left of any test content you would like to purge.
4. Click **Purge**.

5. Enter the default or custom proctor password in the popup window.
6. Test content is purged.

Test content should be purged from the ProctorCache computer after each test administration.

ProctorCache Diagnostics Screen – Clients Tab

COMPUTER NAME	STATUS	IP ADDRESS	PLATFORM	TEST	FORM	ACTIVITY
192.168.1.100	OK	192.168.1.100	Training Content Math	Training Content Math	57ea0fa6-cfc8-4885-99d0-4342a9f27201	1:08 PM

The **Clients** tab provides a list of all clients by name, IP address, and platform, who have recently requested test content.

Columns on this page give information on the TestNav 8 client computers who are connecting to the ProctorCache machine to fetch pre-cached content.

- **Computer Name** – The name or IP address of the connecting client.
- **Status** – The connection status of the connecting client. Connection statuses are shown below.
 - **Green OK** – Client is active.
 - **Yellow Idle** - 5 to 30 minutes since client was active.
 - **Yellow Long Idle** - 30 minutes to 12 hours since last activity.
- **Platform** – The detected platform for the connecting client.
- **Test** – The test type that TestNav 8 is fetching.
- **Form** – The specific test form that TestNav 8 is fetching.
- **Activity** – A timestamp showing the connection time of the client.

The Clients tab contains functions that allow you to view the details of a connecting client computer and purge clients from the list of connecting clients.

Viewing the Connected Client Details

You can view the details of a connecting client by clicking on the information listed in the Computer Name column. Information that is shown matches the columns that are shown in the standard Clients view.

Purging Clients

Purging clients will remove that client from the list of connected computers on the Clients tab.

1. Open the ProctorCache Diagnostics screen.
2. Click the **Clients** tab.
3. Check the check box immediately to the left of any client you would like to purge.

4. Click **Purge Client**.
5. Enter the default or custom proctor password in the popup window.

The client will be removed from the list of connected clients.

ProctorCache and the ACT Aspire Portal

After installing and configuring the ProctorCache software and your testing environment, you will perform two additional set-up steps and have access to one maintenance function in the ACT Aspire Portal. Each of these functions, their purpose, and application are described below.

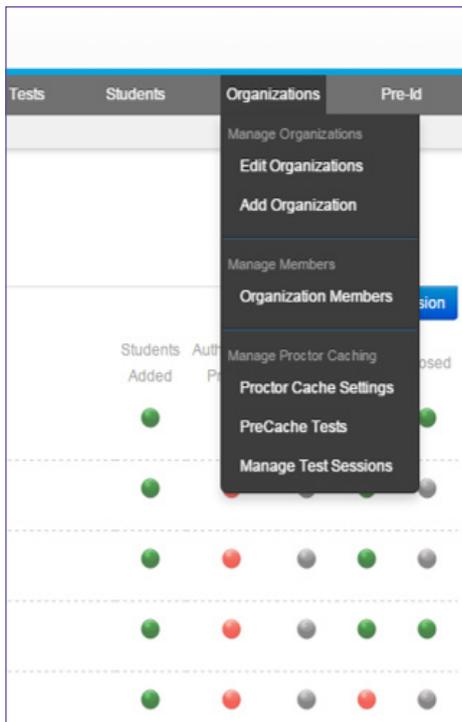
Set-up Functions

- ProctorCache Settings.
 - Saving a default ProctorCache setting for your organization or organizations.
- Pre-cache Tests.
 - Pre-caching ACT Aspire test content.

Maintenance Function

- Manage Test Sessions.
 - Associate ProctorCache settings with existing test sessions.

Each of these functions are available in the ACT Aspire Portal under the **Organizations** navigation option.



Saving Default ProctorCache Settings

Before you are able to pre-cache test content you must record the fixed internal IP address for

the ProctorCache machine that was created to serve the students at your organization. The act of recording and saving the internal IP address is commonly referred to as saving a ‘default ProctorCache setting’ for your organization. The ProctorCache machine’s IP address is entered and saved into the ACT Aspire Portal by users with the Administrator or the Tech Coordinator roles. Separate settings can be entered for each organization you have access to, and default ProctorCache settings will automatically be applied to each test session that is created after the default ProctorCache settings are saved.

1. In the upper right hand corner of your Portal screen, select the **Organization Selection** icon, to select the organization that you would like to create default ProctorCache settings for. If you would like to set a default ProctorCache setting for your district, select your district. To set default ProctorCache settings for a school within your district, select that school.



2. Under the Organizations Menu, within the **Manage Proctor Caching** section, click on **Proctor Cache Settings**.

Please note: You must have an Administrator or Technology Coordinator role in the Portal to view this functionality on your drop down menu.

3. Type in the fixed internal IP address for the ProctorCache machine in the Primary Host IP Address field, and type in port 4480 in the Port field.

Please note: You will always use port 4480 for the ProctorCache port.

4. Click **Save** to save your changes.

Clicking the **Check Status** button immediately to the right of the Port field will take you to the ProctorCache Diagnostic screen. If you successfully connect to this page, this step serves as verification that the ProctorCache machine you have designated can be reached at the IP address that you entered.

If you do not successfully reach this page, please verify the IP Address and Port number you entered is correct, or that you can reach that internal IP address from your workstation. This is a quick way

to verify that you are typing in the correct IP and port for your ProctorCache machine and that ports 4480 and 4481 are open.

Proctor Cache Server Details

Primary Host IP Address Port

Using Saved Default ProctorCache Settings

After you have entered and saved default ProctorCache settings, the IP address and port you saved will automatically populate for each test session that you create. Depending on the organization that you created default ProctorCache settings on (district level, school level, or both), the information that is populated for a test sessions may vary. The default ProctorCache settings will appear in step 4 of the New Test Details screen.

Manage Proctor Cache

Organization Details

Record Type	School	State	IA
School Name	TRAINING SCHOOL 1	State District Code	4000

Proctor Cache Server Details

Primary Host IP Address Port

4 Proctor Caching Details

Enable Proctor Caching

Primary Host IP Address * Primary Host Port * [Proctor Cache Health Check](#)

Depending on the organization selected when you saved the ProctorCache default, the information that is automatically populated for each test session could differ.

- If you saved default ProctorCache settings at a district level only:
 - Default ProctorCache settings for the district will automatically populate for test sessions that are created for any school within that district.
- If you saved default ProctorCache settings at the school level but not at the district level:
 - Default ProctorCache settings for the school will automatically populate for test

sessions that are created at the schools that have ProctorCache settings saved.

- o No ProctorCache settings will automatically populate for test sessions that are created at the schools that have no default ProctorCache settings saved.
- If you saved default ProctorCache settings at some schools and at the district level.
 - o Default ProctorCache settings for the school will automatically populate for test sessions that were created at the schools that have ProctorCache settings saved.
 - o Default ProctorCache settings for the district will automatically populate for test sessions that are created at schools within that district that do not have default settings saved.

Setting ProctorCache Settings Manually

If no ProctorCache settings appear in section 4 of the New Test Details screen, you do not have default ProctorCache settings saved for the organization that you are working with.

If no default settings have been saved, select the checkbox next to **Enable Proctor Caching** and enter the fixed local IP address and port number to identify a ProctorCache machine for this test session.

Please note: This will set ProctorCache settings for this test session only; it would be preferable to set a default ProctorCache setting for your organization.

Clicking **ProctorCache Health Check** will take you to the ProctorCache Diagnostics screen noted above.

Once you have the ProctorCache IP address and port populated, click **Create Test Session** to create your test session.

Apply ProctorCache Default Settings to Existing Test Sessions

If ProctorCache settings are not applied manually, or test sessions are created before default ProctorCache settings are saved to an organization, it is possible to create computer based test sessions that do not have ProctorCache settings applied. Sessions without ProctorCache settings will not be able to take advantage of the benefits of proctor caching.

If test sessions have been created with no ProctorCache settings, you can manually apply the default ProctorCache settings for an organization to the previously created test sessions.

1. Save default ProctorCache settings for your organization.
2. From the Organizations drop down menu, select **Manage Test Sessions**. A list of test sessions that have been created at the organization selected will be displayed.
3. Identify any test sessions that do not have ProctorCache settings enabled and applied. An easy way to identify these settings is to look in the ProctorCache column. If no IP address

appears in this column, then no ProctorCache settings have been applied to this test session.

Update Test Session Proctor Cache

Test: All Test Status: Not Started

Show 30 Tests Search:

Test Name	Grade	Subject	Start	End	Status	Proctor Cache	Action
Franklin Math Session 1 - AM • TRAINING SCHOOL 1 • Test: Franklin Math Session 1 - AM • Test Id: M7X4D • Session Id: 88095 • Students: 0	7	Math	7/1/14	6/30/15	Ready		<input checked="" type="checkbox"/>
Fred Flintstone Training Content Math Session 1 • TRAINING SCHOOL 1 • Test: Fred Flintstone Training Content Math Session 1 • Test Id: M7X4D • Session Id: 68600 • Students: 30	7	Math	7/1/14	6/30/15	Ready		<input checked="" type="checkbox"/>

- Click the **Update ProctorCache** icon. The default ProctorCache settings for the organization that the test session was created on will be immediately applied to the test session. You will be able to verify the default was applied by viewing the ProctorCache column, and verifying that it matches what you set as the default.

Update Test Session Proctor Cache

Test: All Test Status: Not Started

Show 30 Tests Search:

Test Name	Grade	Subject	Start	End	Status	Proctor Cache	Action
Fred Flintstone Training Content Math Session 1 • TRAINING SCHOOL 1 • Test: Fred Flintstone Training Content Math Session 1 • Test Id: M7X4D • Session Id: 68600 • Students: 30	7	Math	7/1/14	6/30/15	Ready		<input checked="" type="checkbox"/>

Update Test Session Proctor Cache

Test: All Test Status: Not Started

Show 30 Tests Search:

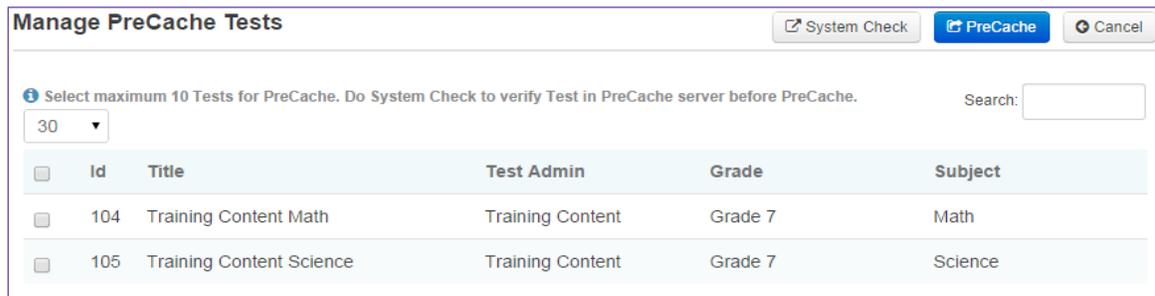
Test Name	Grade	Subject	Start	End	Status	Proctor Cache	Action
Franklin Math Session 1 - AM • TRAINING SCHOOL 1 • Test: Franklin Math Session 1 - AM • Test Id: M7X4D • Session Id: 88095 • Students: 0	7	Math	7/1/14	6/30/15	Ready	10.15.212.157:4480	<input checked="" type="checkbox"/>
Fred Flintstone Training Content Math Session 1 • TRAINING SCHOOL 1 • Test: Fred Flintstone Training Content Math Session 1 • Test Id: M7X4D • Session Id: 68600 • Students: 30	7	Math	7/1/14	6/30/15	Ready	10.15.212.157:4480	<input checked="" type="checkbox"/>

Pre-cache ACT Aspire Test Content

To gain the maximum benefit of proctor caching, test content should be pre-cached before the testing window. By pre-caching test content you will download and store all of the test content you need on a local computer before the students log in to participate in the computer based test administration. Students will be able to gather all of the test content that they need from the local computer, reducing the bandwidth requirement and accelerating the delivery of test content to

students.

1. In the upper right hand corner of your Portal screen, select the **Organization Selection** icon then select the school that you would like to cache content to from the drop down menu.
Please note: You will not pre-cache at the district level. You will need to select each school for which you would like to pre-cache content.
2. From the Organizations drop down menu, select **PreCache Tests**. The Manage Precache Tests screen will appear.
3. From the Manage PreCache Tests screen, select the checkbox beside each test form that you would like to cache and then press **PreCache**. Each of the selected test forms will be cached to the ProctorCache machine identified for the selected organization.

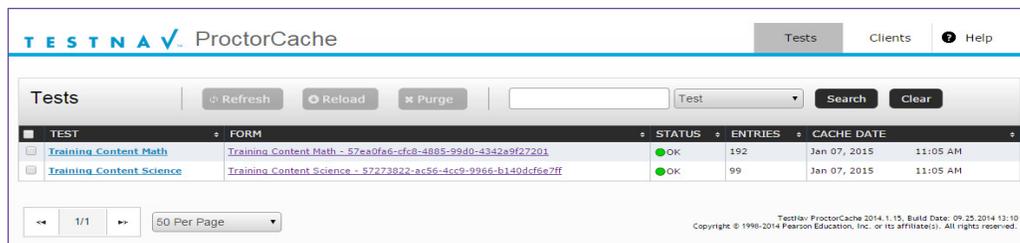


4. When you click **PreCache** a new blank tab will open in your browser. This blank tab is messaging the ProctorCache machine to initiate the pre-cache process. If a pop-up blocker blocks this tab from opening, no message will be sent to the ProctorCache machine and no test content will be pre-cached.
Please note: You should select EACH test that your students will be participating in at the selected school. This will ensure that all of the test content that you need is pre-cached.

Verifying Content is Pre-Cached

Once you have pressed **PreCache**, visit the Proctor Cache Diagnostic screen to verify that content was successfully cached.

1. From the Manage PreCache Tests screen, click **System Check**. The Proctor Cache Diagnostic screen will appear showing the default ProctorCache machine for the selected organization.
2. On the Tests tab, verify that all of the content that you are attempting to pre-cache appears with a green OK status indicator.



Please note: Any content that has not been pre-cached will be cached dynamically as students ‘fetch’

the content from the remote content servers. Content cached in this manner will be downloaded and cached on the local ProctorCache machine that the student is connected to, and will appear in the Tests tab of the ProctorCache Diagnostics screen. Once this content has been cached, other students will have access to the content as if it were pre-cached.

SystemCheck for TestNav 8

SystemCheck for TestNav 8 is a web-based tool that allows technology administrators to quickly verify basic system readiness for computer-based testing. This tool can be used by navigating to <http://systemcheck.actaspire.org/> on a supported device.

You can use SystemCheck on Windows and Mac platforms, as well as on mobile devices. Use the same URL given to you for desktop platforms for mobile devices.

On mobile devices, SystemCheck checks the device's operating system for testing readiness.

SystemCheck allows you to:

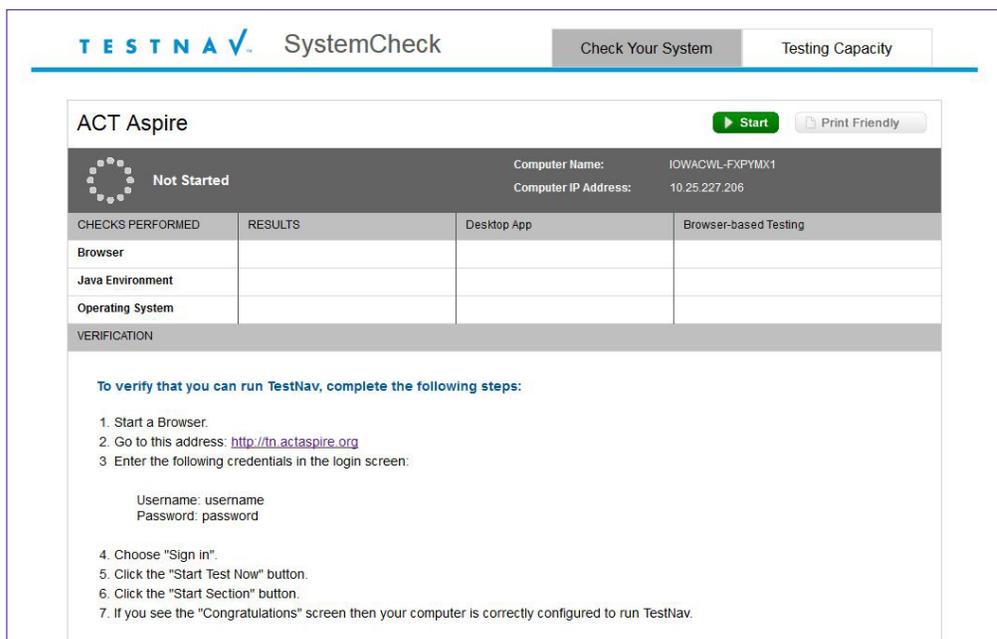
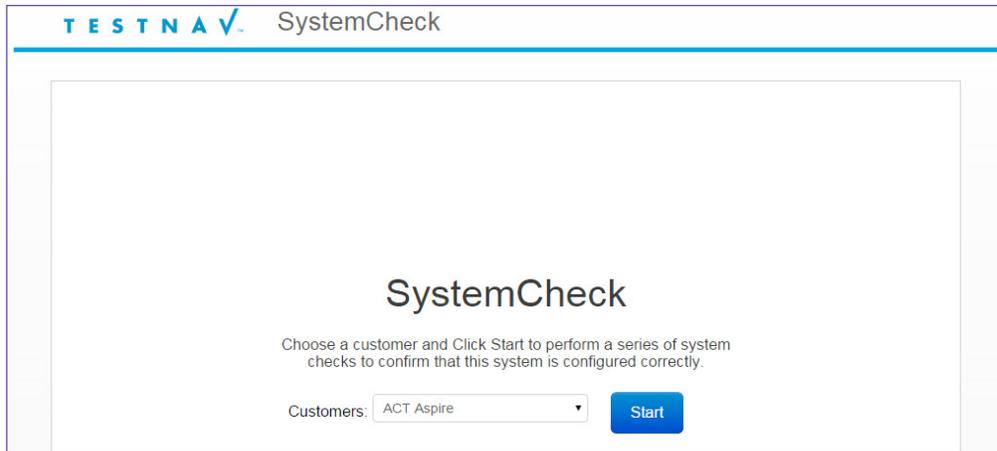
- Verify that a system meets the minimum browser, operating system, and Java requirements to run the TestNav 8 testing engine in a secure mode.
- Validate that the TestNav 8 engine will run on a traditional testing device by starting the application and entering secure full screen mode on a student workstation.
- Perform a network speed test to assess your connectivity, download speed, and generate an estimated number of concurrent testers based on the results of the speed and connectivity test.
- Optionally test the connectivity and speed of a ProctorCache computer that has been set up and configured on your internal network. This test will also return a number of concurrent testers based on the results of the ProctorCache speed and connectivity test.

Accessing SystemCheck

There is no need to install any software or perform any specific configuration on testing devices when using SystemCheck, however, you may receive more accurate readiness results by using SystemCheck after configuring your environment for computer-based assessment and verifying that your workstations meet the complete TestNav 8 system requirements.

To use SystemCheck:

1. Start a supported browser that has the Java plug-in installed and active.
2. Navigate to <http://systemcheck.actaspire.org/>.
3. Press the blue **Start** button.
4. If prompted, accept the Java applet warning.



Using SystemCheck to Check Your System

The Check Your System tab allows you to quickly verify basic readiness on a student workstation by checking to see that the workstation meets the operating system, Java, and browser requirements for TestNav 8. The test normally takes less than ten seconds to run, and should be performed on each computer that is being used for testing.

1. Start a supported browser that has the Java plug-in installed and active.
2. Navigate to <http://systemcheck.actaspire.org/>.
3. Press the blue **Start** button.
4. If prompted, accept the Java applet warning.
5. Click the **Check Your System** tab if it is not automatically selected.
6. Click the green **Start** button.

Check Your System Results

After a few seconds the results will be displayed on the screen.

- A green checkmark will be displayed next to each item that has passed in the Checks Performed column.
- A red X will be displayed next to any detected dependency that falls outside of the minimum requirements for TestNav 8.
- The Results column will display what was detected by the test.
- The Print Friendly button will allow you to print a PDF version of the results.

ACT Aspire		▶ Start Print Friendly	
 Complete		Computer Name:	AUSTXWL-494QZW1
		Computer IP Address:	10.27.89.200
CHECKS PERFORMED	RESULTS	Desktop App	Browser-based Testing
Browser	Firefox 41.0	Not required	✓
Java Environment	1.7.0_67 Java version not supported.	Not required	✗
Operating System	Windows 7	✓	✓

Verification

Directly beneath the check Your System test there is an area labeled Verification. This section contains instructions that allow you to launch TestNav 8 in a full screen secure mode. This allows you to verify that TestNav 8 will launch on your system.

1. Start a supported browser that has the Java plug-in installed and active.
2. Navigate to <http://tn.actaspire.org>
3. Use the following credentials in the login screen:
 - Username: username
 - Password: password
4. Click **Sign In**.
5. Click **Start Test Now**.
6. Click **Start Section**.
7. If you see the “Congratulations” screen then your computer was able to launch TestNav 8 in a full screen secure mode.

Testing Capacity

The Testing Capacity check assesses connectivity and real-time speed and returns an estimate of the number of testers that can be successfully tested given your network bandwidth at that time. To achieve the most accurate results the testing capacity test should be performed on the same day of the week and the same time of day as when you plan to deliver the ACT Aspire assessment.

If you are using ProctorCache you can perform additional tests to check the connectivity and throughput between the student testing device and the ProctorCache machine.

To test the connectivity and bandwidth between the student testing workstation and the remote

content servers.

1. Start a supported browser that has the Java plug-in installed and active.
2. Navigate to <http://systemcheck.actaspire.org/>.
3. Press the blue **Start** button.
4. If prompted, accept the Java applet warning.
5. Click the **Testing Capacity** tab.
6. Click the green **Start** button.
7. The test will run and the results will be displayed on the screen.

To test the connectivity and bandwidth between the student testing workstation, ProctorCache machines, and the remote content servers:

1. Start a supported browser that has the Java plug-in installed and active.
2. Navigate to <http://systemcheck.actaspire.org/>.
3. Press the blue **Start** button.
4. If prompted, accept the Java applet warning.
5. Click the **Testing Capacity** tab.
6. Click the **Add Caching Computer** button.
7. Complete the fields in the pop-up dialog.
 - Display Name – The name that will be displayed for the ProctorCache machine.
 - Host – The fixed internal IP address for the ProctorCache machine
 - Port – Enter 4480 for the port.
8. Click **Save**. The ProctorCache machine you identified will appear at the bottom of the screen in the list of connections.
9. Click the green **Start** button.
10. Both the ProctorCache connection and the remote content server connection will be tested.

Editing ProctorCache Machines Added to the Testing Capacity Test

1. Locate the ProctorCache machine in the list of connections towards the bottom of the Testing Capacity tab.
2. Click the name of the ProctorCache machine.
3. A dialog box will appear allowing you to edit the Host and Port
4. Click **Save**.

Deleting ProctorCache Machines Added to the Testing Capacity Test

1. Locate the ProctorCache machine in the list of connections towards the bottom of the Testing Capacity tab.
2. Check the check box immediately to the left of the ProctorCache machine you would like to edit.
3. Click **Delete Caching Computer**.
4. The selected ProctorCache computer will be removed from the list of connections to be tested.

Testing Capacity Results

If the connectivity test is successful results will be displayed in columns on the screen.

- The Server/Computer column lists the specific connection that is being attempted.
- The Test Progress column will count up the overall progress of the Testing Capacity test.
- The Download Speed column will list the calculated download speed once the test has completed.
- The Testing Capacity Est. column will list an estimate of the number of concurrent testers calculated from the result of the speed test.

If the connectivity test is unsuccessful a red X will be displayed next to the connection being tested, and more information about the reason the test was unsuccessful will be displayed in the Download Speed column. Clicking the small information icon in the Download Speed column will display additional information about why the connection was unsuccessful.

TestNav 8

TestNav 8 is the secure testing engine that student's will use to interact with test items. TestNav is completely browser based and does not require additional installation or configuration steps when used on traditional laptop and desktop computers. When used on Chromebooks and iPads there are additional installation and configuration requirements which are described in the Chromebook and iPad sections below.

TestNav 8.4 Hardware and Software Requirements

- **Periodic Assessments:** iPads and Chromebooks are approved for use on the ACT Aspire periodic assessments for all subjects and grades.
- **Summative Assessments:** Chromebook usage is supported for all customers administering summative assessments. Comparability research on iPads is underway.
- Google to Disable NPAPI Support for Chrome Browser
 - o More information found here: <http://actaspire.avocet.pearson.com/actaspire/home#10581>

The requirements in this section reflect the TestNav 8 **minimum** requirements. These requirements do not supersede the minimum requirements of the supported operating systems. Refer to the minimum requirements for the operating system.

Specifications	Windows	Mac OS X	Linux	iOS	Chrome OS
Supported devices	Desktops Laptops Tablets	Desktops Laptops	Desktop Laptop	iPad	Chromebook
Processor	x86/x32 and x64	Intel-based™	x86/x32 and x64	any	any
Other	-Local File access to home directory -Wired external keyboard for tablets and touch screen devices	Local File access to home directory	Local File access to home directory	-Turn off Auto-Correction and Predictive text -Wired external keyboard for tablets and touch screen devices	Wired external keyboard for tablets and touch screen devices
Operating system	Windows 7, 8, 8.1, 10* (Windows RT tablets are not supported)	Mac OS X 10.7, 10.8, 10.9, 10.10	Fedora: 21, 22 Ubuntu: 12.04, 14.04	iOS 8.3, 8.4, 9.0*	Chrome OS 44+

Specifications	Windows	Mac OS X	Linux	iOS	Chrome OS
Minimum screen size	9.5-in	9.5-in	9.5-in	9.5-in	9.5-in
Minimum screen resolution	1024 x 768	1024 x 768	1024 x 768	1024 x 768	1024 x 768
Memory	512 MB RAM	1 GB RAM	1 GB RAM	Minimum 512 MB RAM (iPad 2)	Minimum 2 GB RAM

*TestNav versions prior to TestNav 8.4 are not supported on this operating system.

As a general rule regarding optimal online testing, you should avoid using any computer that takes noticeably long (10 seconds or more) to start and run applications.

Firewall/Proxy servers/Content filtering

Allow the following URLs to open in any firewalls, proxy servers, or software used for Internet content filtering:

URL:Port ²
Your test delivery URL, for example:
* tn.actaspire.org :80
* tn.actaspire.org :443
* pearsontestcontent.com
* thawte.com
google-analytics.com (optional)

TestNav content is dynamically hosted in the cloud. No static IP addresses or ranges can be provided.

Browser-based TestNav requirements

Please note: Safari 9 is currently not compatible with TestNav 8.4. Safari 9 users should test using a separate browser or by using the TestNav Desktop App. More information on Safari 9 compatibility will be available in December 2015.

Browser	Operating systems	Other requirements
Firefox 38 and higher	Windows 7, 8, 8.1 Mac OS X 10.7, 10.8, 10.9, 10.10	<ul style="list-style-type: none"> • Java v1.8 (Java 8) • Enable pop-ups for TestNav • Create javaw.exe exception in Windows Firewall • Disable Skype plugins in Windows 7

Browser	Operating systems	Other requirements
IE 11	Windows 7, 8.1, 10*	<ul style="list-style-type: none"> • Java v1.8 (Java 8) • Enable pop-ups for TestNav • Create javaw.exe exception in Windows Firewall
Safari 6.x	Mac OS X 10.7, 10.8	<ul style="list-style-type: none"> • Java v1.8 (Java 8) • Enable pop-ups for TestNav
Safari 7.x	Mac OS X 10.9	<ul style="list-style-type: none"> • Java v1.8 (Java 8) • Enable pop-ups for TestNav
Safari 8.x	Mac OS X 10.10	<ul style="list-style-type: none"> • Java v1.8 (Java 8) • Enable pop-ups for TestNav

*TestNav versions prior to TestNav 8.4 are not supported on this operating system.

TestNav installable app requirements

Please visit the link below to install TestNav on iPads, Chromebooks, or the Desktop app. Then follow the setup instructions at the respective site.

- Link to download: <http://actaspire.pearson.com/technology.html>

When using iPads or Chromebooks for testing, make note of **which student uses each device**. In the event that the student encounters a problem during testing, files necessary to resume each student's test session exist on only that specific device.

Other TestNav 8 Dependencies

For proper TestNav functionality, you must also meet the following other dependencies:

- Pop-ups
 - Pop-ups should be enabled/allowed for the TestNav 8 URL <http://tn.actaspire.org>
- File Access
 - TestNav requires read and write access to the user's home directory.
- Windows Firewall
 - You should create an exception for javaw.exe in any active Windows firewalls.
- The following should be disabled
 - All accelerators for Internet Explorer.
 - The Skype plugin for Windows 7 and Firefox.

Background Applications

The TestNav delivery engine does not permit access to other desktop applications (including applications that may be launched automatically) without terminating the test. Configure common applications like these to NOT launch during testing sessions:

- Anti-virus software performing automatic updates

- Power management software on laptops warning of low battery levels
- Screen savers
- E-mail with auto message notification
- Calendar applications with notifications, such as Google Calendar
- Pop-up blockers

Please note: Unless disabled, all pop-up notifications during student testing disrupt the TestNav session. Upon receiving a pop-up notification, TestNav immediately closes the testing session. To resume testing, the test monitor must resume the student's session in the testing administration platform before the student can log into TestNav and continue.

Java Quarterly Updates

Upcoming Java Quarterly Patches occurring on the following dates:

- October 20th, 2015
- January 19th, 2016
- April 19th, 2016

More information on these quarterly patches can be found in our technical bulletins on the ACT Aspire Landing Page under “Technical Bulletins”:

- [Effect of Java Critical Patch Updates on TestNav 8](#)

Important Update: TestNav Desktop now Available

Please note: The *TestNav Desktop* application is currently available for download. Please visit this link to download: <http://actaspire.pearson.com/technology.html>

What is TestNav Desktop?

TestNav Desktop is an installable TestNav client designed to reduce dependency on the Java plugin used by internet browsers. The TestNav Desktop is compatible with the following Operating Systems:

- Windows versions 7, 8, and 8.1
- MacOS versions 10.7, 10.8, 10.9, and 10.10
- Linux versions Fedora 21 and 22; Ubuntu 12.04 and 14.04

Why was TestNav Desktop developed?

Many browser vendors are phasing out support for the Java plugin. For example, Google Chrome no longer supports the Java plugin. As a result, schools and districts using the Chrome browser will need a different technology solution to deliver the ACT Aspire online assessments. TestNav Desktop serves the same role as browser-based TestNav, and supports all item interaction types, tools, proctor caching, accessibility features, and most accommodations.

When will TestNav Desktop be available?

The TestNav Desktop is currently available for download at:

- <http://actaspire.pearson.com/technology.html>

What do I need to do next?

You may either test using an approved browser, or by downloading the TestNav Desktop app at:

- <http://actaspire.pearson.com/technology.html>

The TestNav Desktop is an optional solution. Browser-based testing will still be supported on select versions of Internet Explorer, Firefox, and Safari.

TestNav 8 Error Codes

The complete list of TestNav 8 error codes are available on Avocet and the ACT Aspire Landing page.

- <http://actaspire.avocet.pearson.com/actaspire/home#5245>

TestNav 8 Early Warning System (EWS)

The TestNav Early Warning System (EWS) saves the student's responses to a local, encrypted backup file called a saved response file (SRF) when TestNav cannot communicate with the Pearson server. This allows the student to either continue testing or exit the system without losing data.

TestNav safeguards against interruptions in Internet service to prevent lost or inaccurate student response data. TestNav EWS runs in the background within the application without additional installation or action necessary. It gives TestNav a high degree of fault tolerance and provides additional fail-safes in the event of unexpected network disruptions during online testing.

When the network is functioning normally, TestNav saves the student responses to the SRF and sends student responses to the Pearson testing server periodically while the student tests.

If a student's testing computer or device cannot transmit responses to the Pearson server during a test, for example, due to public internet slowdowns, outages, or other network issues, EWS saves the student's responses to the SRF.

EWS allows the student to either continue testing, even after an interruption, or exit and resume testing at a later time, with all their previous answer data preserved and ready for submission.

When the network connection is re-established and the student logs back into the test, the responses are uploaded to the Pearson server automatically, and the SRF is erased.

Please note: For timed tests, EWS stops the timer during any testing interruptions, and the timer resumes where it left off when the student logs back in.

Early Warning System (EWS) Triggers

When EWS detects a potential problem with the save location, the student sees on-screen instructions. Various scenarios can trigger EWS messages.

EWS displays a message if:

1. TestNav determines that the EWS response file save location is invalid.
 - a. **During test start-up**, TestNav cannot access a saved response file or files (SRF) **or** the remote testing server.
 - b. **After the test is in progress**, TestNav cannot access both the SRF(s) **and** the remote testing server.

2. TestNav cannot download test content **after it attempts to download it three times** in the following possible scenarios:
 - a. **TestNav cannot communicate with the proctor-caching computer.**
 - b. **TestNav cannot communicate with remote testing servers.**
3. TestNav cannot locally save responses and/or upload student responses.
 - a. No response file locations are writeable when the student logs in, and test delivery cannot continue. **TestNav requires at a valid location at log in.**
 - b. Responses cannot periodically save to the save location or if a student exits a test, and TestNav cannot send responses to the remote testing server. **Responses are saved locally to the SRF(s) whenever the student navigates away from an item in TestNav.**
 - c. TestNav cannot write or send responses (both fail at the same time) at any point during test delivery.
4. A student is resuming a test (in which TestNav requires a response file), and TestNav cannot find an SRF file. **When a student resumes testing, TestNav requests a response file to resume the student's test at the correct item. TestNav may not locate this file if the student attempts to resume the test on a different device.**

EWS Potential Scenarios

The scenarios below discuss potential ways to trigger EWS. ACT Aspire provides this information to help you avoid these scenarios during online testing.

Scenario 1 - Error Messages 1001 and 1005

The student received these messages when the technology administrator moved the SRF file to a different folder than the primary save location. When the student launched TestNav, error message 1001 displayed, **Test Proctor Click Here**.

When the proctor clicked the button, error message 1005 displayed, indicating that the valid SRF for the student and token was not found in the save file location.

Error message 1005 also displayed when the student resumed a test on an iPad that he originally launched on a desktop.

Scenario 2 - Error Messages 1001 and 1006

The student received error messages 1001 and 1006 when testing in a school with an aggressive version of a content filter. Aggressive content filters attempt to open and alter an SRF file before saving it.

Data manipulation corrupts the SRF and invalidates it from future use.

Scenario 3 - Error Messages 1001 and 1007

The student received these messages when a technology administrator moved the SRF file to a different folder than the save file location, and then tried to re-use an old SRF after having a successful re-launch and exit. The technology administrator attempted to either load the

wrong student's SRF or an old SRF that was no longer valid.

EWS only allows a single valid SRF to be loaded to prevent overwriting the student responses with old and/or invalid responses.

Scenario 4 - Error Message 1008

The student received messages 1001 and 1008 at test exit when the student's responses were saved in the designated response file location, but not all responses could be submitted to the remote testing server.

Scenario 5 - Error Messages 1001 and 1009

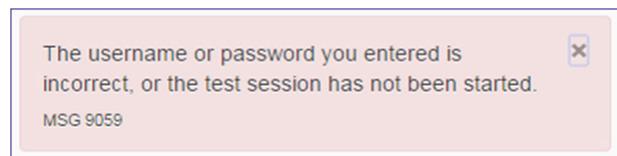
While testing on an iPad, the student began answering questions, and then lost the Internet connection. Error messages 1001 and 1009 displayed.

TestNav 8 Usage and Functionality

This section goes through the main functionality of the TestNav 8 testing engine. The methods described here are identical across all student testing devices running TestNav 8.

Starting Test Sessions (In the ACT Aspire Portal)

Before students can log into a test session, the test session must be started in the ACT Aspire Portal. If students attempt to log into TestNav before a test session has been started, they will receive the following message immediately beneath the TestNav 8 Login prompt. Click the x in the upper right corner of the message box to remove the message from the screen:



If this message is displayed when students attempt to log in, navigate to the Test Session Details screen in the ACT Aspire Portal and verify that the test session has been started. Follow the steps below to start a test session.

1. Log into the ACT Aspire Portal.
2. Hover your mouse over **Summative**, **Interim**, or, **Classroom Tests** and select **Find My Test Sessions**.
3. Click on the name of the test session that you would like to view.
4. From the Test Session Details screen, click **Ready**, and select **Start Test**.

Test Session Details

Print Comment Edit Refresh

Grade 9 Math - Session 5
 Grade 9 Math Mode: Online
 SCHOOL1
 Apr 28, 2014 - May 30, 2014 7:00 AM - 3:00 PM

Ready

Start Test

Close Test

Please note: The **Test Session Status** button will read **Scheduled** if the current date and time are before the date and time set during test session setup.

Example Session - Library - English - AM
 Grade 3 E31CA Mode: Online
 SCHOOL 1
 Nov 5, 2014 - Dec 31, 2014 8:00 AM - 4:00 PM

Scheduled

Students Started
 Students Completed

- Once the test session has been started, the **Test Session Status** button will change to In Progress and students will be able to log in.

Signing in to TestNav 8

- Students will log into TestNav 8 using either the URL on the authorization ticket or by opening the Desktop App on their computer.
- For Desktop App users only:** Students will open the TestNav 8 Desktop App from their computer and choose “ACT Aspire” from the dropdown menu:

Select your test

Go »

Select your test

ACT: The ACT

ACT Aspire

- At the log in screen, students will enter the session specific credentials found on their Student Authorization Ticket and click **Sign In**.
- After signing in, students will have the opportunity to view information about the test they are about to perform, including general directions appearing on tabs at the bottom of the page. When students and room supervisors are finished reading directions, students will click **Start Test Now**.
- At the log in screen, students will enter the session specific credentials found on their Student Authorization Ticket and click **Sign In**.
- After signing in, students will have the opportunity to view information about the test they are about to perform, including general directions appearing on tabs at the bottom of the page. When students and room supervisors are finished reading directions, students will click **Start Test Now**.

Welcome! You are about to start a test.

Reading Exemplars w-highlight tool

There is 1 section.

There are 35 total questions.

You will have 2 hours to complete this test.

[Start Test Now »](#)

English Español

Reading:

These are some sample test questions to practice on the computer. This sample includes questions appropriate for Grades 3 through Early High School. Before you answer each question, read it carefully to make sure you understand what you are being asked to do. Your answers will not be scored.

7. The next screen will show information about the number of items in this section. Students will click Start Section to begin participating in the test. It is important to note that student test time does not begin to elapse until after the student has clicked Start Section and TestNav is displaying the first test item.
8. Once students have logged into TestNav 8, room supervisors will be able to see the student's status change from Ready to Active in the ACT Aspire Portal.

<input type="checkbox"/> Student	⇅ Status
<input type="checkbox"/> LASTNAME, FIRSTNAME DOB:10/8/14 Grade 3 Student Id:0000001111	▶ Active ▼

Student Statuses in the ACT Aspire Portal

- **Scheduled** – The student has been added to the scheduled test session, but the test session has not been started.
- **Ready** – The student has been placed in the test session, and the test session has been started.
- **Active** – The student has logged into TestNav and is testing.
- **Exited** – The student has logged out of TestNav before he or she has completed and submitted the test. **Note:** Students in this status will need to be resumed before they are able to log in again.
- **Resumed** – The student has been flagged as Resumed by the room supervisor. This allows a student in Exited status to have an additional log in attempt.
- **Submitted** – The student has completed the test and has clicked the **Submit Final Answers** button.
- **Forced Close** – The student's test has been closed from the ACT Aspire Portal by a room

supervisor. **Note:** Students in this status will not be able to be resumed and will not be able to log into TestNav again for this test session.

Manually Signing Out of TestNav

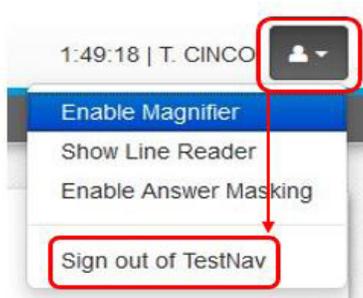
Students have the option to sign out of TestNav while they are participating in the test. When students attempt to sign out, they will be given the option to return to the test to finish it later. Students will perform the actions listed below to sign out of TestNav.

Please note the following important details for the information below:

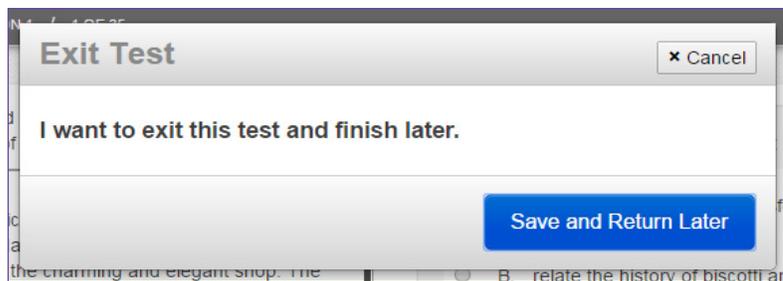
- The proctor must resume **each** test that is in an “Exited” status in order for each student to continue testing.
- Please **do not** force close a student’s test if the student is in “Exited” status.
- Please **do not** close a test session until **all** students have completed testing.

Students should perform the following steps to sign out of TestNav:

1. Click on the person icon in the upper right-hand side of the TestNav window.



2. Select “Sign out of TestNav” from the menu.
3. Click “Save and Return Later” from the pop-up window:



4. After the student performs these actions, he or she will be logged out of TestNav and the student’s status in the ACT Aspire Portal will change to “Exited”.

Resuming an Exited Student

Once students have exited TestNav they will need to be resumed in order to log back into the exited test. If an exited student attempts to log into TestNav without being resumed, a warning message will display in TestNav:

This test must be resumed by the proctor to allow it to be taken again. ✕

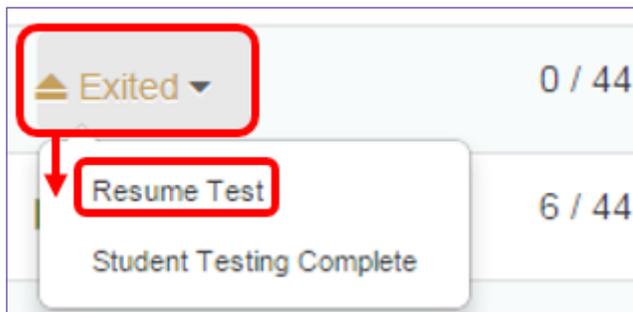
MSG 9026

Please follow the steps below to resume an exited student:

1. Locate the exited student in the **Test Session Details** screen. The student's status in the Status column will display as "Exited":



2. Click the word "Exited", and select "Resume Test":



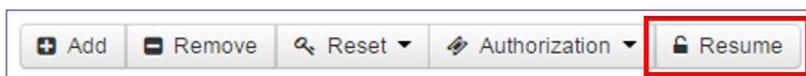
3. The student's status will change to "Resumed" and he or she will be able to login to TestNav using the same credentials initially used to enter the test for this test session.

To Resume Multiple Exited Students at Once:

1. Locate the exited students in the **Test Sessions Details** screen.
2. Click the checkbox to the left of the students' names (*You may also click the checkbox on the column header to select all students*):

<input type="checkbox"/>	Student	▲ Status
<input checked="" type="checkbox"/>	LAST. FIRST DOB:1/1/00 Grade 3 Student Id:88881	▲ Exited ▼
<input checked="" type="checkbox"/>	LAST2. FIRST2 DOB:1/1/00 Grade 3 Student Id:88883	▲ Exited ▼

3. Select the "Resume" icon from the bar of available actions:



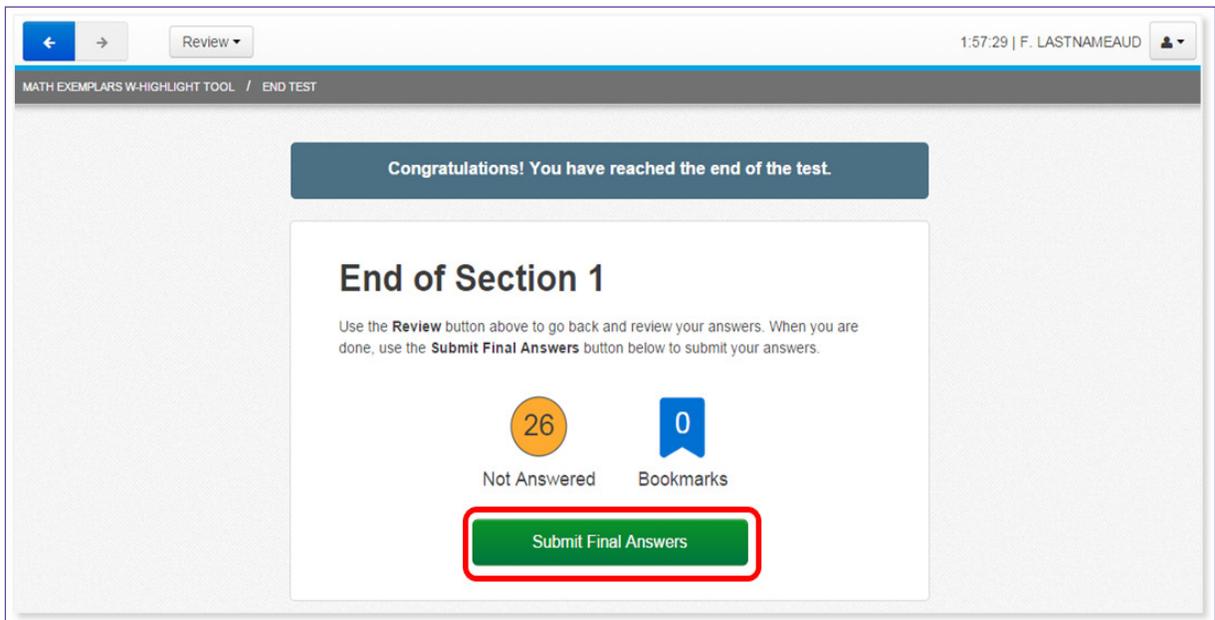
4. You will receive a message that states all Exited students were successfully resumed.
*Please note: Any students in a "Force Close" status will **not** be resumed.*

Submitting Final Answers

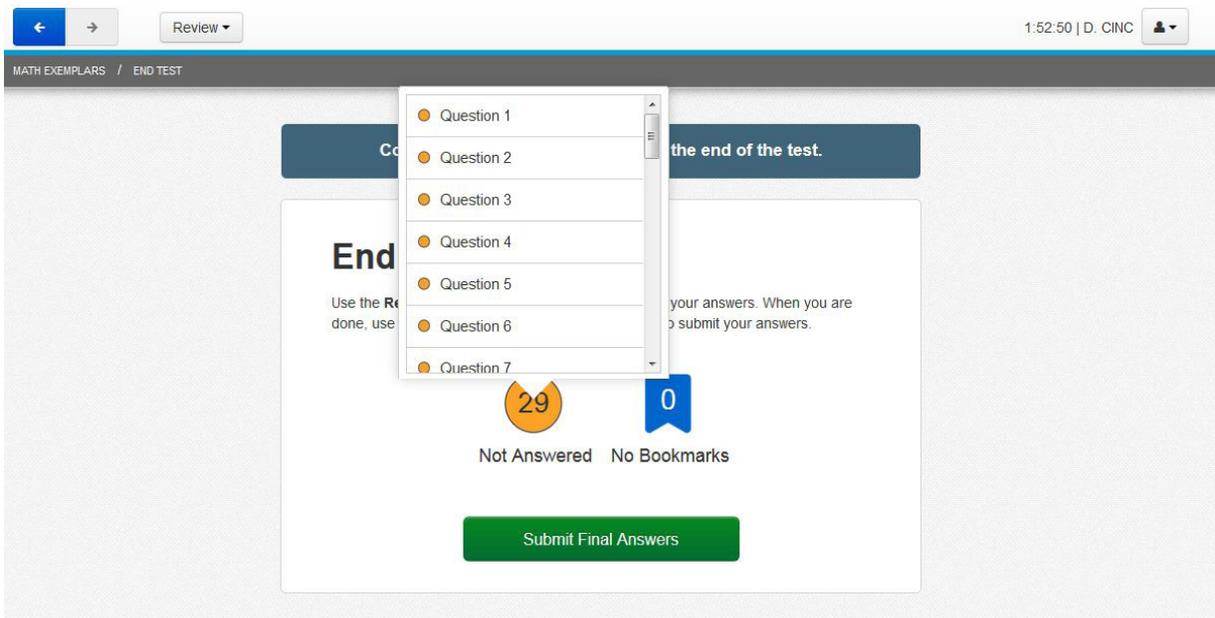
When students reach the last question, they will also have the ability to review their responses before submitting them.

To do this either select the **Review** dropdown at the top of the page, or click the orange “**Not Answered**” icon. A student may also review any questions they have bookmarked by clicking the blue “**Bookmarks**” icon.

Clicking **Submit Final Answers** will submit the student’s final answers to ACT Aspire and the student will be automatically logged out of TestNav. In the ACT Aspire Portal, the status for this test session will change to Submitted.



View of the popup menu for unanswered questions:



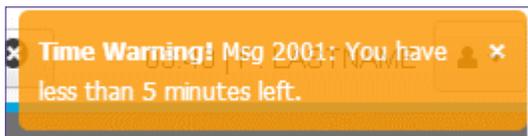
Submitting Final Answers – Elapsed Time

While students are participating in the test, a timer will appear in the upper right side of the screen, showing the student how much time remains in the test. Once this timer has elapsed, students will be asked to submit their final answers.

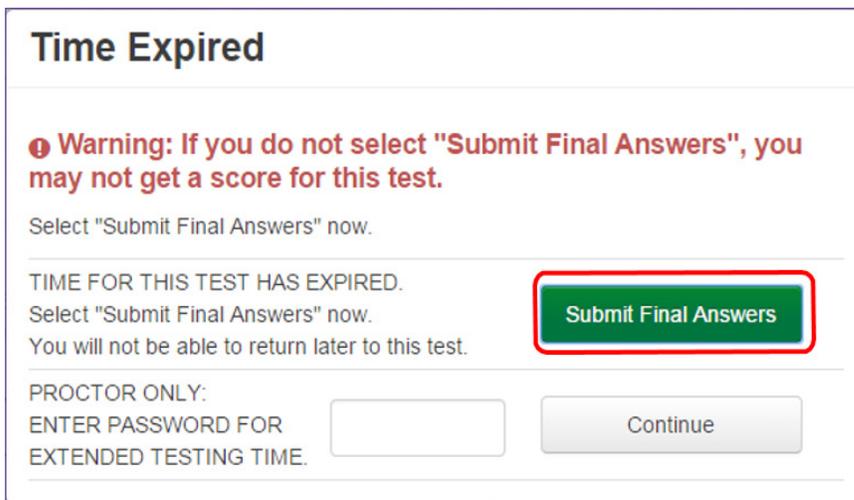
1. Once students have logged into TestNav, a timer will appear in the upper right side of the TestNav window, beside the student's name.



2. When the student has five minutes of time remaining, a warning message will appear in the upper right corner of the TestNav window.



3. Once time has fully elapsed, the timer will display Submit Your Test and a window will appear asking students to submit their final answers. Students will click **Submit Final Answers** to submit their test and be logged out of TestNav.



Enabling Unplanned Extended Time

In some scenarios, students may be allowed to extend their time beyond the allotted time for the test.

Please note: Once extra time is enabled, TestNav will no longer track the time a student spends in the test. The room supervisor will manually track any extra time the student is using.

Additionally, the room supervisor will enter a special comment in the ACT Aspire Portal for the student who received the extra time. It is important to note that this time extension is likely something that is predetermined, and possibly a recorded support for the student. Extra time is not enabled for students simply because they want more time to test.

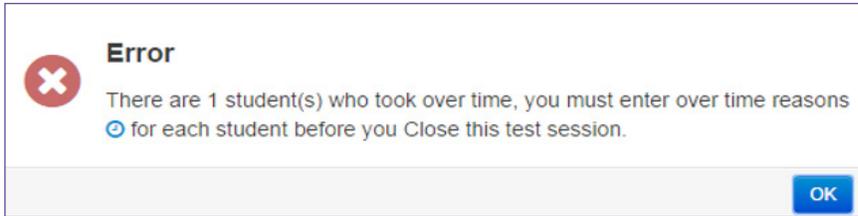
1. If a student runs out of time during a test the following warning will appear:
2. When time expires, the following window will appear:

3. On the Test Session Details screen, you may click on the Proctor Password dropdown to display the password:

4. This password can then be entered into the **Time Expired** window on the student's screen to extend the amount of time the student can have to complete the test.
5. After entering the password, select **Continue**.

Recording Unplanned Extra Time in the ACT Aspire Portal

If any students receive extra time, a warning message will appear when the test session is closed. This warning message alerts the room supervisor that one or more students in the session being closed have received extra time, and a comment must be entered to record the reason for the extra time.



1. Click the clock icon directly to the right of the comment icon in the Comment column. This comment icon will appear as an outline of a clock if a comment has not yet been entered, and a darker 'filled in' icon will appear if a comment has been saved. This allows you to easily scan for students who need comments entered in the case that you have multiple comments to enter.

Student	Status	Answered/Total	Comments
<input type="checkbox"/> VALDEZ, JUAN PNP <small>DOB: 3/31/14 Grade 6 Student Id: 654987</small>	Submitted	34 / 45	

2. A dialog box will appear, allowing the room supervisor to select the reason and enter a comment for the extended time.

Overtime Comments

Available Reasons *

Technical ▼

Environment / Materials -

- Disturbance / interruption / comfort
- Power outage
- Emergency evacuation

Staff ▼

Examinee ▼

Overtime Sections

Test Overtime Comment

Comment *

Student Received 30 extra minutes. IEP.

Selected Reason

Environment / Materials

✖ Disturbance / interruption / comfort

TestNav 8 Embedded Tools

Objective: TestNav is the secure, browser-based application that students will use to participate in computer-based testing. Students will receive all of the information that they need to access TestNav through a student authorization ticket that is printed from the ACT Aspire Portal.

The following pages detail the appearance and functionality of all the major TestNav embedded tools. Please reference the image below for the corresponding items on the following pages:

The screenshot displays the TestNav interface with four numbered callouts:

- 1:** Back and forward navigation buttons in the top left corner.
- 2:** Review and Bookmark buttons in the top navigation bar.
- 3:** Mouse cursor, full screen, and close buttons in the top navigation bar.
- 4:** A dropdown menu for 'Submit Your Test | T. CINCO' containing options: 'Enable Magnifier', 'Show Line Reader', 'Enable Answer Masking', and 'Sign out of TestNav'.

The main content area shows a math problem about a coordinate plane. The text reads: "A map of Nelson County is laid out in the standard (x,y) coordinate plane below, where the center of the county is at $(0,0)$. A cell phone tower is at $(5,4)$, and Esteban's house is at $(10,-2)$. Each coordinate unit represents 1 mile. The tower's signal range is 10 miles in all directions." Below the text is a coordinate plane with a grid. A point labeled "cell phone tower" is at $(5,4)$ and a point labeled "Esteban's house" is at $(10,-2)$. To the right of the graph is a multiple-choice question: "How much land area, to the nearest 10 square miles, does the tower's signal range cover?" with options A. 80, B. 100, C. 310, D. 400, and E. 1,260.

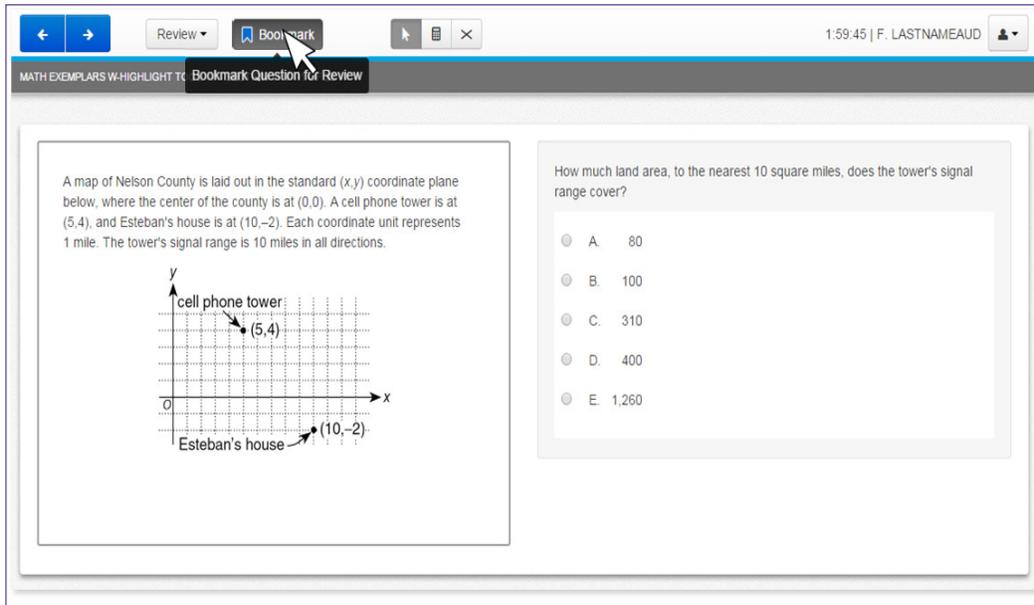
Item 1.) Navigation

Students will navigate from item to item using the back and forward buttons in the upper left-hand corner of the screen:

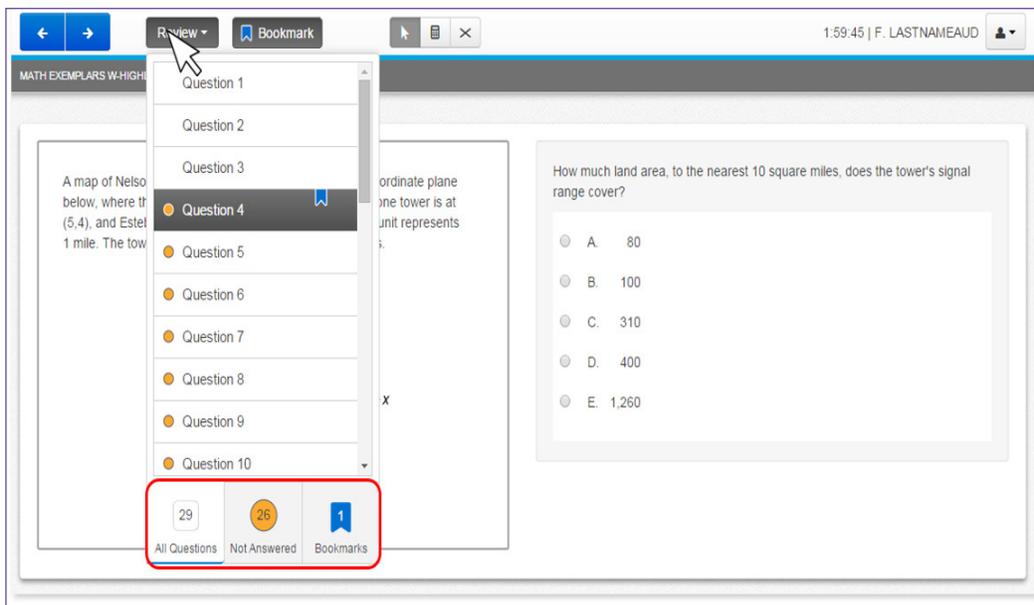
This screenshot is identical to the one above but highlights the back and forward navigation buttons in the top left corner with a red box, corresponding to item 1 in the previous image. The rest of the interface, including the math problem and the dropdown menu, remains the same.

Item 2.) Bookmarking and Review

Bookmarking: If a student wishes to bookmark an item to review later, they can simply select the Bookmark button:



Review: Item statuses can be reviewed at any time by selecting the Review button. A drop-down screen will display, which will allow students to easily identify which questions are unanswered (orange circle), answered (no circle), or bookmarked for review (blue flag):

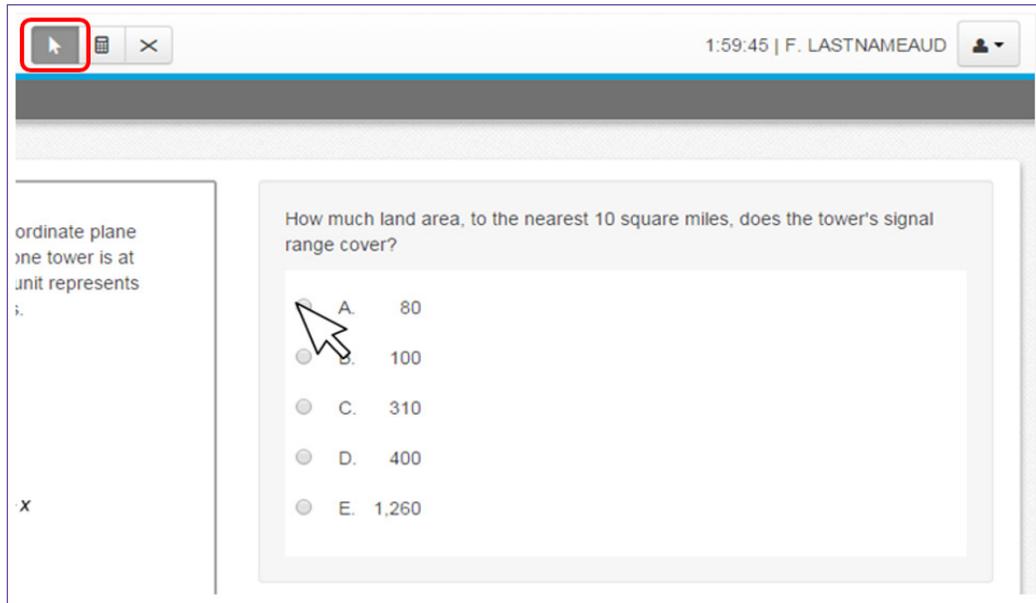


Students can adjust the list of items on the review screen by selecting the appropriate tab to show all questions, questions that have not been answered, or questions that have been bookmarked.

Additionally, students can jump to individual items on the test, regardless of status or bookmark, by selecting the item they would like to visit from the list.

Item 3.) Pointer, Calculator, and Answer Eliminator

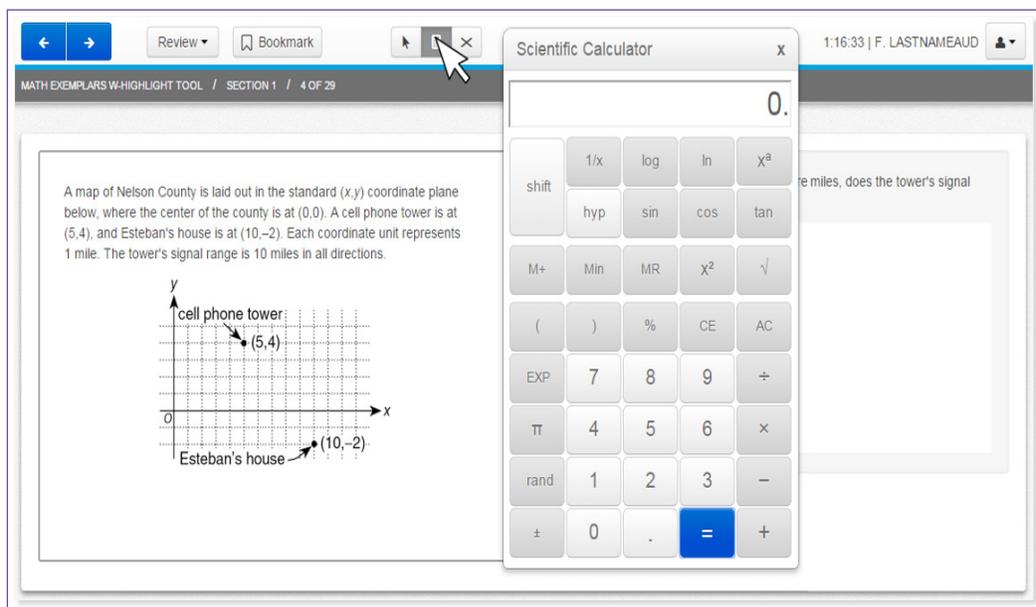
Pointer: Click on the **Pointer** tool to activate it and use it to select a radio button on a multiple choice answer selection. (Please note: This tool can also be used with the Answer Eliminator tool.)



Calculator: For Math Grades 6 through Early High School only, students have the ability to use the calculator tool. Select the Calculator icon on the toolbar, and a scientific calculator will be activated. Students can click and hold the calculator title bar to drag it on the screen. To close the Calculator, click the X next to the Calculator icon, or navigate to a new page to automatically close the tool.

Please visit the Calculator section on Avocet for more information on ACT Aspire Calculator policies:

- <http://actaspire.avocet.pearson.com/actaspire/Home#alpha-C>.



Answer Eliminator: The Answer Eliminator tool is available to all students. Simply select the Answer Eliminator icon to activate the tool. Once the tool is activated, students may select one or more multiple choice answer options to place a red X over the answer. To remove the X, click on the X again to make it disappear. Students will still need to use the cursor icon in order to select the answer choice they wish to submit.

The screenshot shows a TestNav interface with a navigation bar at the top containing 'Review', 'Bookmark', and window control icons. The page title is 'MATH EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / 4 OF 29'. The main content area is split into two panels. The left panel contains a coordinate plane with a grid. The origin is labeled 'O'. A point is labeled 'cell phone tower' at coordinates (5, 4). Another point is labeled 'Esteban's house' at coordinates (10, -2). The text above the grid states: 'A map of Nelson County is laid out in the standard (x,y) coordinate plane below, where the center of the county is at (0,0). A cell phone tower is at (5,4), and Esteban's house is at (10,-2). Each coordinate unit represents 1 mile. The tower's signal range is 10 miles in all directions.' The right panel contains a question: 'How much land area, to the nearest 10 square miles, does the tower's signal range cover?' Below the question are five multiple-choice options: B. 300, C. 310, D. 400, and E. 1,260. A red 'X' is placed over option B, and a mouse cursor is hovering over it.

Item 4.) Magnifier, Line Reader, and Answer Masking

The following three tools may be selected by opening the dropdown menu in the upper right corner of the active TestNav screen. To close any of these three tools, navigate back to the dropdown menu and click on the name of the tool again so the check mark disappears.

Magnifier: The Magnifier tool will turn on a square magnifying glass which can be moved across the screen as desired:

The screenshot shows a TestNav interface with a navigation bar at the top containing 'Review', 'Bookmark', and window control icons. The page title is 'READING EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / 1 OF 35'. The main content area is split into two panels. The left panel contains a social science passage about biscotti. The text reads: 'SOCIAL SCIENCE: This passage is adapted from the article "Biscotti di Prato" by Pamela Sheldon Johns (©2011 by The Art of Eating). A walk down the narrow, cobbled Via Ricassoli in the center of the small city of Prato, Italy, brings you to the Antonio Mattei bakery, where small groups of people are gathered, reluctant to leave the charming and elegant shop. The marble counters and wooden shelves are laden with the Italian cookies known as biscotti, and the air is rich with the aroma of eggs, sugar, and almonds. As you sink your teeth into the crisp exterior, the biscotti resist only slightly. Antonio Mattei was a baker in Prato during the Risorgimento, the galvanizing mid-19th-century period of unification of Italy. His good friend Pellegrino Artusi described him as "that good man from Prato . . . he had the genius of his art and was honest and industrious." In 1858, Mattei created a cookie that was baked twice in his wood-burning oven. He found a following for these biscotti, and received important awards from the international fairs held in Florence in 1861, London in 1862, and Paris in 1867, launching the cookie into the greater world.' The right panel contains a question: 'The main purpose of the passage is to:' Below the question are four multiple-choice options: A. explain why biscotti are so popular, B. relate the history of biscotti and how they were created, C. discuss the differences between biscotti and other cookies, and D. describe the traditional spirit of Italy. A magnifying glass tool is overlaid on the text in the right panel, focusing on the second option.

Line Reader: The Line Reader tool turns on a colored line reader that allows the student to focus on individual lines of text, and again, can move the tool as desired across the screen. Students can also expand or minimize the tool as needed by clicking and dragging the expanding areas. (In red below.)

READING EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / 1 OF 35

SOCIAL SCIENCE: This passage is adapted from the article "Biscotti di Prato" by Pamela Sheldon Johns (©2011 by The Art of Eating).

A walk down the narrow, cobbled Via Ricasoli in the center of the small city of Prato, Italy, brings you to the Antonio Mattei bakery, where small groups of people are gathered, reluctant to leave the charming and elegant shop. The marble counters and wooden shelves are laden with the Italian cookies known

The main purpose of the passage is to:

- A. explain how Ciampolini transformed an ailing biscotti bakery into a thriving business.
- B. relate the history of biscotti and of the bakery in which they were created.
- C. discuss how the differences among biscotti bakers reflect the national spirit of Italy.
- D. describe why Prato was the ideal location for biscotti to have been invented.

Antonio Mattei was a baker in Prato during the Risorgimento, the galvanizing mid-19th-century period of unification of Italy. His good friend Pellegrino Artusi described him as "that good man from Prato . . . he had the genius of his art and was honest and industrious." In 1858, Mattei created a cookie that was baked twice in his wood-burning oven. He found a following for these biscotti, and received important awards from the international fairs held in Florence in 1861, London in 1862, and Paris in 1867, launching the cookie into the greater world.

Answer Masking: The Answer Masking tool masks the answers, and allows the student to use the eye icon on each row to mask or unmask responses. Click on the gray eye icon to reveal an answer option. A student can click each eye icon to reveal multiple answers at once, or re-click the eye icon to mask the answer again:

READING EXEMPLARS W-HIGHLIGHT TOOL / SECTION 1 / 1 OF 35

SOCIAL SCIENCE: This passage is adapted from the article "Biscotti di Prato" by Pamela Sheldon Johns (©2011 by The Art of Eating).

A walk down the narrow, cobbled Via Ricasoli in the center of the small city of Prato, Italy, brings you to the Antonio Mattei bakery, where small groups of people are gathered, reluctant to leave the charming and elegant shop. The marble counters and wooden shelves are laden with the Italian cookies known as biscotti, and the air is rich with the aroma of eggs, sugar, and almonds. As you sink your teeth into the crisp exterior, the biscotti resist only slightly.

The main purpose of the passage is to:

- A. explain how Ciampolini transformed an ailing biscotti bakery into a thriving business.
- B. relate the history of biscotti and of the bakery in which they were created.
- C. discuss how the differences among biscotti bakers reflect the national spirit of Italy.
- D. describe why Prato was the ideal location for biscotti to have been invented.

Antonio Mattei was a baker in Prato during the Risorgimento, the galvanizing mid-19th-century period of unification of Italy. His good friend Pellegrino Artusi described him as "that good man from Prato . . . he had the genius of his art and was honest and industrious." In 1858, Mattei created a cookie that was baked twice in his wood-burning oven. He found a following for these biscotti, and received important awards from the international fairs held in Florence in 1861, London in 1862, and Paris in 1867, launching the cookie into the greater world.

Please note: Answer Masking will only appear in the dropdown menu when viewing multiple choice items. Once selected, Answer Masking will appear on all multiple choice items.

Highlighter (for Periodic assessments only)

While participating in the Periodic standard online form (non-audio) assessments for Interim and Classroom, a highlighter tool can be activated by left clicking and dragging your cursor along the text you would like to highlight.

- When you release your left click-drag, three highlighter color option blocks will appear.
- You may then select Blue or Yellow for highlighting your selected text.
- The White-with-Red stripe color block is used to un-highlight any previously highlighted text.

Please note: This online Highlighter tool is NOT available on any of the Summative assessments.

Placement of the highlighter tool in an active test:

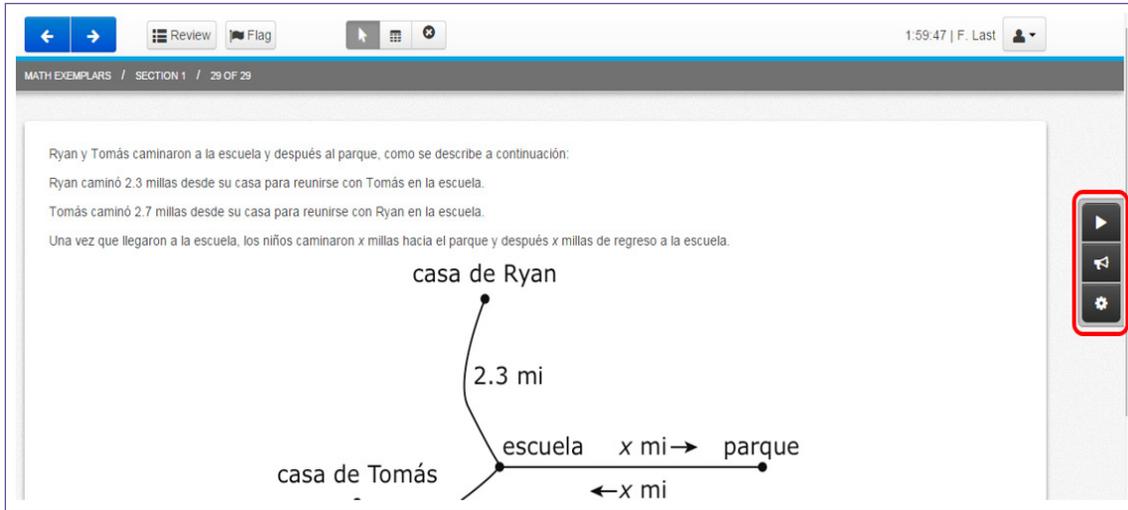
The screenshot shows a web browser window displaying a math assessment. The browser's address bar shows "MATH EXEMPLARS / SECTION 1 / 4 OF 29". The page content includes a coordinate plane problem and a multiple-choice question. The coordinate plane problem text is: "A map of Nelson County is laid out on a coordinate plane below, where the center of the county is at (0,0). A cell phone tower is at (5,4), and Esteban's house is at (10,-2). Each coordinate unit represents 1 mile. The tower's signal range is 10 miles in all directions." The coordinate plane shows a grid with the origin labeled 'O'. A point labeled 'cell phone tower' is at (5,4) and a point labeled 'Esteban's house' is at (10,-2). A red box highlights the text "Each coordinate unit represents 1 mile" and the coordinate plane. To the right of the coordinate plane is a multiple-choice question: "How much land area, to the nearest 10 square miles, does the tower's signal range cover?" with options A. 80, B. 100, C. 310, D. 400, and E. 1,260.

Highlight colors are also compatible with contrast setting changes. If the “Contrast Colors” accommodation is selected in a student’s personal needs profile, the highlight color options will change to reflect the color contrast.

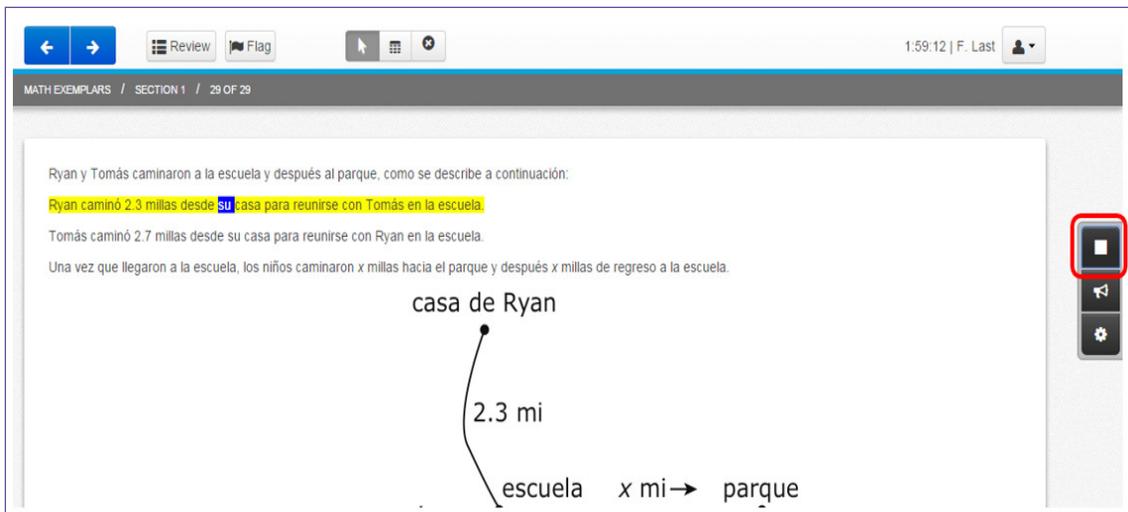
For example, if the color contrast settings for a student are “black on light blue”, the available user highlights will change to pink and light green to reflect the new colors.

Text to Speech (TTS) Tool

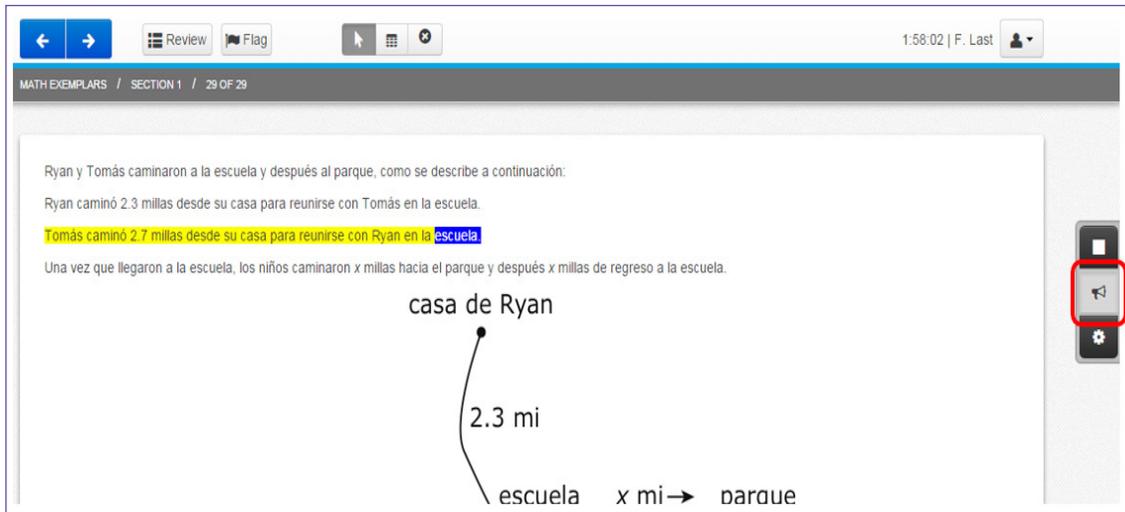
When taking a computer-based English or Spanish Audio version of the ACT Aspire test, click on the triangle shaped **Play** button (circled in red below) to activate the Text to Speech computer-based read aloud voice:



Once the **Play** button has been selected the text to speech read aloud voice is activated, the item text will highlight as the item is being read aloud. Click on the square shaped **Stop** button to stop the audio from playing.

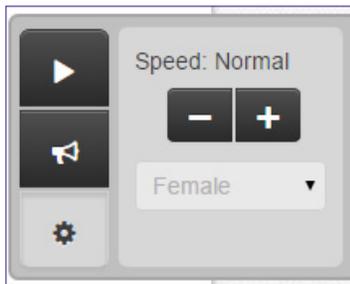


To navigate within the item, click on the megaphone shaped toggle **Click-to-Hear** button, then click anywhere in the item to have the read aloud start again from where you have clicked. Item highlighting will start from where you have used the toggle feature and clicked to start again.



Text to Speech Settings

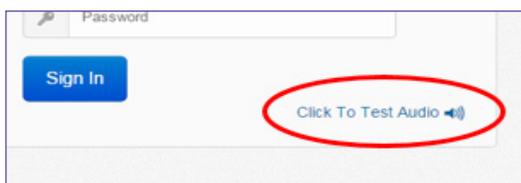
A user may control the speed of the text-to-speech voice by selecting the Gear icon (circled in red below) to open the text-to-speech settings box. By selecting the “minus” (-) icon, a user can slow down the speed of the audio. By selecting the “plus” (+) icon, a user can speed up the speed of the audio:



Volume of Computer-Based Audio Tests

We strongly suggest you test your volume settings on your computer prior to launching a secure test. Once the secure testing environment takes over your computer, you will not have access to your volume settings.

TestNav has a built-in **Audio Check** (circled in red below) that students can utilize prior to signing in. We also suggest you use this built-in **Audio Check** to test volume controls on headphones or keyboards prior to signing in to TestNav:



TestNav Desktop App

Objective: The TestNav Desktop app is an installable version of the browser-based TestNav 8 application designed to be used on desktops and laptops. Please follow the steps in this section to download the TestNav Desktop app for either Windows or Mac.

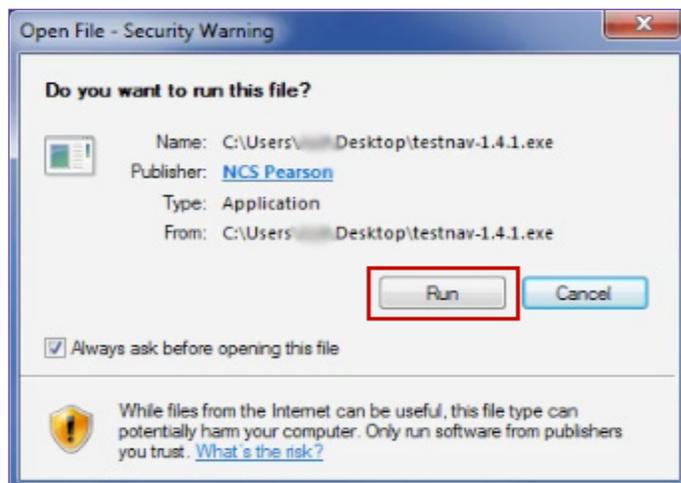
Steps for installing the TestNav Desktop app on Linux machines are coming soon!

Setup TestNav Desktop on Windows

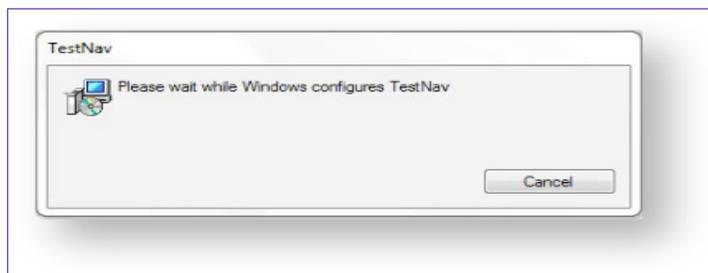
Please note: TestNav program files save in **C:\Program Files (x86)\TestNav**. Students need write access to this directory. If you are using the .exe installer, you can choose a different directory, and you must give students write access to that directory.

Download the TestNav Desktop app here: <http://actaspire.pearson.com/technology.html>

1. Double-click the .msi or .exe file that you downloaded.
 - **.msi (Microsoft installer) file** - contains explicit instructions about installing and removing an application.
 - **.exe (executable) file** - provides a built-in installation wizard. You can choose program file locations using this type of installation.
2. The **Open File - Security Warning** appears and asks if you want to run the TestNav file. Click Run:

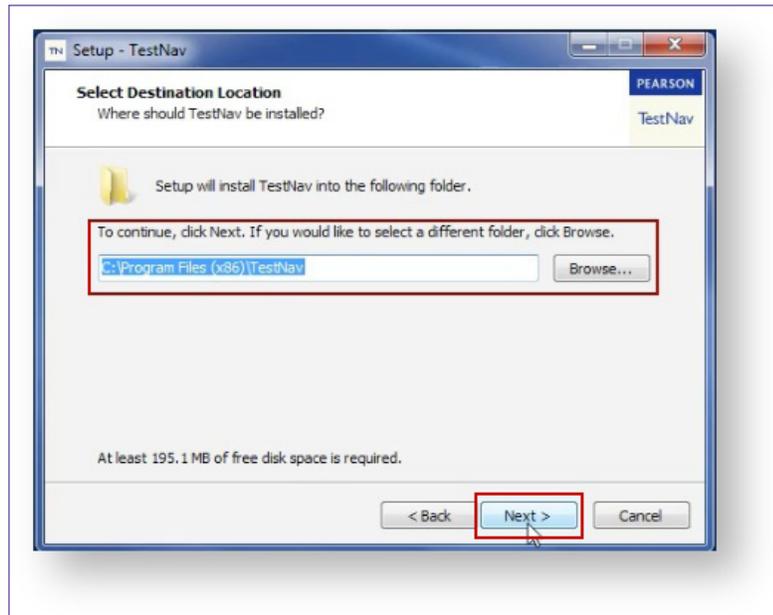


- a. If you downloaded the .msi installer, the installer window appears and automatically installs TestNav:

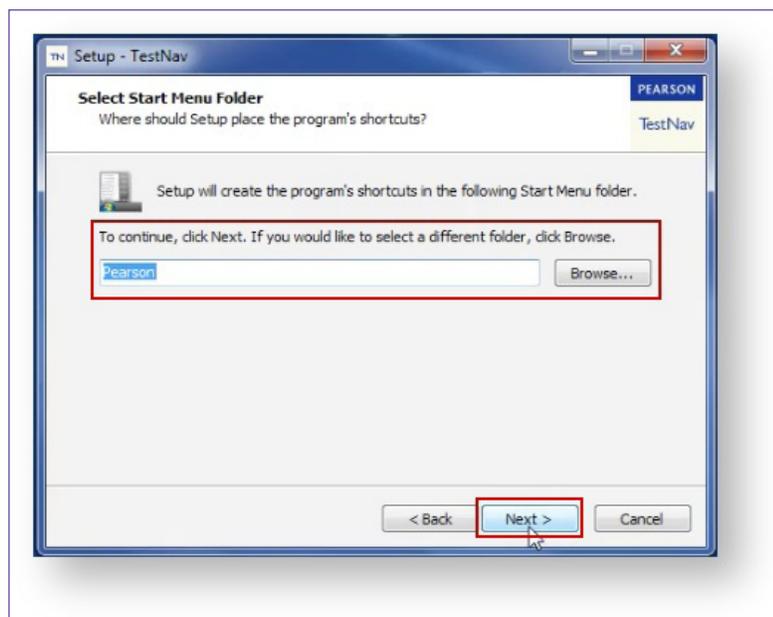


- b. If you downloaded the .exe installer

- i. The **Setup - TestNav** window appears and asks if you want to continue installing TestNav. Click **Yes**.
- ii. The TestNav Setup Wizard appears. Click **Next**.
- iii. The **Select Destination Location** window appears. By default, TestNav program files save in **C:\Program Files (x86)\TestNav**. You can keep the default setting, or click **Browse** to choose another location. Then, click **Next**:



- iv. The **Select Start Menu Folder** window appears. By default, the setup wizard also stores program shortcuts in a Pearson folder in the Start menu folder. You can keep the default setting, or click **Browse** to choose another location. Then, click **Next**:



- v. Click **Install**.
- vi. By default, the **Launch TestNav** check box is selected. If you do not want to

immediately launch TestNav, deselect the check box, and then click **Finish**.

Start TestNav Desktop

1. TestNav automatically creates a shortcut on the **Desktop**. You can:
 - a. Double-click the TestNav shortcut, or
 - b. From the **Start** menu, click **TestNav**. TestNav should appear in the Start menu. If you do not see TestNav, type TestNav in the **search box**.
2. Wait for TestNav to load to begin your test.

Run SystemCheck

Visit the SystemCheck page to verify your system's readiness for computer-based testing.

- SystemCheck link: <http://systemcheck.actaspire.org/>

Find Response File Backups

Prior to testing, refer to your assessment management system user guide to configure TestNav and complete the following steps.

1. Familiarize yourself with the default primary save location below.
2. Configure student accounts to have complete read, write, and delete access in the default primary save location.
3. Communicate SRF and log file locations to test proctors.
4. Give proctors access to SRF and log files by granting admin rights to proctors on each testing computer.

Default Primary Save Location

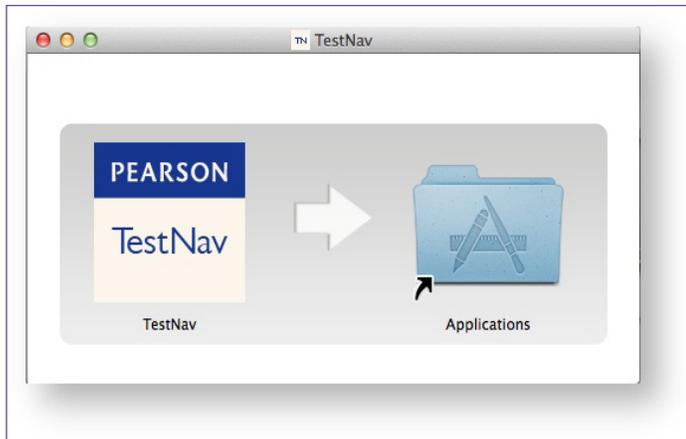
Operating System	SRF Location	Log File Location
Windows	{USER.HOME}/Pearson/srf/	{USER.HOME}/Pearson/logs/

Setup TestNav Desktop on Mac OS X

Please note: TestNav program files save in Applications/TestNav. Students need write access to this directory.

Download the TestNav Desktop app here: <http://actaspire.pearson.com/technology.html>

1. Double-click the .dmg file (for example, testnav-1.4.1.dmg) that you downloaded. The **TestNav** install window appears:

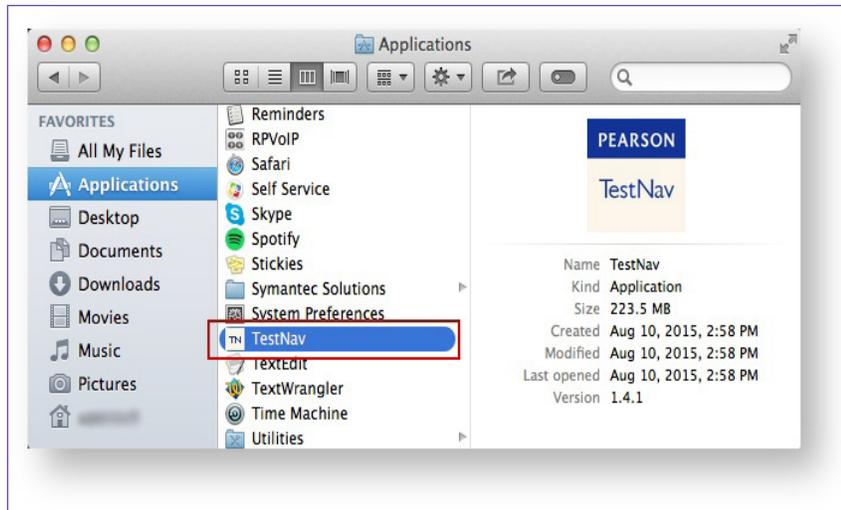


2. Drag the TestNav icon into the **Applications** folder.
3. Eject the TestNav installer from **Devices** in the **Finder** sidebar. *You can also eject it from the Desktop:*



Start TestNav Desktop

1. TestNav automatically creates a shortcut on the Desktop. You can:
 - a. Double-click the TestNav shortcut, or
 - b. In Applications, double-click TestNav:



- c. Wait for TestNav to load to begin your test.

Run SystemCheck

Visit the SystemCheck page to verify your system's readiness for computer-based testing.

- SystemCheck link: <http://systemcheck.actaspire.org/>

Find Response File Backups

Prior to testing, refer to your assessment management system user guide to configure TestNav and complete the following steps.

1. Familiarize yourself with the default primary save location below.
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3. Communicate SRF and log file locations to test proctors.
4. Give proctors access to SRF and log files by granting admin rights to proctors on each testing computer.

Default Primary Save Location

Operating System	SRF Location	Log File Location
Mac OS X	{USER_HOME}/Pearson/srf/	{USER_HOME}/Pearson/logs/

TestNav 8 and Chromebooks

Please note:

- **Periodic Assessments:** iPads and Chromebooks are approved for use on the ACT Aspire periodic assessments for all subjects and grades.
- **Summative Assessments:** Chromebook usage is supported for all customers administering summative assessments. Comparability research on iPads is underway.

ACT Aspire does **not** allow the use of bring-your-own-device (BYOD) programs for student assessments. School-owned laptops/Chromebooks issued to students to take home may be used if prepared for assessments by IT staff and are secured at the school for the duration of testing.

TestNav 8 Chromebook Minimum Hardware and Software Requirements

Requirements (Minimum)	Chromebook
Processor	Any
Memory	Minimum: 2 GB RAM Recommended: 4 GB RAM
Screen Size	9.5-in +
Screen Resolution	1024 x 768
Operating System	Chrome OS 44 or higher is required.

Please note: Students must use an external keyboard and mouse with touchscreen. TestNav does not support the touchscreen on these devices.

Installing and Launching TestNav 8 on Chromebooks

To set up TestNav on Chromebooks, you should first determine whether each Chromebook is **managed or unmanaged**.

Managed Chromebook Installation

1. To install TestNav on managed Chromebooks, first ensure device settings are set to retain local data.
 - a. Log in to the **Admin console** for your domain.
 - b. From the **Admin console**, select **Device Management > Chrome devices**.
 - c. Click the icon at the top right of the page, and click **Chrome device settings**.
 - d. In the **User Data** section, select **Do not erase all local user data**.
 - e. Select **Save changes**, if visible.
2. Enable Kiosk mode and set up TestNav on the Chromebook as a Kiosk app:
 - a. Log in to the **Admin console** for your domain.
 - b. From the **Admin console**, select **Device Management > Chrome management > Device settings > Kiosk apps**.
 - c. Click **Manage Kiosk Applications**, and the **Kiosk apps** dialogue appears.

- d. If TestNav does not appear in the **Total to Install** column, type “TestNav” in the Chrome Web Store search field.
- e. Select **Add**. Then select **Save**.
- f. On the same **Device settings** page, under **Kiosk Settings > Auto-Launch Kiosk App**, select TestNav.

Please note: Make sure the devices you want to administer the exam with are under the organizational unit you select for TestNav.

Unmanaged Chromebook Installation

1. Open a new tab in Chrome, and enter **chrome://extensions** in the address bar. Press **Enter**.
2. Select the **Developer Mode** check box.
3. Click **Add kiosk application**.

*If you do not see **Add kiosk application**, you do not have the correct owner account information. Please go back to step 1 and create a new owner account.*

4. Enter the TestNav ID - **mdmkkicfmmkgmpkmdikhllbggopicma** in the **Add kiosk application** box.
5. Press **Enter**. (*TestNav appears in the tray under Apps for a user to open from the shelf.*)
6. Sign out of the Chromebook

Launching TestNav

1. Power on the Chromebook, but do **not** log in to Chrome OS.
2. In the lower left hand of the screen, select **Apps > TestNav** to launch TestNav.
A message appears, informing you that you can use <ctrl><alt>s to exit Chrome OS when you first launch TestNav. This only works while the message displays.
3. To shut down and exit kiosk mode **after** the app launches, hold down the Power button.

Exiting TestNav

To exit the TestNav 8 application hold down the power button for a few seconds. The Chromebook will power down. Pressing the power button again will power on the Chromebook and return you to the Chrome OS login screen.

Finding Your TestNav Release Version

1. Launch the TestNav app.
2. Click in the username or password field.
3. Press <ctrl><shift>z and the **File Viewer** box appears. See the application version under **File Viewer**.
4. If the **File Viewer** does not display, click on the window and then press <ctrl><shift>z again.

Updating Your TestNav Release Version

After installing TestNav from the Chrome Web Store, it should automatically update by one of the following:

1. TestNav auto-updates in kiosk mode.
2. TestNav auto-updates on a timeframe specified within the Chrome Web Store for non-kiosk mode implementations.

However, if your technology environment does not allow for automatic updates, you can manually update TestNav to the newest version:

1. Remove the outdated version of the app.
2. Install the latest version from the Chrome Web Store.

Saved Response File (SRF) Locations

SRF and log files are stored in different places depending on the operating system and platform. TestNav creates a Pearson directory in the home directory of the testing computer. SRFs are stored in the main Pearson directory.

The TestNav client creates a directory called “logs” in the Pearson folder in the user’s home directory. The TestNav client logs the current system output and error messages for diagnostic purposes.

Should you need to call the TestNav technical support team for assistance, a technician may request that you retrieve these files.

Mobile Device Limitations

Supported mobile devices, like iPads and Chromebooks, have only one save file location. As a result, Pearson recommends that students use the exact same device to resume a testing session after they encounter a problem.

Locating the SRF and Log Files on Chromebooks

1. Launch the TestNav app.
2. Focus your cursor in the username or password field.
3. Press <ctrl><shift>z and the **File Viewer** box appears.
If the **File Viewer** does not display, click on the window and then press <ctrl><shift>z again.
4. Plug in your USB memory stick.
5. Click the download button next to the log file(s) you wish to download.
6. When the window opens, select the USB memory stick, and click **Save**.

Chromebook Quick Guide

Please note:

- **Periodic Assessments:** iPads and Chromebooks are approved for use on the ACT Aspire periodic assessments for all subjects and grades.
- **Summative Assessments:** Chromebook usage is supported for all customers administering summative assessments. Comparability research on iPads is underway.

ACT Aspire does **not** allow the use of bring-your-own-device (BYOD) programs for student assessments. School-owned laptops/Chromebooks issued to students to take home may be used if prepared for assessments by IT staff and are secured at the school for the duration of testing.

What is a Chromebook?

A Chromebook is a personal computer that runs the Chrome operating system. The device can resemble a desktop or a laptop, and makes use of cloud based storage and apps that are installed from the Chrome Web Store. Chromebooks can be made by many manufacturers with different configurations, but they will all have the unifying attribute of running the Chrome OS.

- <http://www.Google.com/intl/en/chrome/devices/features/>

Are all Chromebooks the same?

Chromebooks can be manufactured by different companies and therefore hardware may vary. Ensure that your Chromebook meets the minimum system requirements by visiting the TestNav 8 requirements page.

How do Chromebooks connect to the network?

Some Chromebooks do not have an Ethernet jack and will connect to a network through a wireless connection exclusively. If your Chromebook has an Ethernet jack, then it will be able to connect wired or wireless, if not, then you will need to connect over Wi-Fi.

Which Chromebooks support TestNav 8?

At this time, all Chromebooks running Chrome OS 44 or higher support the TestNav 8 app. Please see the TestNav 8 Hardware and Software Requirements for complete information on Chromebook TestNav 8 requirements.

Why do we need to use an app?

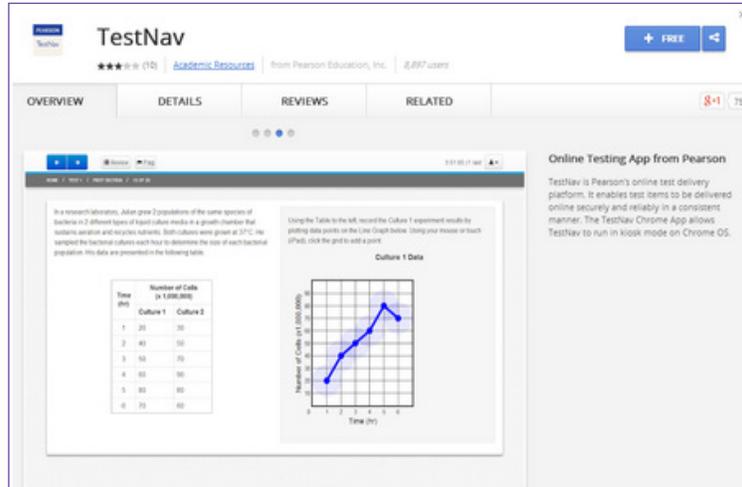
When a student is using TestNav 8 to participate in a computer based assessment, ACT Aspire uses Java to 'lock down' the computer and maintain test security. Since Java is not available on Chrome OS, we have to address the same security requirements in a different way, and for this reason the TestNav 8 app was developed. By performing a few configuration steps on the device, we can put a Chromebook into a kiosk mode, allowing test content to be delivered through the TestNav 8 application with the same level of security that is found on traditional computing devices.

Is the TestNav 8 app different than the browser based TestNav 8?

Other than launching the TestNav 8 app, the experience between the browser based TestNav 8 and the app based TestNav 8 is identical. Students will have identical login, navigation, and interaction options.

Where can I find the TestNav 8 app?

The TestNav 8 app can be found either on the Chrome Web Store, or by visiting the [ACT Aspire Landing Page](#). However if you are installing the application on your student Chromebooks you will not have to visit the Chrome Web Store to download and install the app; it will be installed by following the steps listed on the ‘Using TestNav on a Chromebook’ document.



Is there an iPad app?

There is an iPad app for TestNav 8. Information on the app can be found in the iPad section of this document.

Is there an Android app?

While there is a TestNav app for Android, it has not been tested with ACT Aspire, and therefore will not be supported at this time.

How do I install and launch the app?

Detailed installation instructions for both managed and unmanaged Chromebooks can be found in the ‘Using TestNav on a Chromebook’ documentation.

You will launch the TestNav 8 app from the ‘App Drawer’ that appears in the lower left side of the login screen of your Chromebook after it has been properly configured. When the app launches, a configured Chromebook will automatically be placed into Kiosk mode.

Detailed steps for launching the TestNav 8 app can be found in the ‘Launching TestNav’ section of the Chromebook documentation, found at the link below.

How do I exit kiosk mode and shut down the TestNav 8 app?

To shut down and exit kiosk mode after the app launches, hold down the Power button on your Chromebook. After a few seconds the Chromebook will power down. When the Chromebook is powered back on the TestNav 8 app will be closed.

Why am I being asked to select an assigned test?

The first time the TestNav 8 app is launched, you will be asked to select your testing program. Select the ACT Aspire test from the dropdown menu and press ‘Go to Customer Site’. After making this selection, you will be taken directly to the TestNav 8 login screen. Subsequent launchings of the TestNav 8 app will not have to make this selection unless the app is reinstalled.

or navigated back to the testing program selections screen.



Once I install the app, do I need to prompt it to update?

The TestNav 8 application will automatically update, however, you can manually prompt an update by removing the outdated version of the software and installing the application again. Information on updating the TestNav 8 app can be found in the 'Updating Your Release Version' section of the Chromebook documentation, found at the link below.

What is the difference between a managed and an unmanaged Chromebook?

Chromebook devices can be managed or unmanaged.

An unmanaged Chromebook is a device that is not controlled or maintained remotely by an administrator. As an example, a Chromebook that is purchased for personal use will likely be unmanaged as the owner of the Chromebook will control and maintain the device, rather than the device belonging to a larger group of devices that are managed by school or business administrators.

An unmanaged Chromebook must have administrative functions performed on it directly, meaning that a configuration cannot be 'pushed' to the device from a central location. In a scenario with multiple unmanaged Chromebooks this would mean physically working with each device to apply a new setting.

The ability to manage Chromebooks is an option that is available for purchase when buying Chromebooks directly from Google or an authorized reseller. Managed Chromebooks can be enrolled in a domain that allows centralized remote management through an administrator console. This allows organizations to configure features, manage access, control updates, and install applications for Chromebooks that have been enrolled in their domain.

In a scenario with multiple Chromebooks who belong to the managed domain, an administrator could install an app, adjust a configuration, and control the release of the latest Chrome OS update through a central console. These new options would be pushed to all of the Chromebooks that belonged to the domain when the individual devices connect to the network.

How do I know if my Chromebook is managed or unmanaged?

Managed Chromebooks will have a managed symbol in the lower right hand side of the screen after the user has logged in.

- <https://support.google.com/chromebook/answer/1331549>

How can I make my unmanaged Chromebooks managed Chromebooks?

Chrome device management can be purchased separately from the Chrome devices for Business group or the Google Education sales teams.

- <https://support.google.com/chrome/a/answer/1289314>

Should I have a managed or unmanaged Chromebook?

Ultimately this decision is up to the customer; however, schools that used managed Chromebooks for their assessment have provided the feedback that having the additional managed features made configuring their Chromebooks for testing much easier than configuring unmanaged devices.

We have a BYOD policy, what do we need to do?

The ACT Aspire does **not** allow the use of bring-your-own-device (BYOD) programs for student assessments. School-owned laptops/Chromebooks issued to students to take home may be used if prepared for assessments by IT staff and secured at the school for the duration of testing.

Can I use SystemCheck for TestNav on my Chromebook?

SystemCheck for TestNav 8 can be used on a Chromebook, but the full range of tests will not be performed since you will not be using the browser-based version of TestNav 8 on a Chromebook.

How do I assess readiness on a Chromebook?

Readiness on a Chromebook will be assessed by visiting the TestNav 8 minimum hardware and software requirements to verify that your Chromebook meets the minimum requirements, performing any steps necessary to place the Chromebook into kiosk mode, and installing the TestNav 8 app from the Chrome Web Store. You will not use SystemCheck to assess readiness on a Chromebook.

Where are the SRF and TestNav log files saved on a Chromebook?

The Saved Response File (SRF) and TestNav log files will reside within hardware storage space that is reserved and managed by the TestNav 8 app. Information on retrieving these files can be found in the 'Find Your SRF and Log Files' section of the TestNav 8 documentation, found at the link below.

Are there any specific TestNav 8 error codes for the Chromebook?

There is one specific error code that is related to Chromebooks. Error code 3043 will appear if your Chromebook has not been configured to run in kiosk mode. Other 'general' TestNav 8 error codes also apply, but are not exclusive to Chromebooks.

Can I use proctor caching with Chromebooks?

The proctor caching service cannot be installed on Chromebooks, but students using Chromebooks to test can take full advantage of the benefits of proctor caching. No additional setup steps to your proctor cache or Chromebook configurations are necessary.

TestNav 8 and iPads

Please note:

- **Periodic Assessments:** iPads and Chromebooks are approved for use on the ACT Aspire periodic assessments for all subjects and grades.
- **Summative Assessments:** Chromebook usage is supported for all customers administering summative assessments. Comparability research on iPads is underway.

ACT Aspire does **not** allow the use of bring-your-own-device (BYOD) programs for student assessments. School-owned laptops/Chromebooks issued to students to take home may be used if prepared for assessments by IT staff and are secured at the school for the duration of testing.

TestNav 8 iPad Minimum Hardware and Software Requirements

Hardware Requirements (Minimum)	iPad
Processor	Any
Memory	Minimum: 512 MB RAM Recommended: 1 GB RAM (iPad 3rd gen+)
Screen Size	9.5-inch +
Screen Resolution	1024 x 768
Operating System	iOS 8.3+ is required

Turn Off Auto-Correction / Predictive Text

When using iPads secure testing, turn off Auto-Correction and Predictive text:

1. Tap **Settings** > **General** > **Keyboard** > **Auto-Correction**, and slide left to turn off.
2. See **Predictive** on the same screen, and slide left to turn off.

Installing and Launching TestNav 8 on iPads

You may set up TestNav on an iPad for secure testing using one of the following methods:

Apple Configurator via USB

To enable single app mode on iPad using Apple Configurator, you first back up the device to retain any data or applications. You may then turn on **Supervised** mode (which wipes the device) for your organization.

You may restore the iPad after testing by placing the iPad in Supervised mode to put data and apps back on the device.

1. Connect the iPad to a Mac OS X machine using a USB connection.
2. On the Mac OS X machine, launch **Apple Configurator**.
3. On the Configurator's **Prepare** tab, turn on **Supervision**.
4. Click the **Prepare** button at the bottom of the window.
5. If prompted, enter the appropriate organization information and click **Done**.

6. When you are asked to confirm that you want to apply the settings, click **Apply**.
7. Wait while the Configurator completes the updates. When complete, click the **Supervise** tab.
8. From the **Lock to App** drop-down menu, select **TestNav**.
 - To release a device from the single app mode, confirm that the device is connected to the Mac OS X Server. Then select **None** from the same menu.
9. Click **Apply** at the bottom of the window.

Apple Profile Manager

Administrators can use Mobile Device Manager (MDM) to push a profile to devices to wirelessly turn on/off single app mode.

Profile Manager is Apple's MDM solution for Mac OS X. You can select the TestNav app from the Lock to App menu and push the profile to supervised devices.

Autonomous Single App Mode

You can also use Autonomous Single App Mode (ASAM) mode (Lock to App) to set up iPad for secure testing. ASAM is the recommended solution for LEAs to manage single app mode because it reduces administrator workload.

The ASAM feature requires BOTH a Supervised iPad (which you enable only from Apple Configurator) and an MDM (either Profile Manager or third-party). With ASAM, TestNav turns Guided Access on and off, as each testing scenario requires.

Administrators do not need to push profiles to devices to turn on/off single app mode, but grant TestNav the ability to turn on Single App mode on-demand.

Guided Access Mode

1. Rotate the iPad to landscape orientation.
2. Tap **Settings > General > Accessibility > Guided Access**.
 - Turn on **Guided Access**.
 - Set **Passcode**.
 - Tap **Accessibility Shortcut**.

Launching TestNav with Guided Access

1. Launch TestNav app.
2. Triple click the **Home** button and enter the passcode.
3. Tap **Options**.
 - Turn off **Sleep/Wake**.
 - Turn on **Volume Buttons** setting.
 - Turn off **Motion** to lock iPad to landscape mode.
 - Turn on **Touch** setting.

4. Tap **Start**.

Exiting TestNav / Closing Guided Access Mode

1. Triple-click the **Home** button.
2. Enter the passcode.
3. Tap **end** in the upper left-hand corner.

Finding Your TestNav Release Version

1. Tap **Settings** on the Home screen.
2. Locate TestNav in the list and select it.
3. The version and build number, such as 1.0.4 (0037), displays to the right of TestNav.

Updating Your TestNav Release Version

After you install TestNav from the app store, it should automatically update. However, if your technology environment does not allow for automatic updates, you can manually update the application using one of the following methods:

- Over-the air (MDM-managed iPads)
- Apple App Store
- iTunes (tethered iPads)

If you cannot update with the above methods, manually remove the outdated version and install the latest version from the Apple App Store.

Saved Response File (SRF) Locations

SRF and log files are stored in different places depending on the operating system and platform. TestNav creates a Pearson directory in the home directory of the testing computer. SRFs are stored in the main Pearson directory.

The TestNav client creates a directory called “logs” in the Pearson folder in the user’s home directory. The TestNav client logs the current system output and error messages for diagnostic purposes.

Should you need to call the TestNav technical support team for assistance, a technician may request that you retrieve these files.

Mobile Device Limitations

Supported mobile devices, like iPads and Chromebooks, have only one save file location. As a result, Pearson recommends that students use the exact same device to resume a testing session after they encounter a problem.

Locating the SRF and Log Files on iPads

You can view SRF and log files two ways on iPads, via Safari or USB.

Safari

1. Open Safari and enter the url: testnav://admin. Note that the first time you access this, a dialog asks if you want to open in TestNav. Tap **Open**. TestNav opens.
2. Click **View Logs** or **View Student Responses**.
3. From this screen, you can view and email SRF and log files.
4. Click the **Home** button when finished.

USB

1. Connect the iPad to your computer via USB cable.
2. Launch iTunes, version 9.1 or later.
3. Click **iPad** from the listed devices in the iTunes window.
4. Click the **Apps** tab and then scroll down to the bottom of the page. View the list of apps currently installed on the iPad under File Sharing.
5. Select the TestNav App. A list of TestNav log files displays under TestNav Documents.
6. Select and open the log file you wish to view.

iPad Quick Guide

Please note:

- **Periodic Assessments:** iPads and Chromebooks are approved for use on the ACT Aspire periodic assessments for all subjects and grades.
- **Summative Assessments:** Chromebook usage is supported for all customers administering summative assessments. Comparability research on iPads is underway.

ACT Aspire does **not** allow the use of bring-your-own-device (BYOD) programs for student assessments. School-owned laptops/Chromebooks issued to students to take home may be used if prepared for assessments by IT staff and are secured at the school for the duration of testing.

What is an iPad?

An iPad is a tablet device that runs the Apple mobile operating system (iOS). The device makes use of apps that are installed from the Apple App Store; those apps and data are stored first on the internal flash memory, but can also be stored using Apple iCloud. You can find additional information about iPads online at

- www.Apple.com/iPad

Are all iPads the same?

iPad physical hardware and iOS version can vary by release model. Ensure that your iPad meets the minimum system requirements by visiting the TestNav 8 requirements page.

How do iPads connect to a network?

iPads will connect to the network through a wireless connection exclusively.

Which iPads support TestNav 8?

At this time, iPads running iOS 8.3+, with a minimum screen size of 9.5 inches, support the TestNav 8 app. iPad minis are not supported due to their 7.9 inch screen size.

Why do we need to use an app?

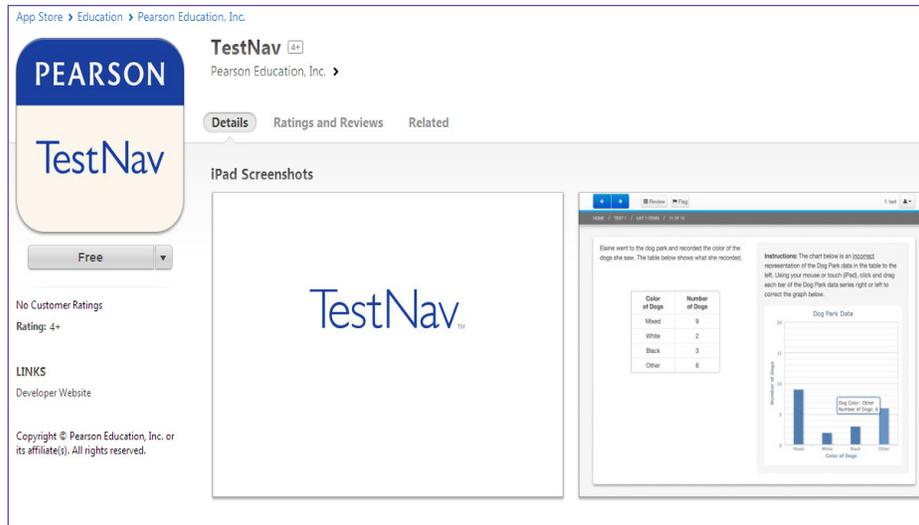
When a student is using TestNav 8 to participate in a computer based assessment, ACT Aspire uses Java to 'lock down' the computer and maintain test security. Since Java is not available on iOS, we have to address the same security requirements in a different way, and for this reason the TestNav 8 app was developed. By performing a few configuration steps on the device, we can put an iPad into a 'single app' or guided access mode, allowing test content to be delivered through the TestNav 8 application with the same level of security that is found on traditional computing devices

Is the TestNav 8 app different than the browser based TestNav 8?

Other than launching the TestNav 8 app, the experience between the browser based TestNav 8 and the app based TestNav 8 is identical. Students will have identical login, navigation, and interaction options.

Where is the TestNav 8 app?

The TestNav 8 app can be found on the Apple App Store, or by visiting the [ACT Aspire Landing Page](#).



Is there a Chromebook app?

There is a Chromebook app for TestNav 8. Information on the app can be found on the TestNav 8 Chromebook sections of this document.

Is there an Android app?

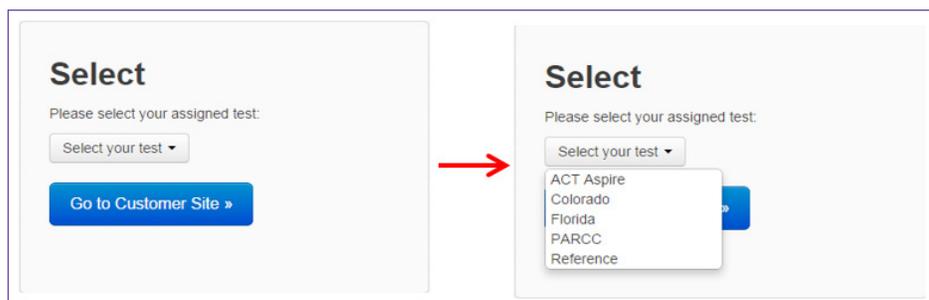
At this time there are no apps for any android-based devices; only Chromebook and iPad devices are supported.

How do I install and launch the app?

You can install the TestNav 8 app directly from the Apple App Store. Steps for launching the TestNav 8 app can be found in the 'Launching TestNav' section of the 'Using TestNav on an iPad' documentation.

Why am I being asked to select an assigned test?

The first time the TestNav 8 app is launched, you will be asked to select your testing program. Select the ACT Aspire test from the dropdown menu and press 'Go to Customer Site'. After making this selection, you will be taken directly to the TestNav 8 login screen. Subsequent launchings of the TestNav 8 app will not have to make this selection unless the app is reinstalled or navigated back to the testing program selections screen.



Once I install the app, do I need to prompt it to update?

The TestNav 8 application will automatically update, however, you can manually prompt an

update by removing the outdated version of the software and installing the application again. Information on updating the TestNav 8 app can be found in the 'Upgrading Your Release Version' section of the 'Using TestNav on an iPad' documentation.

We have a BYOD policy, what do we need to do?

The ACT Aspire does **not** allow the use of bring-your-own-device (BYOD) programs for student assessments. School-owned laptops/Chromebooks issued to students to take home may be used if prepared for assessments by IT staff and secured at the school for the duration of testing.

Can I use SystemCheck for TestNav on my iPad?

SystemCheck for TestNav 8 can be used on an iPad, but the full range of tests will not be performed since you will not be using the browser based version of TestNav 8 on an iPad.

How do I assess readiness on an iPad?

Readiness on an iPad will be assessed by visiting the TestNav 8 minimum hardware and software requirements to verify that your iPad meets the minimum requirements, installing the TestNav 8 app from the Apple App Store, and performing any steps necessary to place the iPad into single app or Guided Access mode. You will not use SystemCheck to assess complete readiness on an iPad.

Where are the SRF and TestNav log files saved on an iPad?

The Saved Response File (SRF) and TestNav log files will reside within hardware storage space that is reserved and managed by the TestNav 8 app. Information on retrieving these files can be found in the 'Finding Your SRF and Log Files' section of the 'SRF and Log Files documentation', found at the link below.

Are there any specific TestNav 8 error codes for the iPad?

There are two error codes that are related to iPads. Error code 3006 will appear if Guided Access mode has been turned off, and error code 3044 will appear if the iPad is not in single app mode. Other 'general' TestNav 8 error codes also apply, but are not specific to, iPads.

Can I use proctor caching with iPads?

The proctor caching service cannot be installed on an iPad, but students using iPads to test can take full advantage of the benefits of proctor caching. No additional setup steps to your proctor cache or iPad configurations are necessary.

Appendix A: Tech Coordinator Checklist

Two Months before Administration

Carefully read the ACT Aspire Technology Users Guide and Technology Bulletins

- Note system requirements for TestNav 8 and ProctorCache.
- Note network and device configuration steps.

Work with Test Coordinators and key players to plan out the computer-based assessment.

- Identify testing days and times.
- Identify the number of concurrent testers for each day.
- Identify testing devices and testing rooms that will be used.
- Identify any testing devices that should not be used.
- Talk through the test administration.
- Identify any technology challenges.

Discuss contingency and communication plans.

- Record steps to take in the case of an emergency or outage.
- Identify a communication plan.

Become familiar with technology components and environment setup.

- View technology modules on the ACT Aspire Training Management System.
- Attend live webinar technology readiness events.

One Month before Administration

Review Documentation on Avocet and the ACT Aspire Landing page.

- Verify that you have read the latest hardware and software requirements.
- Verify that you have read all of the Technical Bulletins.
- (Optional) Verify that you have reviewed latest TestNav 8 Error Code Documentation.

Set Up ProctorCache

- Review ProctorCache documentation and system requirements.
- Identify potential ProctorCache machines and plan placement on the network.
- Install and verify ProctorCache service
 - Installers can be found on Avocet and the ACT Aspire Landing Page.
 - If your organization uses an upstream proxy
 - Follow specific instructions for editing the ProctorCache configuration file.
 - Verify installation by opening the ProctorCache Diagnostics page.
 - Verify connectivity by using SystemCheck Testing Capacity test.

Allow browser pop-ups for the ACT Aspire Portal.

- When pre-caching a pop-up window will trigger the downloading of test content.

Perform Environment Configuration

- Ensure that firewalls, intrusion detection/prevention systems, proxy servers, content filters, and other security or filtering devices have been configured to allow traffic from the following URLs on the following ports:
 - TestNav 8
 - *.tn.actaspire.org:80
 - *.tn.actaspire.org:443
 - *.pearsonusercontent.com
 - *.thawte.com
 - google-analytics.com (optional)
 - Proctor Cache
 - Internal TCP ports 4480 and 4481 (Or both custom port numbers if custom ports are used.)
 - ACT Aspire Portal
 - *.highcharts.com

Network Configuration & Bandwidth

- Ensure each school meets connectivity and bandwidth requirements.
 - Use SystemCheck for TestNav to determine the number of concurrent testers and the necessity of additional ProctorCache machines.
 - Verify, as needed, that no high bandwidth network activity other than computer-based testing will be occurring while students are actively participating in the test.
 - Analyze the network to determine whether bandwidth bottlenecks exist.

Setup Student Testing Devices

- Assess each identified testing device to ensure that it meets the minimum hardware and software requirements for TestNav 8.
 - Use SystemCheck for TestNav to assess basic software requirements (OS/browser/Java) on traditional devices (laptops and desktops).
 - Use the TestNav 8 Hardware and Software Requirements document to assess complete software and hardware requirements on all devices.
- Set up testing devices
- Traditional testing devices (laptops and desktops).
- Install and enable Java on traditional testing devices (laptops and desktops).
- Ensure that students have read/write access to the Pearson folder in the user's home directory.

- Configure pop-up blockers to allow pop-ups from TestNav 8 (a pop-up will happen when student's go into full screen secure mode).
- Ensure that each computer station is equipped with a working keyboard and mouse.
- Disable or reschedule any background applications that could launch or activate automatically while TestNav 8 is running. This includes, but is not limited to:
 - Screen savers
 - Automated virus scan software
 - Power saving / management utilities
 - Remote desktop
 - Automatic or scheduled software updates
 - Instant messaging and email notifications
- Other testing devices
 - Chromebooks (Periodic and Summative tests)
 - Perform setup steps listed in the TestNav 8 Chromebook Setup document.
 - Verify installation of the TestNav 8 Application (installed during setup).
 - iPads (Periodic test **only**)
 - Perform setup steps listed in the TestNav 8 iPad Setup document.
 - Verify installation of the TestNav 8 Application.
- Verify connectivity
 - Use the SystemCheck Testing Capacity test to verify connectivity and throughput from traditional student testing devices to remote content servers and local ProctorCache servers.
- If your organization uses desktop restoration software.
 - Thaw or exclude the Pearson folder in the user's home directory.

One to Two Weeks before Administration

- Review Documentation on Avocet and the ACT Aspire Landing page.
- Verify that you have read the latest hardware and software requirements.
- Verify that you have read all of the Technical Bulletins.
- Verify that you have the latest TestNav 8 Error Code Documentation
- Ensure all workstations continue to meet the minimum hardware and software requirements.
- Consider the impact of any updates or configuration changes that are performed on student workstations after they have been assessed or configured for CBT readiness.
- Confirm that all needed test content has been pre-cached to each ProctorCache computer.

During Test Administration Window

- Be available during testing to answer questions from test administrators.
- Each test day: Conform that ProctorCache computers are turned on and remain on while students are testing.

After Test Window

- Purge test content from the proctor caching computer(s). Instructions for purging content can be found in the Act Aspire ProctorCache User Guide located on Avocet.
- Review the administration with Test Coordinators and other key participants.

Relevant Resources (All resources are located on Avocet and the ACT Aspire Landing Page)

- Summative Test Calendar
- ACT Aspire Training Management System (<https://actaspire.tms.pearson.com>)
- ACT Aspire Calendar of Training Events
- TestNav 8 Error Code Documentation

Appendix B: Computer Workstation Use

Student Workstations

Student workstations and lab computers can be used just as they normally would. Students can log in and out and computers can be restarted before, between, and after test sessions.

While participating in the test, student data is frequently being transmitted and saved on the ACT Aspire servers to safeguard that data in the unlikely event of a connectivity issue, computer failure, or deletion of temporary files.

Before the Test

- Restarting computers
 - Computers can be restarted, put into sleep mode, turned off, and turned on.
- Signing in and out of the computer
 - Computers can be logged into and out of.
- Desktop restoration and reimaging
 - Desktop restoration software should be used with care to preserve any setup and readiness activities that have been performed on the student workstation.
 - A best practice would be to suspend the restoration service, or exclude the student workstations from scheduled or triggered restoration.
- Using programs
 - Student workstations can be used as they normally would.
 - There are no issues with using programs on the student workstations, assuming that these programs will not alter or change any readiness activities that have been performed on the student workstations.

During the Test

- Restarting computers
 - If a student is not actively testing, computers can be restarted, put into sleep mode, turned off, and turned on.
 - If possible, avoid restarting computers while a student is actively testing.
 - If a computer is restarted while a student is actively testing, they will have to be resumed before they can log back into their test.
 - If the restart happens while a student is answering a question, or immediately after a student has answered a question, the student may have to answer that question again when they have logged back into the test.
- Signing in and out of the computer
 - If a student is not actively testing, computers can be logged into and out of.
- Desktop restoration and reimaging
 - Desktop restoration software should be used with care to preserve any temporary files that TestNav creates while the student is testing.

- A best practice would be to suspend or exclude the student workstation from scheduled or triggered restoration.
- If a student workstation is restored while a student is actively testing, any temporary files that have been created by TestNav may be erased. This includes log files and encrypted Saved Response Files (SRF).
- Using programs
- If a student is not actively testing, there are no issues with using other programs on the student workstations, assuming that these programs will not alter or change any readiness activities that have been performed on the student workstations.
- If a student is actively testing, TestNav 8 will prevent other programs from opening or being opened in the background.

After the Test (EOD)

- Restarting computers
- Computers can be restarted, put into sleep mode, turned off, and turned on.
- Signing in and out of the computer
- Computers can be logged into and out of.
- Desktop restoration and reimaging
- Desktop restoration software should be used with care to preserve any setup and readiness activities that have been performed on the student workstation.
- A best practice would be to suspend the restoration service, or exclude the student workstations from scheduled or triggered restoration.
- Using programs
- Student workstations can be used as they normally would.
- There are no issues with using programs on the student workstations, assuming that these programs will not alter or change any readiness activities that have been performed on the student workstations.

Proctor Cache Machines

If you are not taking advantage of the proctor cache service, please disregard the following items.

Before the Test

- Restarting computers
 - Computers can be restarted, put into sleep mode, turned off, and turned on.
 - By default, the proctor cache service will start automatically when the computer restarts. If this option is disabled, the service needs to be manually started when the computer reboots.
- Signing in and out of the computer
 - Computers can be logged into and out of.
- Desktop restoration and reimaging

- o Desktop restoration software should be disabled on the proctor cache machine to preserve content that has been pre-cached.
- Using programs
 - o All programs can be used as they normally would.

During the Test

- Restarting computers
 - o The proctor cache machine should remain on while students are actively testing. If the machine is turned off, or the proctor cache service is stopped, students will not be able to gather test content.
- Signing in and out of the computer
 - o Care should be taken to ensure that the proctor cache service remains active when signing into and out of the proctor cache machine.
- Desktop restoration and reimaging
 - o Desktop restoration software should be disabled on the proctor cache machine to preserve content that has been pre-cached.
 - o Desktop restoration software should be disabled on the proctor cache machine to preserve content that has been pre-cached.
- Using programs
 - o During an active test, students will be gathering content from the proctor cache machine. As a best practice, and to ensure optimal performance, the proctor cache machine should be dedicated to delivering test content while students are actively testing

After the Test (EOD)

Restarting computers

- Computers can be restarted, put into sleep mode, turned off, and turned on.
 - o By default, the proctor cache service will start automatically when the computer restarts. If this option is disabled, the service needs to be manually started when the computer reboots.
- Signing in and out of the computer
 - o Computers can be logged into and out of.
- Desktop restoration and reimaging
 - o Desktop restoration software should be disabled on the proctor cache machine to preserve content that has been pre-cached.

Using programs

- All programs can be used as they normally would.

Computer Workstation Use Glossary

- **Desktop Restoration / Reimaging:** A program or service that will automatically erase any documents that have been saved or settings that have been changed since the last time the

computer was restarted. Examples of desktop restoration software include Deep Freeze and Windows Steady State.

- **Student Workstations:** Computers which will be used primarily by students to pursue academic activities and participate in the computer based test.
- **School Administrator Workstations:** Computers which will be used primarily by school staff to perform administrative tasks.
- **Proctor Cache Machine:** A computer, or computers, that are being used for the optional proctor cache service provided by ACT Aspire.
- **Before the Test:** The period of time before or between active test sessions.
- **During the Test:** The period of time when students are actively participating in the test.
- **After the Test (EOD):** The period of time when testing has been completed for the day, but will continue the following day(s).

Appendix C: Contingency Plan

<p>Inclement weather prevents students from testing. (Power outages or loss of internet connectivity likely.)</p>	<p>Districts should not begin testing students if bad weather has the potential to significantly interrupt student testing.</p> <ol style="list-style-type: none"> 1. School personnel should attempt to collect all secure testing materials that have been distributed and place them in proper secure storage locations. 2. As necessary, districts should contact their state's Department of Education to discuss delaying testing and extending the test window.*
<p>Power goes out in the middle of an online test.</p>	<ol style="list-style-type: none"> 1. Have students take note of the question they were on when testing was interrupted. 2. School personnel should collect all testing materials and place them in proper secure storage locations. 3. Once power has been restored, the test administrator should resume students in the ACT Aspire Portal even if they are still in Active status.*
<p>Internet connection goes out during online testing.</p>	<ol style="list-style-type: none"> 1. If the local area network is maintained and communication to the proctor caching server is functioning, testing can continue. If communication to the proctor caching server is interrupted, students will not be able to test. Have students take note of the question they were on when testing was interrupted. 2. Work with local technical staff to determine cause of interruption and time anticipated to restore connection. 3. If connection cannot be restored within the same school day, contact district personnel who will contact DOE for further instructions. 4. When connection is restored, students should be resumed in ACT Aspire even if they are still in Active status.* <p><i>Please note: The student should resume their test on the same machine they used before internet connectivity was lost since saved responses will be held at that location.</i></p>
<p>The ACT Aspire Portal website is unavailable.</p>	<ul style="list-style-type: none"> • Testing already in progress may continue as long as the students do not need to be resumed in the ACT Aspire Portal since TestNav is separate from the portal. • No new testing should begin. Messages will be sent to districts alerting them to the issue, how long the outage is anticipated to last, and when service is restored.* • Do not hand out any student authorization tickets until service is restored.

TestNav is not working.	Students will not be able to log into tests. If proctor caching is enabled, tests underway can be completed as long as students do not need to be Resumed in the Act Aspire Portal.*
There is a fire drill or other interruption in the middle of an online test.	<p>Direct students to exit the test by Signing out of TestNav. Students should NOT Submit tests at this time. Instead, they should select “I want to save and continue later.”</p> <ol style="list-style-type: none"> 1. If possible, school personnel should collect all testing materials and place them in proper secure storage locations. 2. Before testing can be restarted, students will need to be Resumed in the ACT Aspire Portal.*

**Please note: Do not mark a student’s test complete due to technical issues unless directed to do so by ACT Aspire. Failure to do so could result in student tests being inadvertently auto-submitted.*

Appendix D: Technical Bulletins

ACT Aspire will periodically release technical bulletins to alert customers to upcoming technology topics that may impact computer-based testing. These technology bulletins will be available on the ACT Aspire Landing page under the News section, or on Avocet under T for Technology Bulletins. Listed below is a current technical bulletin that is relevant to upcoming test administrations.

For a complete archive of all ACT Aspire technical bulletins, please see the Technical Bulletins archive on the [ACT Aspire Landing Page](#) or the Technical Bulletins section on Avocet.

Google Netscape Plugin Application Programming Interface (NPAPI) Deprecation

This bulletin provides ACT Aspire recommendations for TestNav customers who plan to use the Chrome browser for 2015 TestNav online test sessions. *This technical bulletin covers events that occurred in Spring and Summer of 2015 and should be used as a reference for your upcoming testing experience.*

Google's plan to phase out support for the Netscape Plugin Application Programming Interface (NPAPI) architecture will affect how you set up TestNav on the Chrome browser. TestNav relies on Java, which is a NPAPI plugin. As a result, TestNav customers that decide to continue using the Chrome browser must follow very specific instructions to enable Java (see below).

This does not affect customers who use TestNav on Chromebooks (Chrome OS). Chromebooks run the TestNav app (downloaded from the Chrome Web Store), and apps do not run on a browser.

If you have concerns about this process change, ACT Aspire recommends that you use any of the other browser options indicated on the TestNav System Requirements page.

If your organization cannot use another supported browser, you must complete the instructions below to set up TestNav on the Chrome browser.

Phase Overview

Google's plan to gradually discontinue support for NPAPI happened in three phases:

- **Phase 1, January 2015 - [Complete]** Currently the NPAPI plugins for Chrome are blocked by default unless the user chooses to allow them for specific sites. A small number of the most popular plugins have been whitelisted and allowed by default in the past. In January 2015 Chrome will remove the whitelist, meaning all plugins will be blocked by default and must be chosen to be a
- **Phase 2, April 2015 - [Complete]** NPAPI support will be disabled by default. Chrome will provide an override for individual users (via `chrome://flags/#enable-npapi`) and enterprises (via Enterprise Policy) to temporarily re-enable NPAPI. Instructions below.
- **Phase 3, September 2015 - [Complete]** Chrome will remove the override and NPAPI support will be permanently removed.

Instructions for Phase 1 (January 2015) – Allow the Java plugin

In your browser address bar go to `chrome://plugins`. A list of plugins for the browser is displayed. Look for the Java plugin and verify that it is Enabled.

- If the link reads 'Disable' the plugin is currently Enabled and no further action needs to be

taken at this time.

- If the link reads 'Enable', click the link to Enable the Java plugin.

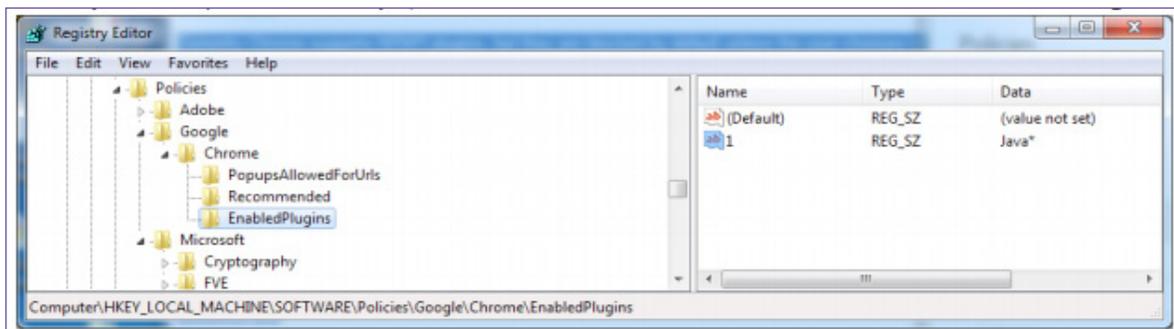
Until you complete these steps, users will experience the behaviors referenced below in the Expected Behavior for Users During Each Phase section.

Instructions for Phase 2 (April 2015) – Override to allow the Java plugin

Enterprise Policy - Windows

1. Run regedit.
2. Go to HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Google\Chrome and, create a new key EnabledPlugins.
3. Select EnabledPlugins, and create a new string value with the name 1.
4. Select 1 and modify it so data contains Java*

After you complete the steps, the folder structure resembles that of the following image:



Enterprise Policy - Mac OS X

Create the file /Library/Preferences/com.google.Chrome.plist with the contents as follows:

1. `<?xml version="1.0" encoding="UTF-8"?>`
2. `<!DOCTYPE plist PUBLIC "-//Apple//DTD PLIST 1.0//EN"`
`"http://www.apple.com/DTDs/PropertyList-1.0.dtd">`
3. `<plist version="1.0">`
4. `<dict>`
5. `<key>EnabledPlugins</key>`
6. `<array>`
7. `<string>Java*</string>`
8. `</array>`
9. `</dict>`
10. `</plist>`

Verify Java is Enabled

To verify that you enabled Java in the Chrome browser:

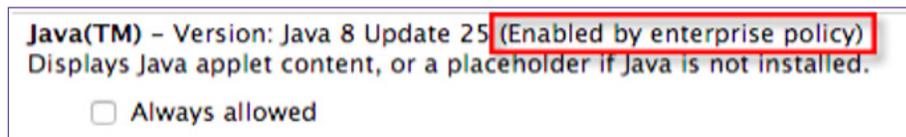
- Quit the Chrome browser.

- Reopen the Chrome browser, and go to `chrome://policy`.
- Click **Reload policies**.
 - You should see the policy EnabledPlugins with the value Java*



If **Java*** does not appear in the Policy value column, you did not correctly enter in the policy. Follow the instructions for the appropriate OS to try again.

You can also go to `chrome://plugins` in the Chrome browser to confirm that you enabled Java. If enabled correctly, (Enabled by enterprise policy) displays as shown below:



After verifying that Java is enabled, run SystemCheck to confirm that the testing environment receives a Pass notification.

Expected Behavior for Users During Each Phase

This bulletin provides instructions for Chrome Enterprise administrators; however, until an administrator completes the above process, individual users will experience the behaviors detailed in Google's NPAPI deprecation: developer guide during each phase. Please note that completing the instructions above eliminates these behaviors during Phases 1 and 2.

Phase 1 Behavior – January 2015

- NPAPI Plugins will be disabled by default.
- Users may be prompted to 'Allow' the plugin to run if the plugin is currently disabled.
- Users will need to enable the Java plugin if it is disabled.

Phase 2 Behavior – April 2015

- NPAPI Plugins will be completely disabled.
- Individual users can enable the plugin using the `Chrome://flags/#enable-npapi` flag option.
- Enterprise users can enable the plugin through an Enterprise Policy described above.

Phase 3 Behavior – September 2015

- NPAPI Plugins will be completely disabled with no way to re-enable.

For more information about deprecation of support for NPAPI plugins on Google Chrome, please see <https://support.google.com/chrome/answer/6213033>

Looking Forward

ACT Aspire will continue to accommodate TestNav users on a range of platforms, and ACT Aspire software engineers are evaluating possible technical solutions in preparation for Phase 3.

Periodic updates will be provided prior to September 2015 to help TestNav customers plan and prepare for upcoming test administrations.

To download the TestNav Desktop App, please visit: <http://actaspire.pearson.com/technology.html>

Change Table

Objective: The below table outlines any changes made between file versions. Version numbers are found in the file name of this document. Complete change tables for other manuals can be found under “Manuals” on the ACT Aspire Landing Page: <http://actaspire.pearson.com/allresources.html>

Current version is 1.4.

Version Number	Date of Update(s)	Section(s) Updated	Update(s) Made
1.4	10/9/15	<ul style="list-style-type: none"> System Check 	<ul style="list-style-type: none"> System Check screen updated with Desktop App column
1.3	10/6/15	<ul style="list-style-type: none"> Hardware and Software Requirements TestNav 8 Embedded Tools 	<ul style="list-style-type: none"> TestNav 8.4 release updates included: Windows 10, Chrome OS 44, and iOS 9 support TestNav embedded tools updated with TestNav 8.4 functionality
1.2	9/21/15	<ul style="list-style-type: none"> Chromebooks and TestNav 8 Mac and Windows TestNav Installers Resuming Students TestNav 8 Functionality 	<ul style="list-style-type: none"> Updated instructions for installing TestNav on Managed and Unmanaged Chromebooks Latest Mac and Windows installers now included in setup instructions Resume multiple exited students at once Added note that Desktop App users will need to select their test from the initial dropdown menu before logging in
1.1	9/18/15	<ul style="list-style-type: none"> TestNav Hardware and Software Requirements 	<ul style="list-style-type: none"> iOS8.3 requirements changed to “iOS8.3+” to include the new iOS9 release by Apple Linux Fedora support updated from versions 19 and 20 to versions 21 and 22