ACT® Aspire®
Technical Readiness Guide

Contacts and Resources

Contact Information

ACT Aspire Customer Care

- Phone: 1.888.705.9421 Option 4 (ACT Aspire)
- Hour available: Mon-Fri 7:00 am - 7:00 pm (CST)
- To email Customer Support, please visit: https://download.pearsonaccessnext.com/ref/WebToCase.html?p=ARIZONA.

Resources

Website	URL
Technical Requirements and Technical Guide	https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements
TestNav™ Online Support	https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support
PearsonAccess^next	https://aspire.pearsonaccessnext.com/customer/index.action

Contents

Overview

This guide will help technical staff configure an organization's systems for ACT Aspire tests. This section includes information on:

- PearsonAccess[next] and TestNav™
- Site readiness
- Administrative monitoring in each room
- Test content security
- Disabling automatic application launching

PearsonAccess[next] and TestNav

PearsonAccess[next] is the web application used by testing staff (i.e., test coordinator, room supervisors) to perform administrative tasks and start and monitor tests. It is located at https://aspire.pearsonaccessnext.com.

TestNav is the secure test delivery engine used by examinees to take the tests. The instructions to download the TestNav application are discussed in a later section of this document.

Site Readiness

To ensure technical readiness, the test coordinator and technical coordinator should work together to gather the following information.

Category	Information You'll Need to Know
Internet Connection	• Type of internet connection at your organization • Internet bandwidth/speed
Devices	• Number of devices available for examinees to use • Number of devices to be used for administrative access • Types of devices • Device owner/administrator
Operating System, Processor, Memory	• Operating system for each device • Processor for each device • Memory for each device
Monitors	• Screen resolution for each device • Display size of each device

The following technology steps will help ensure the test environment is ready for test day.

Step	Action
1.	**Appointed Technical Coordinator Reviews Technical Requirements** Technical coordinators are responsible for the tasks listed below: • Ensure the school's computers and infrastructure meet online testing requirements. • Help the test coordinator and other staff set up for test day (includes examinee and administrative computers and test rooms). • Troubleshoot technical issues staff or examinees may have on test day.

Step	Action

3. **Validate Configuration and Lock Down Devices**

The technical coordinator should confirm that the system is properly configured and freeze the testing environment. Please see Freezing the Test Environment for directions.

Administrative Monitoring in Each Room

Each test room should have a separate computer the room supervisor will use to access PearsonAccess[next] to start and stop test sessions and monitor testing progress. This computer must meet the requirements listed at https://support.assessment.pearson.com/PAsup/system-basics/system-requirements and reside in an area where the room supervisor can see all examinees in the room.

Test Content Security

The ACT Aspire online test must be given using **TestNav**, a "locked down" testing application. To help ensure test security, all software applications, internet browsers, cameras (still and video), screen capture programs (live and recorded, such as Skype), email, instant messaging, application switching, media players (such as iTunes), and printing must be closed before testing begins.

Administrative devices must also be configured prior to testing to ensure content security. Turn off or disable any management software that would allow secure test content on examinee testing devices to be viewed on any other device; e.g., LanSchool, NetopVision, Hapara, or similar applications.

Disabling Automatic Application Launching

You must configure any applications that may automatically launch on a computer to **disable automatic launch** during testing sessions. Such launches commonly occur when:

- Anti-virus software performs automatic updates
- Power management software on laptops warns of low battery power
- Screensavers start or go into sleep mode
- Email notifications appear
- Calendar notifications appear
- Sticky keys – Shift key is pressed 5 times (Windows only)
- Laptops prompt for automatic software updates

Important! TestNav must be the **only** application running on the computer during testing. If an application launches during an examinee's test session, TestNav will exit the examinee from their test session.

Disable the screensaver. If active, it may cause TestNav to remove the examinee from their test session and result in the need for the room supervisor to resume their test.

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Saved Response File (SRF) and Log Files

This section includes information on:

- Understanding SRF and log files
- Configurations and primary save locations on Windows and Mac OS X
- Configurations and primary save location on Chromebooks
- Secondary save location
- Storing this information in PearsonAccess[next]

Understanding SRF and Log Files

When an examinee responds to a test question, TestNav saves the response in a saved response file (SRF) and sends these responses to the Pearson server. After the responses successfully save to the server, TestNav deletes the SRF.

TestNav also writes to a log file during the testing session. These files help to troubleshoot issues, if they occur. You cannot configure the log file save location.

Configurations and Primary Save Locations for TestNav—Windows and Mac OS X

For Windows and Mac OS X, you must:

1. Configure a primary and an optional secondary save location then enter this information in the TestNav Configurations screen within PearsonAccess[next].

   Note: When nothing is designated for the primary save location, the SRF file will automatically save to the default primary save locations. Using the default primary save location is preferred.

2. Configure examinee user accounts to have complete read, write, and delete access in all save locations.

If using a secondary save location, it is strongly recommended that you configure a shared network folder that can be accessed from all testing devices for SRFs to ensure that you do not lose responses, even if an examinee cannot continue to test on the same device. You must verify that you can access the location from multiple testing devices.

The default primary save location is described below.

Operating System	SRF Location	Log File Location
Windows	{USER.HOME}\Pearson\srf\	{USER.HOME}\Pearson\logs\
Mac OS X	{USER.HOME}\Pearson\srf\	{USER.HOME}\Pearson\logs\

Configurations and Primary Save Location for TestNav—Chromebooks

On Chromebooks, the SRF default primary save location is not customizable. The primary save location will be on the local device and the secondary save location can be customized to use a SFTP server path, if necessary.

To find files, take these steps.

Step	Action
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. *Note: If the **File Viewer** does not display, select on the window and then press <ctrl><shift>z again.*
4	Plug in a USB memory stick.
5	Select the download button next to the SRF and log file(s) you want to download.
6	When the window opens, select the USB memory stick, and select **Save**.

Secondary Save Location

You can place backup SRFs in a directory on the network file server, on the examinee's testing device, or on a secure file transfer protocol (SFTP) site. The following table outlines the pros and cons of each option; however, as a best practice, we recommend using both a primary save location and a secondary save location:

Back up Location Options	Pros	Cons
Directory on network computer	Backup file **is accessible** from other computers.	• Uses more internal network bandwidth. • Responses save to the network drive more slowly than to the local directory. As a result, test items take more time to load. • Does not provide secondary save for Chromebooks.
Local directory on testing computer (TestNav client)	• Uses less internal network bandwidth. • Responses save to local directory more quickly than to the network drive. As a result, test items take less time to load.	• Backup file is not accessible from any other computer. • Does not provide secondary save for Chromebooks.
SFTP	• Provides secondary save location for all supported testing computers and devices. • Chromebooks can only use SFTP as a secondary save location.	• Requires SFTP site setup.

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TestNav Information

This section includes information on:

- New version of TestNav
- Conducting a Mock Administration
- Understanding Chromebooks
- Understanding App Check with TestNav

New Version of TestNav

You will receive an error message if you do not have the updated version installed. For more information regarding app updates, go to: https://support.assessment.pearson.com/display/TN/Technical+Bulletins.

Understanding Chromebooks

Note: ACT only supports managed Chromebooks.

To set up TestNav on Chromebooks, you should first ensure the Chromebooks used for testing are managed. You can manage your organization's Chrome devices from a single place using Chrome device management. To confirm that a Chromebook is managed, view the "Check if your Chromebook is managed" section at:

https://support.google.com/chromebook/answer/1331549?hl=en

Understanding App Check with TestNav

Running App Check **without** a Configuration Identifier will confirm TestNav's ability to enter full screen or "kiosk" mode as well as checking connectivity to Pearson's servers. It also checks for whether the following features that should be disabled are enabled on the testing computer, such as:

- The ability to save multiple items in the Cloud Clipboard
- Being able to sync across devices in the Cloud Clipboard
- Airplay screen-sharing

Running App Check **with** a Configuration Identifier will also check the application's ability to communicate with the organization's defined ProctorCache server and SRF save locations.

You must run App Check on every device running TestNav in your testing environment.

TestNav App Check

The TestNav App Check tool now contains two components:

1. App Check – Used to verify that the testing device is able to securely lock down, access test content, write to save locations, and submit responses to the online testing severs. It is recommended that the App Check is run on every examinee device in the organization.

2. Network Check – This is a newly added feature, used to evaluate network performance based on the number of simultaneous testers expected during the administration.

It is recommended that the TestNav App Check is run on every examinee device in the organization. Running the App Check without a Configuration Identifier will confirm TestNav's ability to enter full screen or "kiosk" mode and check connectivity to the online testing servers.

It also checks the testing computer for the following enabled features that need to be disabled:

- The ability to save multiple items in the Cloud Clipboard

- The ability to sync across devices in the Cloud Clipboard

- Airplay screen-saving

Running the App Check with a Configuration Identifier will also check the application's ability to communicate with the organization's defined saved response file (SRF) save locations and ProctorCache server.

Locate the Configuration Identifier

1. Sign in to PearsonAccess[next] at aspire.pearsonaccessnext.com.
2. Select the **Setup** icon, then **TestNav Configurations**.
3. Select or create the TestNav configuration.
   - If TestNav Configurations are set up in PearsonAccess[next], select its name from the list, then select the dropdown on the Start button, and Create/Edit TestNav Configurations.
   - If the TestNav Configurations are not set up in PearsonAccess[next], select the drop-down on the Start button, and then select Create/Edit TestNav Configurations.

The Create/Edit screen will appear. The Configuration Identifier will appear under the Port box. It will generate even if the IP address and Port are not entered.

Run the TestNav App Check

Set up TestNav on each examinee device before running the App Check. For Chromebooks, open them in kiosk mode (open the app without logging in to the Chromebook) for the TestNav App Check to work. Locate the Configuration Identifier before completing the check.

1. Select the **TestNav** shortcut on your desktop or go to the **Start** menu and select **All Programs**, **Pearson**, and then **TestNav**.
   The Customer Selection screen appears.
2. Follow the appropriate next step.
   a. If you administer only Aspire, select **ACT Aspire** from the list.
   b. If you administer more than one product using TestNav, go to the User drop-down, and select **Choose a different customer**, and then select **ACT Aspire** from the list.
3. Select the **User** drop-down, and then **App Check**.
4. Enter the Configuration Identifier, or leave this field blank, and then select **Run App Check**.

Note: If an invalid Configuration Identifier is entered, an error message will appear. A green success message will appear if the system passed. A red failure message will appear if the system failed.

For sites using ProctorCache, or using a secondary save location (even if ProctorCache is not used), if the check was run before the TestNav Configurations were set up in PearsonAccess^{next}, and the Configuration Identifier was not used, run the check again with the Configuration Identifier once the TestNav Configurations are set up.

Run the Network Check via TestNav App Check

1. Select the **TestNav** shortcut on your desktop or go to the **Start** menu and select **All Programs**, **Pearson**, and then **TestNav**.
   The Customer Selection screen appears.
2. Follow the appropriate next step.
   a. If you administer only Aspire, select **ACT Aspire** from the list.
   b. If you administer more than one product using TestNav, go to the **User** drop-down, and select **Choose a different customer**, and then select **ACT Aspire** from the list.
3. Select the **User** drop-down, and then **App Check**.
4. Select **Run Network Check**.
5. Select the number of computers you plan to administer a test on and select **Start Diagnostics Test**.
6. Your test results will display on screen.

TestNav System Requirements

This section includes information on:

- Hardware requirements
- Software requirements
- Whitelisting
- Wireless network best practices

Note: Technical requirements may change on a quarterly basis.

Hardware Requirements

Below are the minimum hardware requirements for devices used for testing.

	Windows	**macOS**	**Chrome OS**
Supported Devices	Desktop* Laptop*	Desktop Laptop	Chromebook*
Processor	ARM	ARM, ARM64	Any
Memory	2GB RAM	2GB RAM	2GB RAM
Screen Size	9.5 inch	9.5 inch	9.5 inch
Screen Resolution	1024x768	1024x768	1024x768

*In order for Chromebooks to be used, they must be used with a keyboard and mouse/ touchpad. Devices in Tablet Mode are not supported. **Tablet mode** refers to using the device as a touchscreen device without a keyboard and mouse/touchpad attached.

* In order for Windows devices to be used, they must be used with a keyboard and mouse/touchpad for touchscreen devices.

Note: Do not use devices that take 10 seconds or more to start up or run applications.

Software Requirements

Use the links below to download and set up the TestNav app for your supported operating system:

Operating System	Download TestNav	Setup Instructions
Chrome OS: 91+	From Chrome Web Store	Set Up TestNav on Chromebook
macOS: 10.14+ (Intel Mac), Apple silicon (ARM64)	From TestNav Downloads*	Set Up TestNav on OS X, macOS
Windows: 10 x64 - 20H2, 21H1	From TestNav Downloads*	Set Up TestNav on Windows

* Depending on the platform being used, accessing the proper download from TestNav may require the user to navigate using the Download TestNav for another platform selection and selecting for the platform needed (OS X, Windows, UNIX, etc.).

For more information on Network Requirements and Guidelines, please visit:
https://support.assessment.pearson.com/display/TN/Network+Requirements+and+Guidelines

Whitelisting

The following URLs and ports must be whitelisted or opened in any firewalls, proxy servers, or software used for internet content filtering or SSL decryption, deep packet inspection, or any other type of traffic inspection.

IMPORTANT: Failing to whitelist ALL urls listed below will result in issues during the mock administration and on test day.

URL:Port

- *.testnav.com:80
- *.testnav.com:443
- *.actaspire.org:80
- *.actaspire.org:443
- *.act.org
- *.pearsontestcontent.com
- *.thawte.com
- *.usertrust.com
- *.comodoca.com
- .google-analytics.com

For more information on Network Requirements and Guidelines, please visit:
https://support.assessment.pearson.com/display/TN/Network+Requirements+and+Guidelines

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Wireless Network Best Practices

The increase in devices accessing organization networks increases the need for stable WiFi networks, daily monitoring, and maintenance. To help network admins stabilize WiFi for online testing, take the following steps:

- Minimize impact
  - Prior to Test Day
    - Disable low-end wireless protocols not being used
    - Disable WiFi on mobile devices to avoid potential interference
  - On Test Day
    - Ask classrooms to stagger logins to minimize initial loading time.
- Conduct a site survey to evaluate infrastructure, network design, and WiFi to determine how many wireless access points each organization will need.
  - A site survey should include:
    - Evaluating the existing infrastructure
    - Counting the number of user devices
    - Examining the type of user traffic and interference
- Design for density
  - Install access points more densely to decrease potential for overload with too many examinee devices.
  - Reduce WiFi interference from solid materials such as brick, concrete, metal, bookshelves, and cabinets.
  - If your WiFi access points have adjustable antennas, point the antenna to aim the signal at the examinee devices or move the examinee devices directly under the access point.Reduce interference from other WiFi networks by ensuring that no other WiFi networks are on the same channel.
  - Check your access point user guide to determine whether your access points can detect the least congested WiFi channel.
  - Reduce interference from devices that may not be on the WiFi network but may still use the same frequencies to connect (e.g., cordless phones, Bluetooth-enabled devices, and examinee mobile devices).
  - Temporarily turn off or unplug electronics to reduce wireless interference during testing.

Installing TestNav

This section includes information on:

- How to download TestNav on Windows or Mac OS X
- How to download TestNav on Chromebooks
- How to run App Check
- Freezing the test environment

How to Download TestNav on Windows or Mac OS X

Follow the steps below to download TestNav on Windows or Mac OS X.

Step	Action
1	Go to http://download.testnav.com.
2	Use the following table to determine your next step.

If the Operating System is …	Then …
Windows	1. Select **Windows .msi installer**. *Note: The **.msi installer** (Microsoft installer) file contains explicit instructions about installing and removing an application.* Select the file you downloaded or save and open if required by your browser. 2. The **Open File—Security Warning** appears and asks if you want to run the TestNav file. Select **Run**. 3. The installer window appears and automatically installs TestNav.

Note: Pearson TestNav also is available in the Windows App Store.

Step	Action

If the Operating System is …	Then …
Mac OS X	1. If you are not on a Mac to do the download, select **Download TestNav for another platform**.
	2. Select **OS X/macOS**.
	3. Select the file you downloaded. The TestNav install window appears.
	4. Drag the TestNav icon into the Applications folder.
	5. Eject the TestNav installer from Devices in the Finder sidebar.
	Note: You can also eject it from the Desktop.

Step	Action
3	Run App Check. See: *TestNav App Check > Run the TestNav App Check*.

How to Download TestNav on Chromebooks

Follow the steps below to download TestNav on Chromebooks. Setup instructions can be found at:
https://support.assessment.pearson.com/display/TN/Set+Up+TestNav+on+Chrome+OS

Step	Action
1	1. Sign in to the Google Admin console for your domain, using your administrator account (does not end in @gmail.com). 2. From the Google Admin console home page, go to **Devices** > **Chrome**. 3. Select **Apps & extensions**. 4. On the left, select the top-level organization for which you want to configure settings. Then, select a child organization, if necessary. 5. A Select **Kiosks**. 6. Select **Add** and select **Add from Chrome Web Store**. *Note: Do not add TestNav from Google Play. Google Play contains TestNav for Android and not for ChromeOS.* 7. Search for TestNav and select **Select**. 8. If prompted, accept the app permissions. 9. In the panel on the right, set the app and extension policies. 10. Select **Save**.
2	Run App Check: See *TestNav App Check > Run the TestNav App Check*.

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Freezing the Test Environment

Once you have configured the testing environment for TestNav, you should freeze the configuration until online testing is finished at your organization. This includes not accepting operating system updates.

> **Important!** All devices that will be used for testing must be administrator controlled. No software of any sort should be downloaded or updated on any computer that will be used for testing after the set up above has been completed.

Note: Test coordinators can verify that the TestNav Configurations have been configured within PearsonAccess^next^ by going to Reports > Operational Reports > Online Testing > Organizations that have Precaching Server Configuration.