

ACT Aspire Infrastructure Trial Guide

What is an Infrastructure Trial?

An Infrastructure Trial is a 'dry run' of a computer-based test that can help you assess the readiness of your student workstations, network setup, and ProctorCache machine, all within a low stakes environment. All of the setup and readiness activities that you performed for the live assessment will be used for the Infrastructure Trial so no additional setup steps are required.

The Infrastructure Trial tests are performed using the ACT Aspire Exemplars; no confidential test content will be viewed by the participants. When performing the Infrastructure Trial no participant responses are captured or saved, removing the necessity of student response files and the action of resuming a participant who has exited TestNav. During the Infrastructure Trial you will perform all setup and readiness tasks, enter ProctorCache settings at the test session level, manage test sessions in a separate Infrastructure Trial tenant that mirrors the live operational tenant in the ACT Aspire Portal, and deliver an example test through TestNav all without using live student data.

What will the Infrastructure Trial test?

When you perform an Infrastructure Trial you will be testing all of the main computer-based testing (CBT) components, as well as assessing the readiness of school administrators. Some specific items that an Infrastructure Trial will assess can be found below.

- Verify that student workstations can successfully run TestNav 8, connect to the ProctorCache machine, and retrieve test content.
- Simulate the network load between the student workstations and the ProctorCache machine and connections to the Pearson servers.
- Verify that readiness and ProctorCache setups are successful and sufficient to handle the number of students who will be testing on a standard testing day.
- Assess staff and student readiness.
- Assess and develop a communication plan and workflows for the live operational test.

What you will need for an Infrastructure Trial test

- Administrator access to the Infrastructure Trial Tenant in the ACT Aspire Portal.
 - Access to the Infrastructure Trial ACT Aspire Portal will be provided.
- Computers to take the test.
 - These can be in a computer lab or equivalent classroom where the students will be taking a test.
 - Desktops, laptops, mobile labs or a combination of devices can be used. *Please note: If laptops are used, ensure that they are plugged into a power source to avoid unplanned shutdowns and pop-up warnings due to low batteries.*
- Students or staff who will log into TestNav 8 and start the practice test.

- o You can use as many or as few students and staff as you see fit.
- Access to the internet.
 - o Student workstations will need access to the Internet.

Optional:

- ProctorCache set up and enabled
 - o If you would like to test a ProctorCache scenario, the ProctorCache service must be installed and running.

Performing the Infrastructure Trial

Important Notes about Working in the Infrastructure Trial Tenant

- Student data, test sessions, and ProctorCache information that you enter into the Infrastructure Trial tenant will only be used for the Infrastructure Trial and will not carry over into the operational tenant.
- When working with and conducting trial test sessions, no student responses will be recorded or saved, removing the need to resume students if they exit TestNav.
- The Infrastructure Trial tenant is pre-populated with simulated student data. You should not need to enter any additional students. **No real student data should ever be added to the Infrastructure Trial tenant.**
- Simulated students can be added to test sessions multiple times, allowing you to create as many or as few test sessions as you desire, without the need to add additional students to the ACT Aspire Portal.
- The Infrastructure Trial tenant is a shared workspace. Because of this, you will see test sessions that have been created by other administrators. **Please do not edit test sessions that are owned by other organizations.**

Some additional considerations and notes for working within a shared environment:

- Consider creating a strict naming convention for your test sessions, this will make it easier to locate and select only sessions that you create.
 - o Insert naming convention “rule” – System Number – Campus – Subject – (ProctorCache) – Wired/Wireless???
 - o For example, the session name “Test session 1 trial” cannot easily be identified as belonging to a specific organization. Whereas “98765 - Example Campus-Math-Proctor Caching” would be easy to find in a list. Additionally, since this name includes assigned system number as a unique identifier, ‘98765’ could be used as a search term to quickly find all sessions created.
- You should enter the proctor cache IP and port number directly to the test session’s details as you create them. **You should not set a default Proctor Cache setting for the shared organization.**
- It is not necessary to pre-cache test content using the ‘PreCache Tests’ option from the Organizations menu. Test content will be cached to your ProctorCache machine dynamically as you log simulated students into TestNav and content is retrieved from the

Pearson servers.

Setup for an Infrastructure Trial test

The following setup activities should be complete before starting an Infrastructure Trial test.

These are the same steps that you will take to prepare for the operational ACT Aspire computer-based test. Readiness steps that you perform for the Infrastructure Trial can also be used for the operational test, assuming that no major changes have happened to your test environment between the time that you set up for the Infrastructure Trial and the time you perform the operational assessment.

Test session setup that is done in the Infrastructure Trial Portal (proctor cache settings, test sessions, student authorization tickets) will not be used for the Operational ACT Aspire computer-based test.

1. Verify that student workstations will run TestNav 8
2. Verify that student workstations are connected to the Internet
3. Perform all of the setup and readiness tasks listed in the Technology Readiness Manual.
 - <http://actaspire.avocet.pearson.com/actaspire/Home#8245>
4. (Optional) Review the Technical and Test Coordinator Checklists.
 - a. Test Coordinator Checklist
 - <http://actaspire.avocet.pearson.com/actaspire/Home#10570>
 - b. Tech Coordinator Checklist
 - <http://actaspire.avocet.pearson.com/actaspire/Home#8246>
5. (Optional) Download and install ProctorCache service
6. (Optional) Perform all of the setup and readiness tasks for ProctorCache
 - <http://actaspire.avocet.pearson.com/actaspire/Home#8245>

Switch to the ACT Aspire Infrastructure Trial Tenant

The Infrastructure Trial will be performed in a test tenant that is separate from the operational tenant. To access the trial tenant, you will need to perform a few quick steps on your ACT Aspire Portal profile to move out of the operational tenant that contains your live student data and into the Infrastructure Trial tenant to practice.

When you are finished practicing in the Infrastructure Trial tenant, these steps can be performed again to move out of the Infrastructure Trial tenant and into the operational tenant to access your live student data.

Information about tenants in the ACT Aspire Portal and instructions on selecting tenants can be found on Avocet at <http://actaspire.avocet.pearson.com/actaspire/home#8427>

1. Log into the ACT Aspire Portal.
2. Click on the profile icon in the upper right corner of the portal.
3. Click Edit Profile from the menu that appears.
4. Click Switch Tenant in the Default Tenant area (the second to last row towards the bottom of the screen)

Please note: If you do not see the option to Switch Tenant, your user profile does not have access to multiple tenants. Please see your Test Coordinator for assistance with your ACT Aspire Portal profile if you do not have sufficient access.

5. Type in, or select Infrastructure Trial from the dropdown menu.
6. Click Apply
7. Verify that you have entered the Infrastructure Trial Tenant by looking for the words Infrastructure Trial in the upper right side of the page.

Create and Start Test Sessions

You will need to create test sessions to conduct the Infrastructure Trial. It is not necessary to create numerous sessions. Due to the fact that you can reuse student logins and add students to multiple test sessions, creating a single session for an organization will be sufficient.

1. Hover your mouse over Summative Tests to make the Tests drop-down menu appear.
2. Select Create a Test Session.
3. Complete the required fields on the New Test Details screen and enter ProctorCache information.
4. Click Create Test Session.

Add Students to Your Test Session

In order to perform the Infrastructure Trial you must add students to the test sessions that you created.

1. From the Test Session Details screen, click Add.
2. Locate and check the checkbox beside the students that you want to add to the test session.
3. Click Done to add the selected student to the test session.

Start Test Sessions

Before students can log into a test session, the session will have to be started.

1. From the Test Session Details screen, click the Test Status button to make the Session Status drop-down menu appear.
2. Select Start Test.

The test session status will change from Ready to In Progress, and authorization information can now be used to log into TestNav.

Distribute Log-in Information

To log into the test, participants need log-in information. This information can be gathered from the Test Session Details screen in the form of a printed or saved Student Authorization Ticket or by recording the log-in information that is displayed to the right of a student's name in a test session.

1. From the Test Session Details screen, locate the student's user name and password.
2. Record the information in the method that best fits your situation.
3. Distribute the information to participants who will be logging into student workstations for

this session.

Log In to the Test

During the final phase of the Infrastructure Trial, participants will log into TestNav with the log-in information given to them. To have the most realistic results, the logins should happen close together, simulating students logging into the test on testing day. The physical method that you use to log into the tests may vary slightly depending on the amount of assistance that you have for the Infrastructure Trial. The scenarios listed below illustrate some possible workflows that could be used during the trial.

Scenario 1

Each student workstation is manned by a staff member:

1. Each participant will navigate a supported browser to tn.actaspire.org, or launch the TestNav app depending on your setup.
 - *Please note: The URL appears on each authorization ticket.*
2. When you are ready, each participant will type his/her log-in information into TestNav, click Sign In, Start Test Now, and Start Section to begin the test.

Scenario 2

Each staff member will log-in to multiple student workstations:

1. Each participant will navigate a supported browser to tn.actaspire.org, or launch the TestNav app on the student workstations that they are manning.
2. Participants will type in log-in information into TestNav for each machine, but do not start test until everyone is ready.
3. When everyone is ready, participants will click Sign In, Start Test Now, and Start Section to begin the test on each machine.

Scenario 3

One or very few staff members are manning computers in each testing lab:

1. Participants will move to each computer and navigate a supported browser to tn.actaspire.org or launch the TestNav app and type in the log-in information.
2. When all computers have had the log-in information typed in and everyone is ready, participants will move quickly to each computer, clicking Sign In, Start Test Now, and Start Section to launch the test.

Monitor the Infrastructure Trial

While the test is running, you should monitor for and record any bandwidth or connectivity issues: log in, launch problems or delays, or any other relevant details that could help overcome obstacles before the operational test begins. In addition to potential issues, you should be aware of and record things that went well and best practices that you uncovered while setting up and performing the trial.

Combined Infrastructure Trial Steps

1. Perform all of the setup and readiness tasks listed in the Technology Readiness Manual.
 - <http://actaspire.avocet.pearson.com/actaspire/Home#8245>
2. (Optional) Review the Technical and Test Coordinator Checklists.
 - Test Coordinator Checklist
 - o <http://actaspire.avocet.pearson.com/actaspire/Home#10570>
 - Tech Coordinator Checklist
 - o <http://actaspire.avocet.pearson.com/actaspire/Home#8246>
3. (Optional) Download and install ProctorCache service
4. (Optional) Perform all of the setup and readiness tasks for ProctorCache
 - <http://actaspire.avocet.pearson.com/actaspire/Home#8245>
5. Log into the ACT Aspire Portal.
6. Toggle your profile access from the operational tenant to the Infrastructure Trial tenant.
7. Create Test Sessions
 - *Please note: It is not necessary to create as many sessions as you would use during the live assessment. A best practice would be to create the number of test sessions that would be needed on a single day of testing, or create the number of test sessions needed to house the number of students or administrators that will be logging into the trial test. Unless they are closed, test sessions and student logins can be used multiple times in multiple locations.*
 - a. Hover your mouse over Summative Tests to make the Tests drop-down menu appear.
 - b. Select Create a Test Session.
 - c. Complete the required fields on the New Test Details screen. *Please note: If you are testing ProctorCache, you can add the ProctorCache IP address at the bottom of the New Test Details screen.*
 - d. Press Create Test Session.
10. Add students to test sessions.
 - a. From the Test Session Details screen, press Add.
 - b. Locate and check the checkbox beside the students that you want to add to the test session.
 - c. Press Done to add the selected student to the test session.
11. Start the test sessions you created.
 - a. From the Test Session Details screen, press the Test Status button to make the Session Status drop-down menu appear.
 - b. Select Start Test.
 - c. The test session status will change from Ready to In Progress and students will be able to log in with their session user name and password.
12. Print or record student authorizations

- a. From the Test Session Details screen, locate the student's user name and password.
 - b. Print the student authorization tickets or record the log in information for each student.
 - c. Distribute the information to participants who will be logging into student workstations for this session.
13. Log into the test.
- a. Each participant will navigate a supported browser to tn.actaspire.org, or launch the TestNav app depending on your setup.
 - b. When you are ready, each participant will type his/her log-in information into TestNav 8, click Sign In, Start Test Now, and Start Section to and begin the test.
 - c. When the participants reach the end of the practice test, or you have finished monitoring, have them select the Submit Final Answers button.
 - d. The participants will be logged out of TestNav.
14. Record any next steps or best practices that were revealed during the Infrastructure Trial
- a. Did you encounter any technology related issues; how can they be overcome?
 - b. Did you encounter any staff / student related issues; how can they be resolved?
 - c. Did you record any best practices or opportunities for improvement?
 - d. Did everything go as planned? What standards can be in place to ensure that the Operational test goes as smoothly?
 - e. Did your communication plan work as intended? Does it need to be revised streamlined?
15. Perform additional Infrastructure Trial Tests as necessary.
16. When you have completed work in the Infrastructure Trial Tenant, Toggle your profile access from the Infrastructure Trial Tenant to the Operational Tenant.