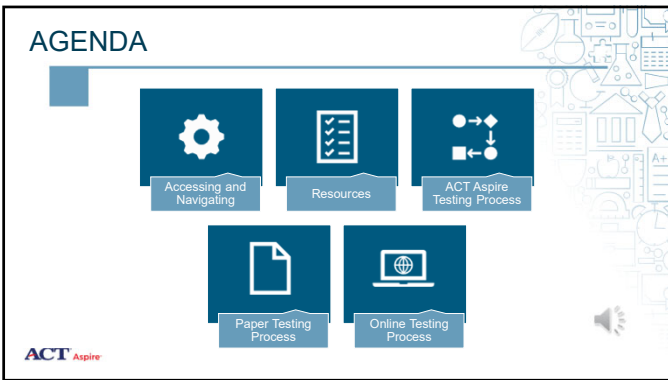




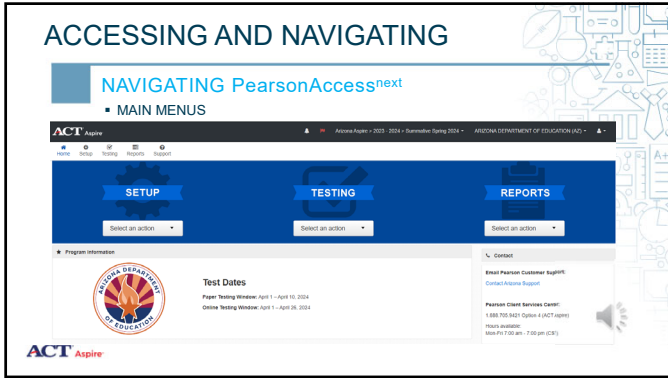
1



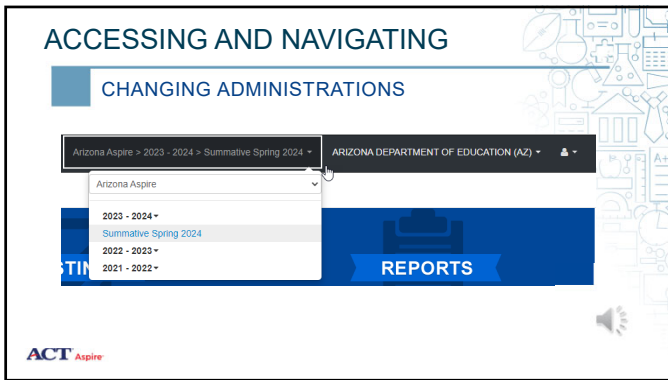
2



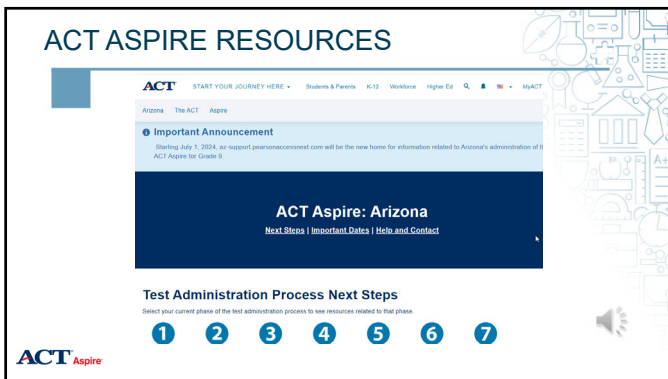
3



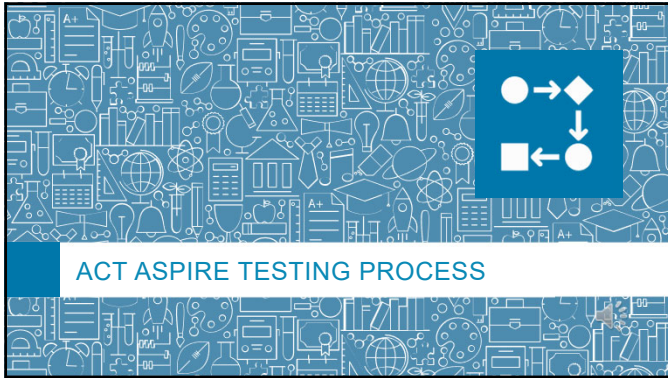
4



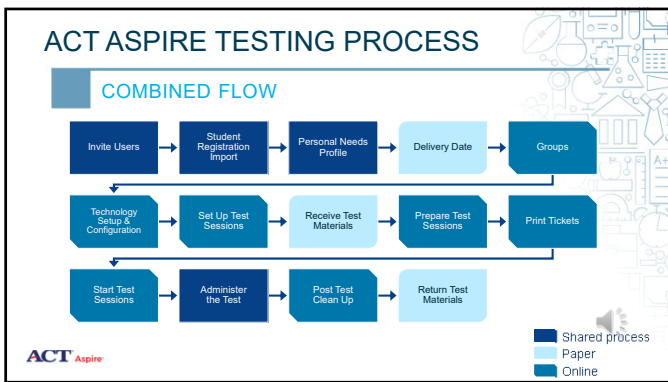
5



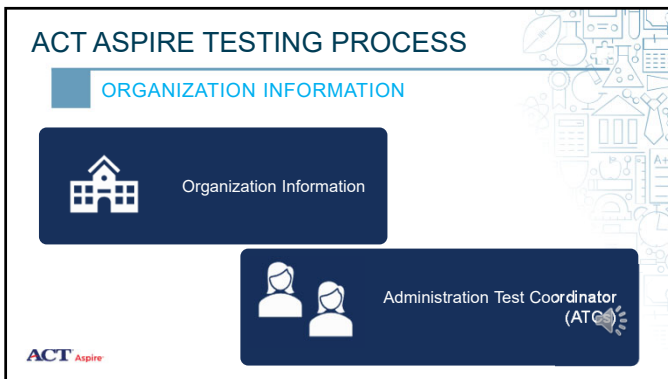
6



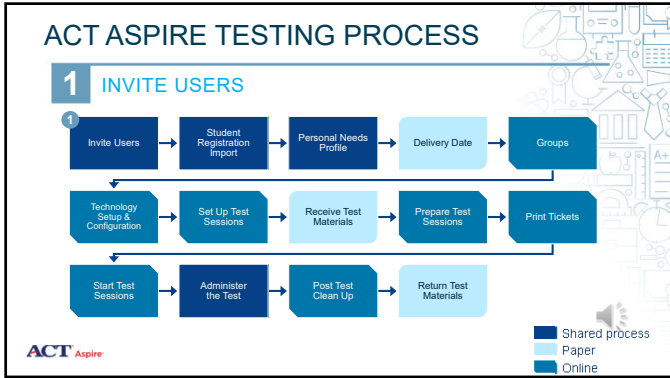
7



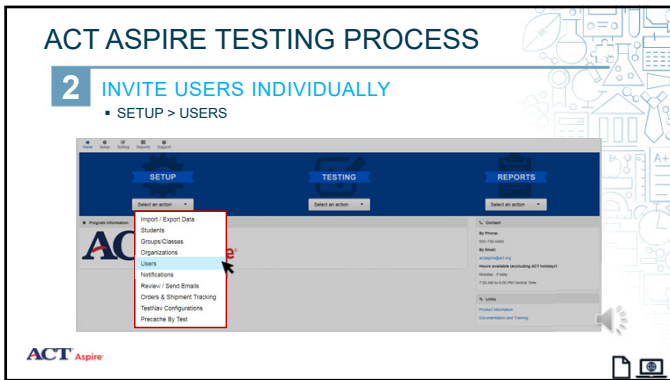
8



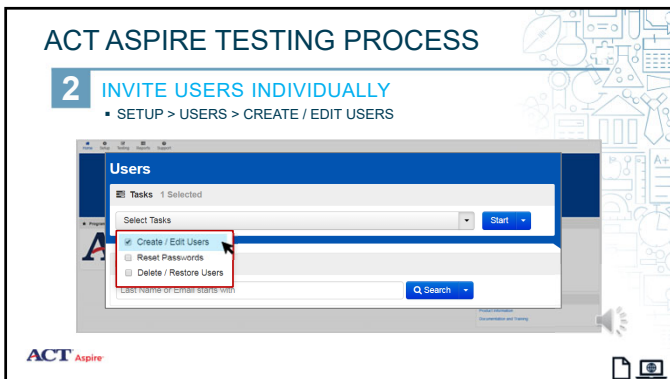
9



10



11



12

ACT ASPIRE TESTING PROCESS

2 INVITE USERS INDIVIDUALLY

- SETUP > USERS > CREATE / EDIT USERS

ACT Aspire

13

ACT ASPIRE TESTING PROCESS

2 INVITE USERS INDIVIDUALLY

- SETUP > USERS > CREATE / EDIT USERS > NEW USER

ACT Aspire

14

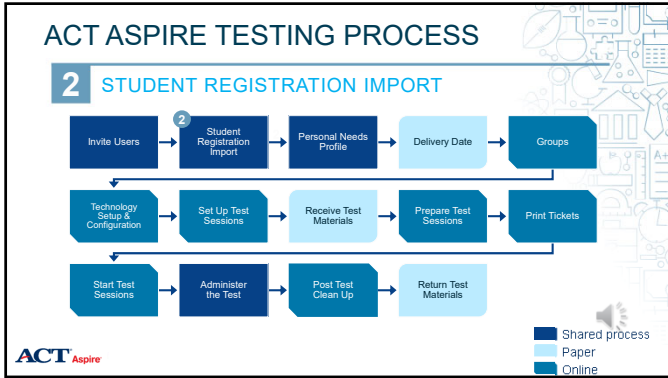
ACT ASPIRE TESTING PROCESS

2 INVITE USERS INDIVIDUALLY

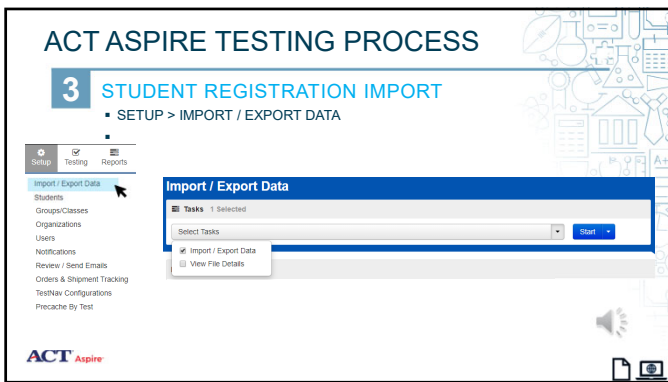
- SETUP > USERS > CREATE / EDIT USERS > NEW USER

ACT Aspire

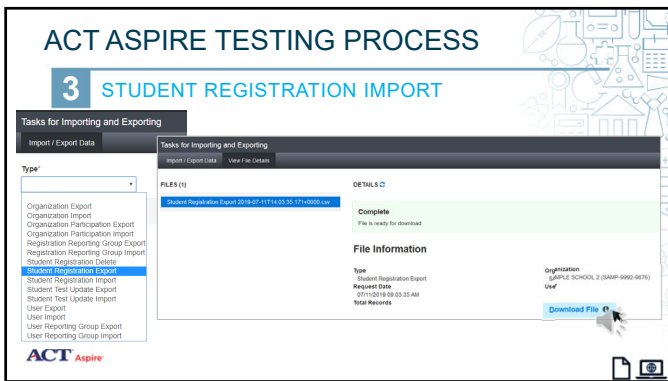
15



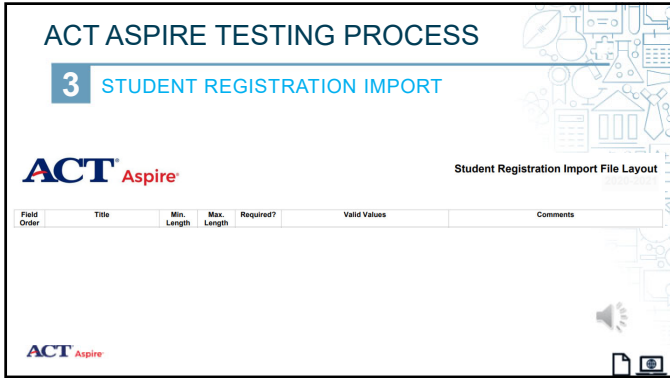
16



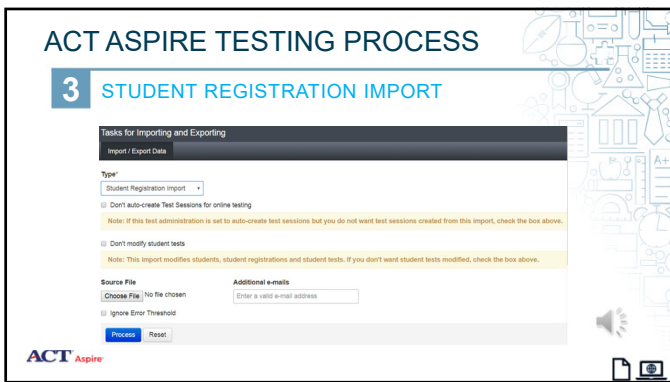
17



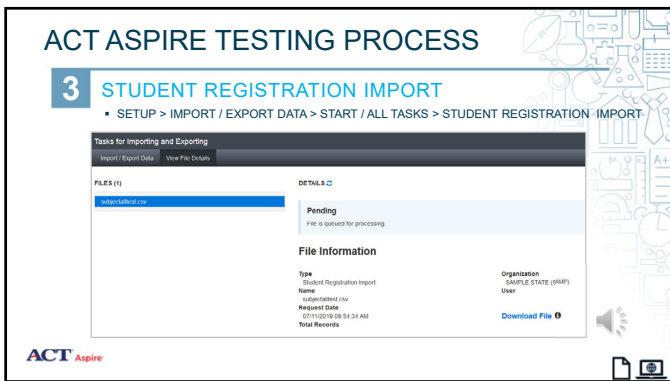
18



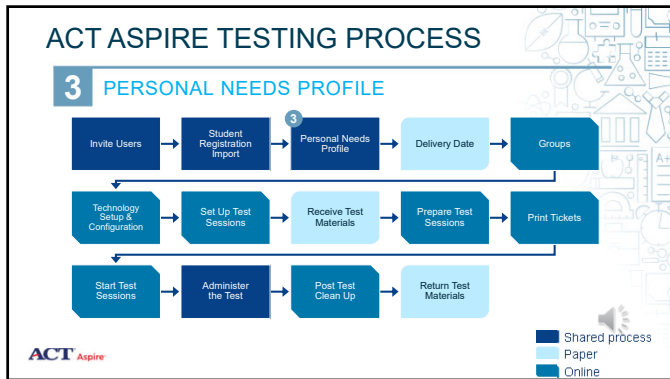
19



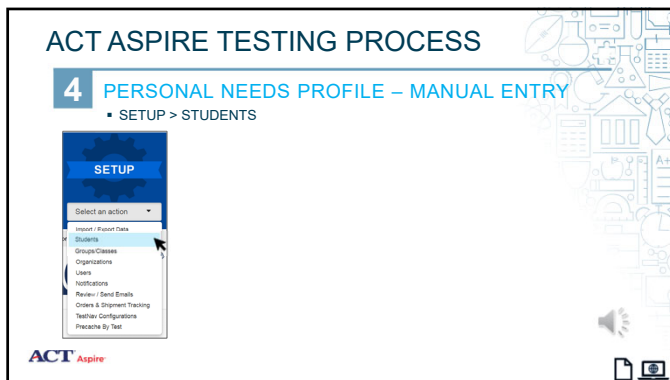
20



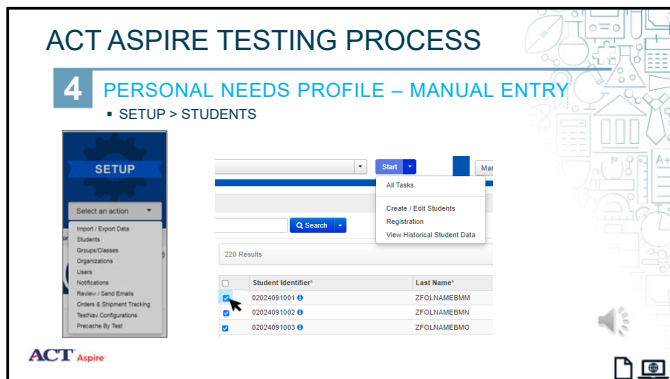
21



22



23



24

ACT ASPIRE TESTING PROCESS

4 PERSONAL NEEDS PROFILE – MANUAL ENTRY

REGISTRATIONS AND PNP

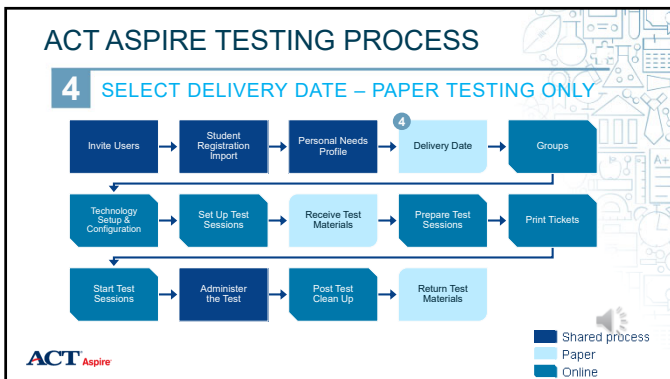
25

ACT ASPIRE TESTING PROCESS

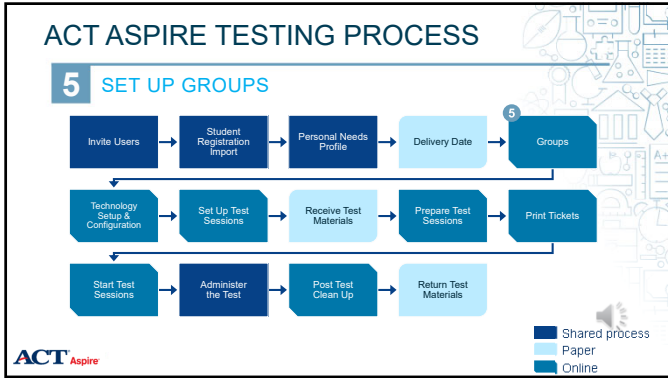
4 PERSONAL NEEDS PROFILE – MANUAL ENTRY

REGISTRATIONS AND PNP

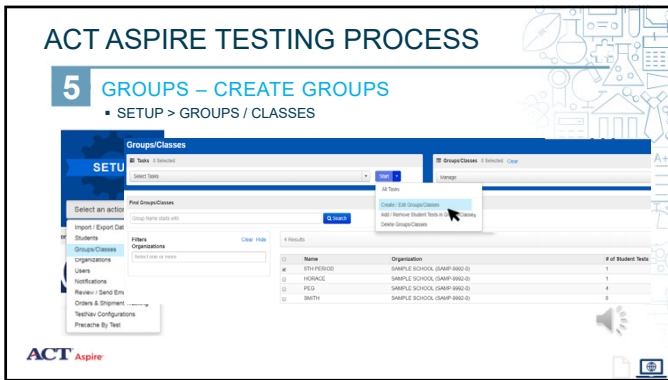
26



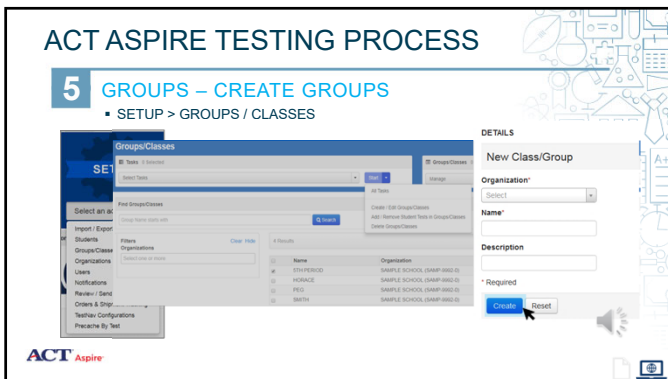
27



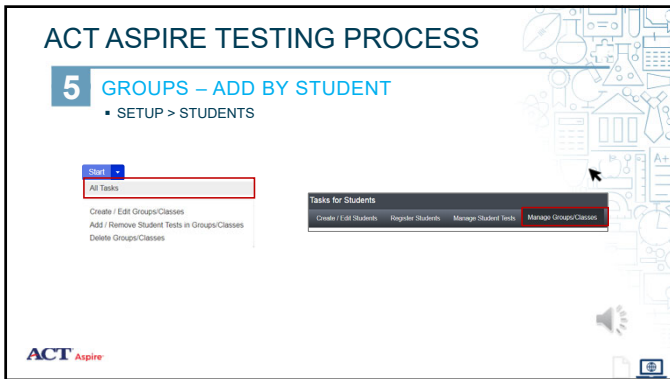
28



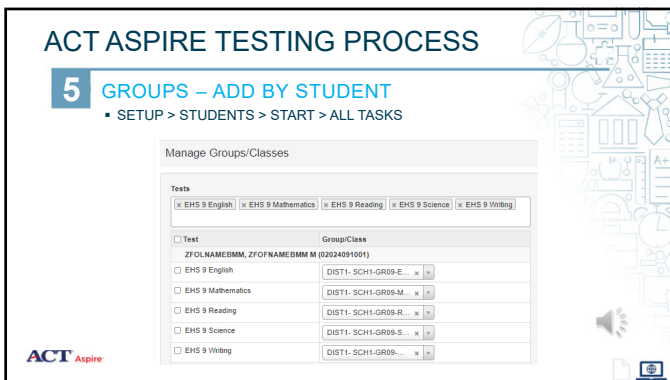
29



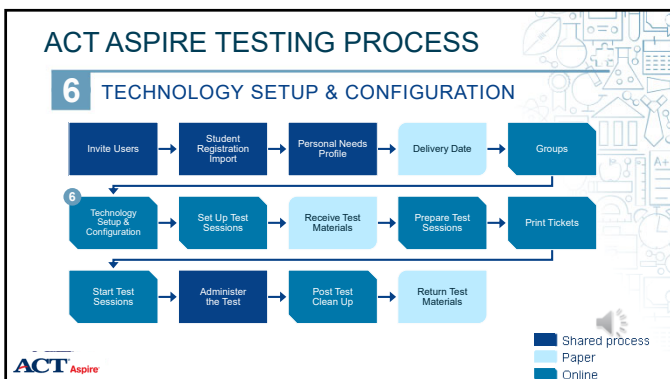
30



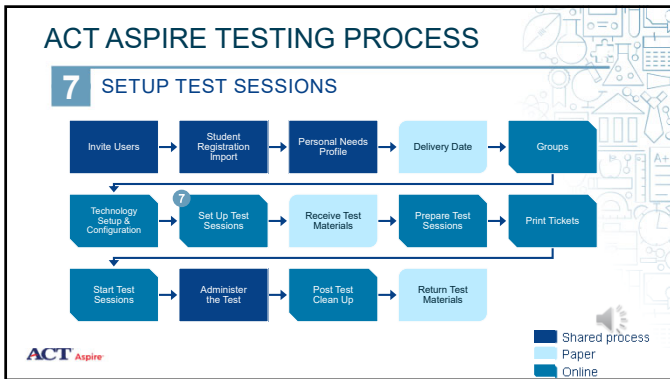
34



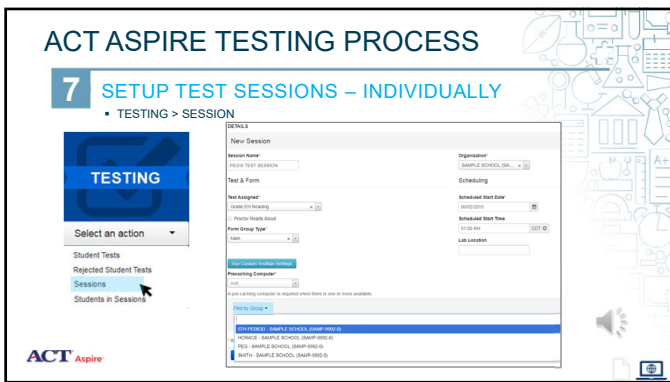
35



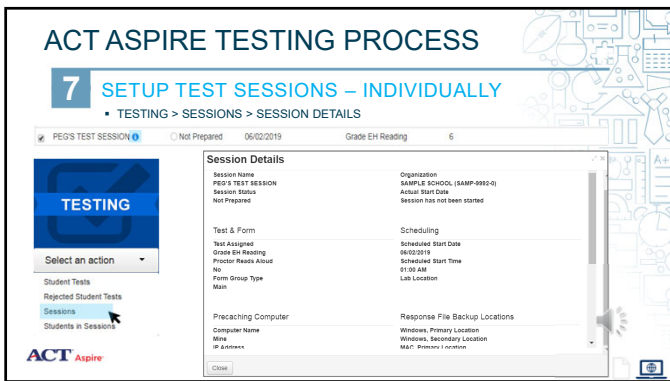
36



37



38



39

ACT ASPIRE TESTING PROCESS

7 SETUP TEST SESSIONS – INDIVIDUALLY

SETUP > STUDENTS > SESSION DETAILS

NEW STUDENT (491979211694)

Summer Spring 2020

Organization Enrollments Test Administration Registration Student Tests

Student Identifier: 491979211694
 State Student ID: 264480309
 Last Name: [REDACTED]
 First Name: [REDACTED]
 Middle Initial: [REDACTED]
 Last Name: STUDENT
 Date of Birth: 04/02/2007
 Ethnicity: [REDACTED]
 Gender: Male

Grade: EH English | SAMPLE SCHOOL (SAMP-9992-Q)
 Grade: EH Mathematics | SAMPLE SCHOOL (SAMP-9992-Q)
 Grade: EH Reading | SAMPLE SCHOOL (SAMP-9992-Q) | 1TH PERIOD
 Grade: EH Science | SAMPLE SCHOOL (SAMP-9992-Q)
 Grade: EH Writing | SAMPLE SCHOOL (SAMP-9992-Q)

English I & II - SAMPLE SCHOOL (SAMP-9992-Q)
 PECS TEST SESSION - SAMPLE SCHOOL (SAMP-9992-Q)

ACT Aspire

40

ACT ASPIRE TESTING PROCESS

8 RECEIVE TEST MATERIALS

Legend:
 Shared process (Blue)
 Paper (Light Blue)
 Online (Dark Blue)

41

ACT ASPIRE TESTING PROCESS

8 RECEIVE TEST MATERIALS

Within 24 hours of delivery:

- Check Materials
- Reseal boxes
- Protect materials

ACT Aspire

42

ACT ASPIRE TESTING PROCESS

8 PREPARE TEST MATERIALS

ACT Aspire

43

ACT ASPIRE TESTING PROCESS

9 PREPARE TEST SESSIONS

ACT Aspire

- Shared process (Light blue)
- Paper (Medium blue)
- Online (Dark blue)

44

ACT ASPIRE TESTING PROCESS

9 PREPARE TEST SESSIONS

TESTING

Sessions (Go to Students in Sessions)

Tasks: 0 Selected

Select Tasks [Start] [Max]

Find Sessions

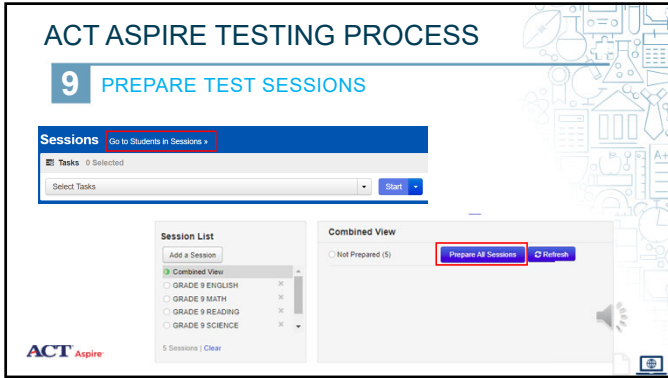
Name starts with [Search]

5 Results Show Filters

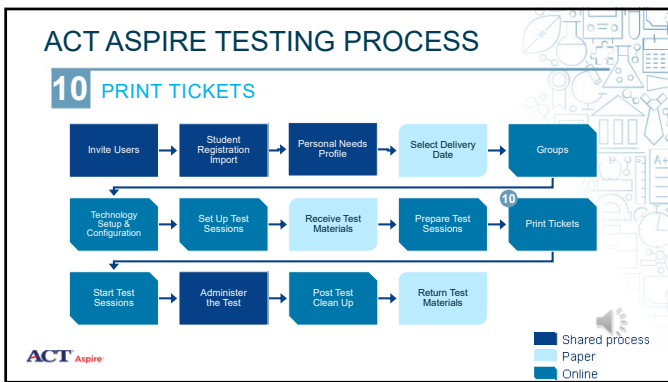
Session	Session Status	Scheduled Start Date	Test
<input checked="" type="checkbox"/> GRADE 9 ENGLISH	<input type="radio"/> Not Prepared	04/01/2024	EHS 9 English
<input checked="" type="checkbox"/> GRADE 9 MATH	<input type="radio"/> Not Prepared	04/01/2024	EHS 9 Mathematics
<input checked="" type="checkbox"/> GRADE 9 READING	<input type="radio"/> Not Prepared	04/01/2024	EHS 9 Reading
<input checked="" type="checkbox"/> GRADE 9 SCIENCE	<input type="radio"/> Not Prepared	04/01/2024	EHS 9 Science
<input checked="" type="checkbox"/> GRADE 9 WRITING	<input type="radio"/> Not Prepared	04/01/2024	EHS 9 Writing

ACT Aspire

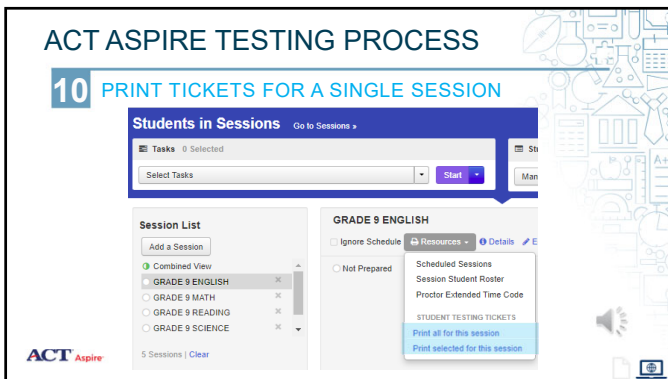
45



46



47



48

ACT ASPIRE TESTING PROCESS

10 PRINT TICKETS FOR MULTIPLE SESSIONS

Sessions Go to Students in Sessions >

Tasks: 0 Selected | Sessions: 5 Selected

Select Tasks | Start | Manage

Find Sessions
Name starts with: [Search] Q Search

5 Results Show Filters

Session	Session Status	Scheduled Start Date	Term or Session
<input checked="" type="checkbox"/> GRADE 9 ENGLISH	<input type="checkbox"/> Not Prepared	04/01/2024	EHS 9 English
<input checked="" type="checkbox"/> GRADE 9 MATH	<input type="checkbox"/> Not Prepared	04/01/2024	EHS 9 Mathematics
<input checked="" type="checkbox"/> GRADE 9 READING	<input type="checkbox"/> Not Prepared	04/01/2024	EHS 9 Reading
<input checked="" type="checkbox"/> GRADE 9 SCIENCE	<input type="checkbox"/> Not Prepared	04/01/2024	EHS 9 Science
<input checked="" type="checkbox"/> GRADE 9 WRITING	<input type="checkbox"/> Not Prepared	04/01/2024	EHS 9 Writing

49

ACT ASPIRE TESTING PROCESS

10 PRINT TICKETS FOR MULTIPLE SESSIONS

Tasks for Sessions | Add Task | Previous Task | Next Task | Exit Task

Generate Test Tickets

Current selections include 15 test tickets for 5 sessions.
For performance reasons, this feature is limited to a selection of 4000 or fewer test tickets.

Generate Test Tickets

Session Name	Test	Session Status	# Students	Organization
<input checked="" type="checkbox"/> GRADE 9 ENGLISH	EHS 9 English	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST001-SCH0001)
<input checked="" type="checkbox"/> GRADE 9 MATH	EHS 9 Mathematics	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST001-SCH0001)
<input checked="" type="checkbox"/> GRADE 9 READING	EHS 9 Reading	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST001-SCH0001)
<input checked="" type="checkbox"/> GRADE 9 SCIENCE	EHS 9 Science	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST001-SCH0001)
<input checked="" type="checkbox"/> GRADE 9 WRITING	EHS 9 Writing	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST001-SCH0001)

50

ACT ASPIRE TESTING PROCESS

10 SAMPLE TEST TICKETS AND HEADER SHEET

Session:
QA-SESSION-ACT-BE01

STUDENT TESTING TICKET

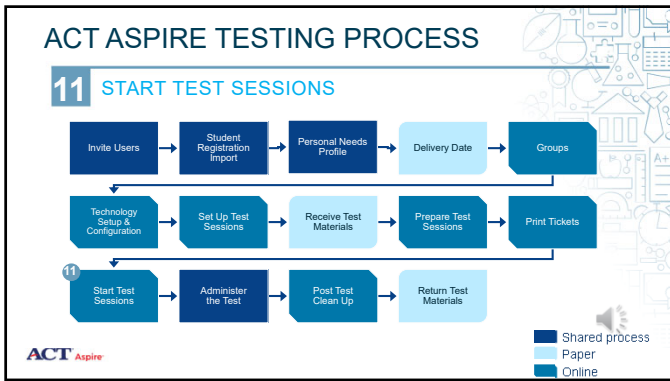
Student: [Redacted]
 Student ID: [Redacted]
 Session: QA-SESSION-ACT-BE01
 Date of Birth: 01/01/1980
 Test: EHS 9 English

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

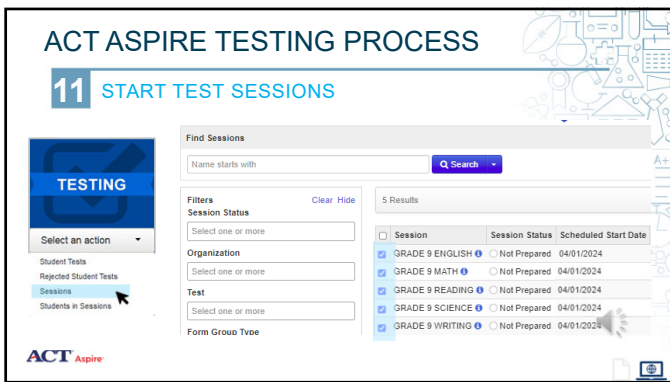
Select Customer Extensions in the application.

Username: [Redacted] Password: [Redacted]

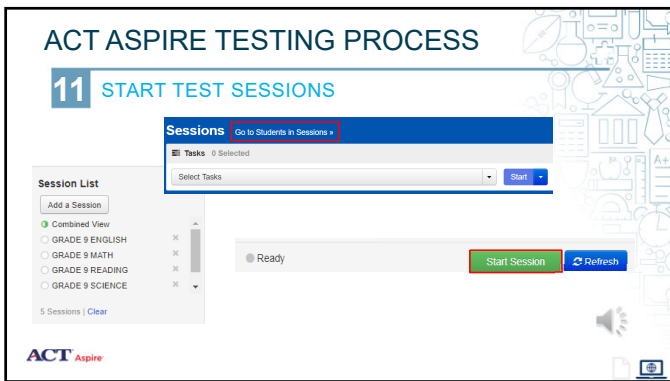
51



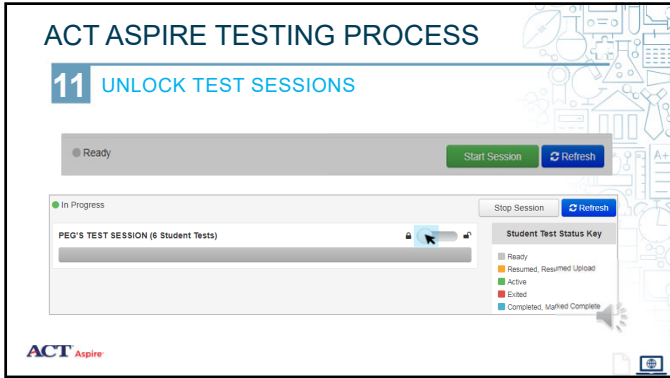
52



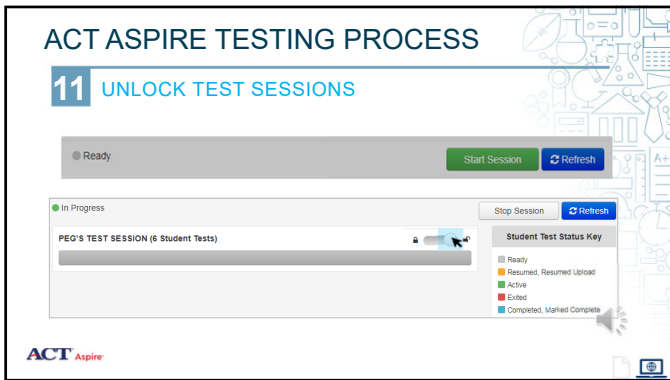
53



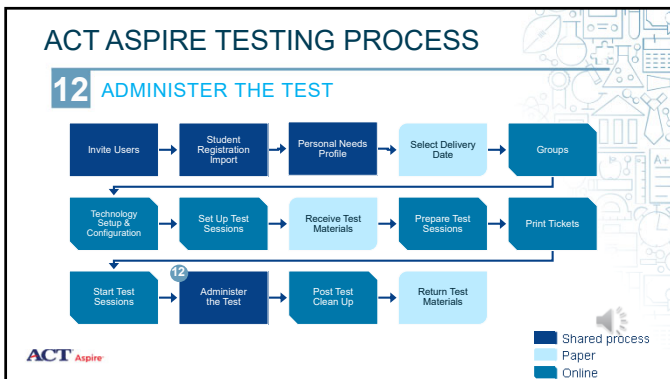
54



55



56



57

ACT ASPIRE TESTING PROCESS

12 ROOM SUPERVISOR'S ROLE

Seating Arrangement Examples

Acceptable
Seating Arrangement Examples

Unacceptable
Seating Arrangement Examples

Exam Room Setup

ACT Aspire

58

ACT ASPIRE TESTING PROCESS

12 ROOM SUPERVISOR'S ROLE

VERBAL INSTRUCTIONS

Introductory Steps

Study these instructions before test day. In some cases, multiple versions of the verbal instructions for each subject are provided to address different grade levels of examinees. On the test day, follow the instructions for the subject test being administered in your room. It may be helpful to mark or highlight the appropriate set of instructions in this manual ahead of time.

During the test, do the following:

- Record the Start, Stop, and 5 minutes remaining time on the lines below.

START	5 minutes remaining	STOP
-------	---------------------	------
- If an examinee finishes their tests before others, instruct them to sit quietly, **wait**, or study until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

ACT Aspire

59

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

• STUDENT LOGIN

TestNav
ACT Aspire

Username

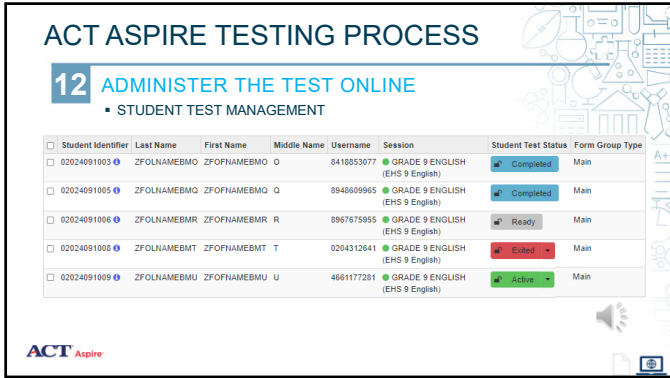
Password

Sign In

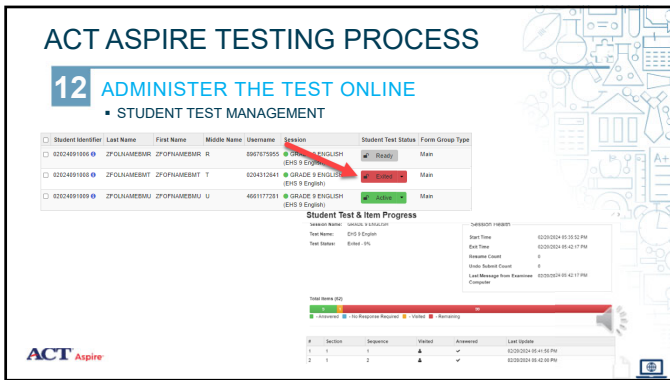
© ACT Aspire 8/15/2021

ACT Aspire

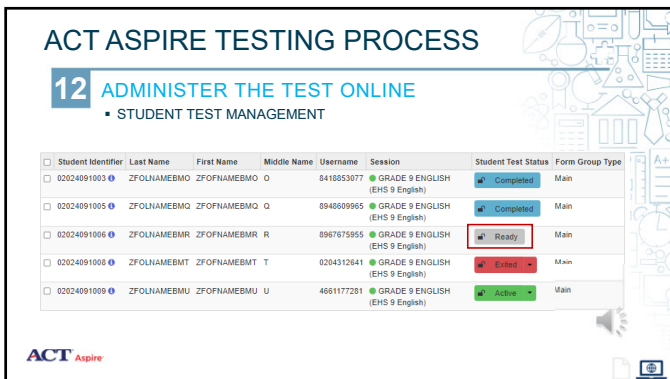
60



61



62



63

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

STUDENT TEST MANAGEMENT

Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
02024091003	ZFOLNAMEBMO	ZFOFNAMBEBO	O	841853077	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
02024091005	ZFOLNAMEBMO	ZFOFNAMBEBO	Q	8948609955	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
02024091006	ZFOLNAMEBMR	ZFOFNAMBEBR	R	8967675955	GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
02024091008	ZFOLNAMEBMT	ZFOFNAMBEBT	T	0204312641	GRADE 9 ENGLISH (EHS 9 English)	Edit	Main
02024091009	ZFOLNAMEBMU	ZFOFNAMBEJU	U	4661177281	GRADE 9 ENGLISH (EHS 9 English)	Active	Main

ACT Aspire

64

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

STUDENT TEST MANAGEMENT

Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
02024091003	ZFOLNAMEBMO	ZFOFNAMBEBO	O	841853077	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
02024091005	ZFOLNAMEBMO	ZFOFNAMBEBO	Q	8948609955	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
02024091006	ZFOLNAMEBMR	ZFOFNAMBEBR	R	8967675955	GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
02024091008	ZFOLNAMEBMT	ZFOFNAMBEBT	T	0204312641	GRADE 9 ENGLISH (EHS 9 English)	Edit	Main
02024091009	ZFOLNAMEBMU	ZFOFNAMBEJU	U	4661177281	GRADE 9 ENGLISH (EHS 9 English)	Active	Main

ACT Aspire

65

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

STUDENT TEST MANAGEMENT

Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
02024091003	ZFOLNAMEBMO	ZFOFNAMBEBO	O	841853077	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
02024091005	ZFOLNAMEBMO	ZFOFNAMBEBO	Q	8948609955	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
02024091006	ZFOLNAMEBMR	ZFOFNAMBEBR	R	8967675955	GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
02024091008	ZFOLNAMEBMT	ZFOFNAMBEBT	T	0204312641	GRADE 9 ENGLISH (EHS 9 English)	Edit	Main
02024091009	ZFOLNAMEBMU	ZFOFNAMBEJU	U	4661177281	GRADE 9 ENGLISH (EHS 9 English)	Active	Main

ACT Aspire

66

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

- STUDENT TEST MANAGEMENT

Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
02024091003	ZFOLNAMEBMO	ZFOFNAMEBMO	O	0410553077	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
02024091005	ZFOLNAMEBMO	ZFOFNAMEBMO	O	094809985	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
02024091006	ZFOLNAMEBMR	ZFOFNAMEBMR	R	0967075955	GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
02024091008	ZFOLNAMEBMT	ZFOFNAMEBMT	T	0204312641	GRADE 9 ENGLISH (EHS 9 English)	Exited	Main
02024091009	ZFOLNAMEBMU	ZFOFNAMEBMU	U	4661177281	GRADE 9 ENGLISH (EHS 9 English)	Exited	Main

67

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

- STUDENT TEST MANAGEMENT

Students in Sessions

Tasks: 0 Selected

Select Tasks [Start]

Tasks for Students in Sessions

Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
02024091006	ZFOLNAMEBMT	ZFOFNAMEBMT	T	0204312641	GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
02024091009	ZFOLNAMEBMU	ZFOFNAMEBMU	U	4661177281	GRADE 9 ENGLISH (EHS 9 English)	Exited	Main

68

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

- RESUME AN EXITED TEST

Tasks for Students in Sessions

STUDENT NAME (CODE) [Mark Student Tests Complete] [Resume Student Tests] [Undo Student Test Submissions]

Success

Resume Student Tests

STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
ZFOLNAMEBMO, ZFOFNAMEBMO, ZFOFNAMEBMO, ZFOFNAMEBMO	GRADE 9 ENGLISH (EHS 9 English)	Completed
ZFOLNAMEBMR, ZFOFNAMEBMR, ZFOFNAMEBMR, ZFOFNAMEBMR	GRADE 9 ENGLISH (EHS 9 English)	Completed
ZFOLNAMEBMT, ZFOFNAMEBMT, ZFOFNAMEBMT, ZFOFNAMEBMT	GRADE 9 ENGLISH (EHS 9 English)	Ready
ZFOLNAMEBMU, ZFOFNAMEBMU, ZFOFNAMEBMU, ZFOFNAMEBMU	GRADE 9 ENGLISH (EHS 9 English)	Resumed

69

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

- SUBMIT A TEST FOR A STUDENT

The screenshot shows the 'Mark Student Tests Complete' interface. On the left, there is a table of students with columns for 'STUDENT NAME (CODE)', 'STUDENT ID', and 'STUDENT NAME'. A 'Mark Complete' button is highlighted at the bottom. On the right, a 'STUDENT TEST STATUS' legend shows buttons for 'Submit', 'Completed', 'Resumed', and 'Marked Complete', with 'Marked Complete' being the selected option.

70

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

- STOP A TEST SESSION

The screenshot shows the 'Stop Session' interface for 'GRADE 9 ENGLISH'. It features a 'Stop Session' button highlighted with a red box. Below the button is a progress bar for 'EHS 9 English (5 Student Tests) Monitor Test' showing a value of 5. A 'Student Test Status Key' legend is visible on the right side of the screen.

71

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

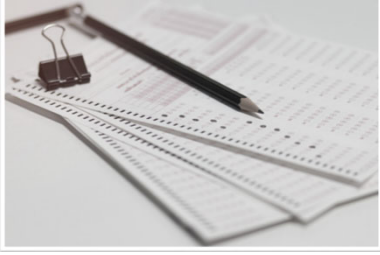
- STOP A TEST SESSION

The screenshot shows the 'Restart Session' interface for 'GRADE 9 ENGLISH'. It features a 'Restart Session' button highlighted with a green box. Below the button is a progress bar for 'EHS 9 English (5 Student Tests) Monitor Test' showing a value of 0. A 'Student Test Status Key' legend is visible on the right side of the screen.

72

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ON PAPER

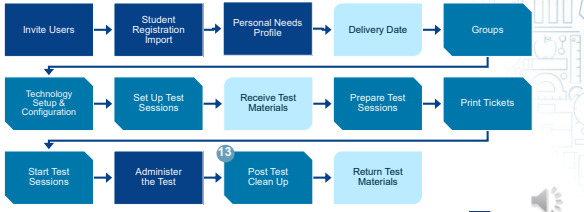


ACT Aspire

73

ACT ASPIRE TESTING PROCESS

13 POST TEST CLEAN UP



ACT Aspire

- Shared process
- Paper
- Online

74

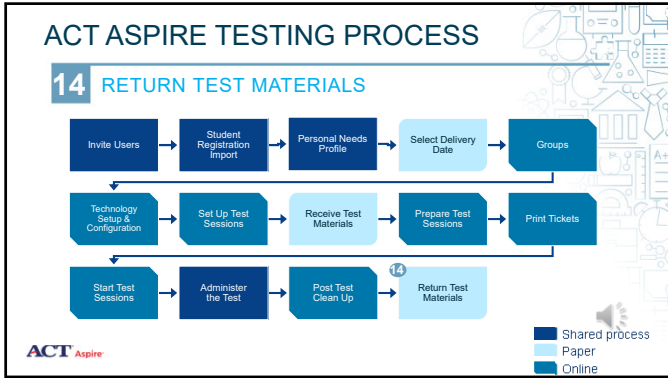
ACT ASPIRE TESTING PROCESS

13 POST TEST CLEAN UP

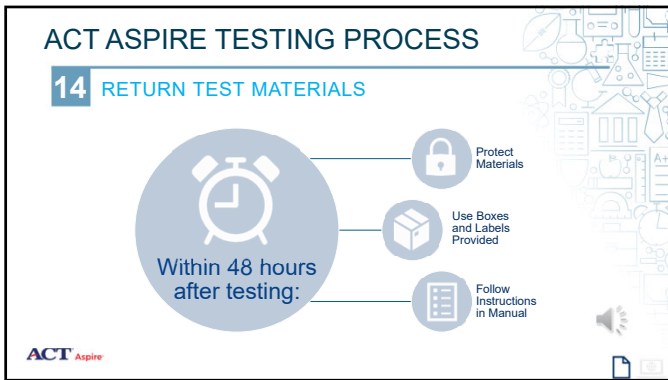
- Record irregularities – follow instructions in the Room Supervisor manuals and the Test Coordinator manual
- Mark tests with Will Not Test reason codes
 - for any test assigned, but not started
 - if an examinee doesn't participate in a subject test, record a reason
- Online Testing: Mark tests with Do Not Report reason codes
 - students with Do Not Report reasons will not receive scores
 - enter a reason for any test that was started, but don't want reported
- Online Testing: Mark DNR codes in PearsonAccess[®]
 - Paper Testing: Grid DNR codes on student's answer documents and return them with non-scoreable materials.

ACT Aspire

75



76



77

QUESTIONS?

We're here to help!

Pearson Customer Support

- Phone: 1.888.705.9421 Option 4 (ACT Aspire), 7:00 a.m. – 7:00 p.m., central time, Monday through Friday

78
