

User Roles Checklists

Objective: The user roles checklists can be used as a high level overview of the testing administration. The person with the associated user role should use these checklists, along with the step-by-step instructions provided later in this manual, to ensure their organization is on track for a successful testing administration.

Test Coordinator Checklists

For Computer-Based Testing (CBT):

Prior to Testing:

- Organizational file loaded. *(Due approximately 6 weeks before testing.)*
- Relevant users invited. *(Due approximately 5 weeks before testing.)*
- Pre-Test Tech Readiness - hardware and software requirement and proctor cache setup *
- Student Data Upload (SDU) loaded to the Portal. *(Due approximately 5 weeks before testing.)*
- All Personal Needs Profiles (PNPs) completed for any accommodated students. *(Due approximately 5 weeks before testing.)*
- Groups created.* *(Due approximately 5 weeks before testing.)*
- Test sessions created and populated. *(Due approximately 5 weeks before testing.)*
- Authorization tickets printed and securely stored until day of testing.
- SystemCheck performed to verify student workstations meet TestNav 8 requirements.
- ProctorCache used to download and store all test content locally (pre-cache).*
- Contingency plan established with testing staff for any unplanned testing occurrences.
- Paper-based accommodations (Large Print, Braille, and ASL) received and accounted for.

A Day Before Testing:

- Authorization tickets distributed to room supervisors.
- Paper-based accommodations distributed to relevant room supervisors.

The Day of Testing:

- All test sessions started in the Portal.
- Authorization tickets, scratch paper, and pencils handed out to students in testing room.
- Students logged into TestNav using the credentials on their authorization tickets.
- Verbal instructions read to students before testing.
- Students have completed their tests.
- All authorization tickets and scratch paper collected by Room Supervisors and delivered

to the Test Coordinator immediately after testing for secure storage.

After All Testing:

- All testing irregularities recorded.
- Test session closed in the Portal after all students have completed testing.

For Paper-Based Testing (PBT):

Prior to Testing:

- Organizational file loaded. (*Due approximately 6 weeks before testing.*)
- Relevant users invited. (*Due approximately 5 weeks before testing.*)
- Student Data Upload (SDU) loaded to the Portal. (*Due approximately 5 weeks before testing.*)
- All Personal Needs Profiles (PNPs) completed for any accommodated students. (*Due approximately 5 weeks before testing.*)
- Groups created*. (*Due approximately 5 weeks before testing.*)
- Test sessions created and populated. (*Due approximately 5 weeks before testing.*)
- Contingency plan established with testing staff for any unplanned testing occurrences.
- Paper materials received and accounted for.

A Day Before Testing:

- Paper materials distributed to the appropriate Room Supervisors in organization.

The Day of Testing:

- All test sessions started in the Portal. (This step is optional, but test sessions will need to be started in order to record irregularities in the Portal.)
- Confirmed all students have a No. 2 pencil, scratch paper, and an approved calculator. (If necessary.)
- Personalized answer documents handed out to the appropriate student; test booklets randomly distributed.
- Students have gridded form number (Box D), today's date (Section H), and signed their names on their answer documents (Box G).
- Verbal instructions read to students before testing.
- Students have completed their tests.

After All Testing:

- All testing materials collected by Room Supervisors and delivered to the Test Coordinator immediately after testing for secure storage.
- All testing irregularities recorded.
- Test session closed in the Portal after all students have tested (optional).
- All scorable documents accounted for, packaged, and labelled for shipping.

- All nonscorable documents accounted for, packaged, and labelled for shipping. UPS pick-ups need to be scheduled 24-48 hours before the desired pick-up time. (*Please note: You may miss your return window if you call 48 hours after testing.*)

Room Supervisor Checklists

For Computer-Based Testing (CBT):

Prior to Testing:

- Carefully read the *Room Supervisor Manual - Online Testing*, the *ACT Aspire Portal Users Guide*, as well as any local directions you have received from your organization's Test Coordinator.
- In addition to the manuals, visit actaspire.tms.pearson.com for **training videos**, actaspire.avocet.pearson.com for links to other **training materials**, and <http://actaspire.pearson.com/> for manuals, step-by-step instructions, and a calendar of **training events**.
- Participate in a staff training session run by your Test Coordinator.
- Resolve any questions you might have with your school Test Coordinator.
- Use the **Exemplars** to familiarize students and staff with TestNav 8 functionality. (Exemplar information can be found in the 'E' section of Avocet.)
- Review the "Verbal Instructions" section of the manual prior to test day.
- Confirm local test administration contingency plans.
- Print student **authorization tickets** for each test session, or obtain them from your Test Coordinator.
- Remind students that cell phones, tablets, or any electronic communication devices are prohibited.
- Confirm that all students are using ACT-approved calculators before testing.
- Provide each student with one sheet of scratch paper to use during each testing session, ensuring that students write their names at the top of each sheet before testing.
- Change in-progress test sessions to "Started" status in the Portal. Ensure that all testing computers are turned on and that TestNav 8 (test-tn.actaspire.org) is launched.
- The TestNav log-in screen should be visible. (<http://tn.actaspire.org/>)
- If a student requires an audio form, be sure to use TestNav's audio check prior to logging in. Volume cannot be adjusted once logged in! (The audio check icon is on the bottom right-hand corner of the TestNav log in page.)
- Receive authorization tickets and paper-based accommodations from the Test Coordinator.

Day of Testing

- Securely distribute authorization tickets to all students in the test session.
- For test security and reporting purposes, it is imperative that the correct student receives

the correct authorization ticket!

- From the “Verbal Instructions” section of the manual, follow the appropriate instructions for the subject test being administered in your room.
- Monitor time to ensure testing occurs during allotted time.
- Log start and stop times for each test session.
- Assist students in ending and submitting their test if necessary, per the “End-of-Testing Instructions for All Tests” section of the manual.

After All Testing

- Collect and count all student authorization tickets and scratch paper before allowing students to leave room.
- Sign any manuals used and return them to your Test Coordinator along with scratch paper and authorization tickets. Securely store and keep these items for one year.
- Using the *ACT Aspire Testing Irregularity Report* provided in the manual, document irregularities in testing administration and forward to your Test Coordinator.
- Ensure all computers used for testing are logged out of TestNav 8.
- After all students have tested and any irregularities have been reported, you may close the test session.

Please Note: Closing a test session cannot be undone. Ensure that all students in the session have completed testing (including make-up exams) before closing the session.

For Paper-Based Testing (PBT):

Prior to Testing:

- Carefully read the *Room Supervisor Manual - Paper-and-Pencil Testing*, as well as any directions you have been given by your school Test Coordinator.
- In addition to the manuals, visit actaspire.tms.pearson.com for **training videos**, actaspire.avocet.pearson.com for links to other **training materials**, and <http://actaspire.pearson.com/> for manuals, step-by-step instructions, and a calendar of **training events**.
- Participate in a staff training session run by your Test Coordinator.
- Resolve any questions or concerns you might have with your Test Coordinator.
- Protect the security of test materials as described in the manual.
- Verify you have test materials for the students in your room and contact your Test Coordinator with any discrepancies.
- Review the “Verbal Instructions” section of the manual prior to test day.
- Confirm all students have been added to test sessions in the ACT Aspire Portal.
- Confirm that all students are using ACT-approved calculators before testing.
- Remind students that cell phones, tablets, or any electronic communication devices are prohibited.

- Make sure that all students have a No. 2 pencil to record their responses in their answer document.
- Confirm local test administration contingency plans.

Day of Testing

- Verify that students have gridded the test form number in Section D of their answer document.**
- Verify that students have filled out Section H (today's date) on the back cover of the answer document and have signed their names on the back cover of the test booklet after agreeing to the statement.
- From the "Verbal Instructions" section of the manual, follow the appropriate instructions for the subject test being administered in your room.
- Walk around the room to observe student behavior after the test has started.
- Announce the time remaining five minutes before the end of each test. Additionally, post start and stop times and/or time allowed for each test session.

After All Testing

- Assemble and check completed answer documents carefully, per instructions in the "After All Testing" section of the manual.
- For students who tested with large print or braille materials, transcribe responses onto a standard answer document.
- Using the *ACT Aspire Testing Irregularity Report* provided in the manual, document irregularities in testing administration and forward to your Test Coordinator.
- Return all test materials to your Test Coordinator.