



ACT[®] ASPIRE[®]

Managing Test Sessions
and Testing Tickets in
PearsonAccess^{next}



AGENDA



Set up Test
Sessions



Prepare Test
Sessions



Print Test Tickets



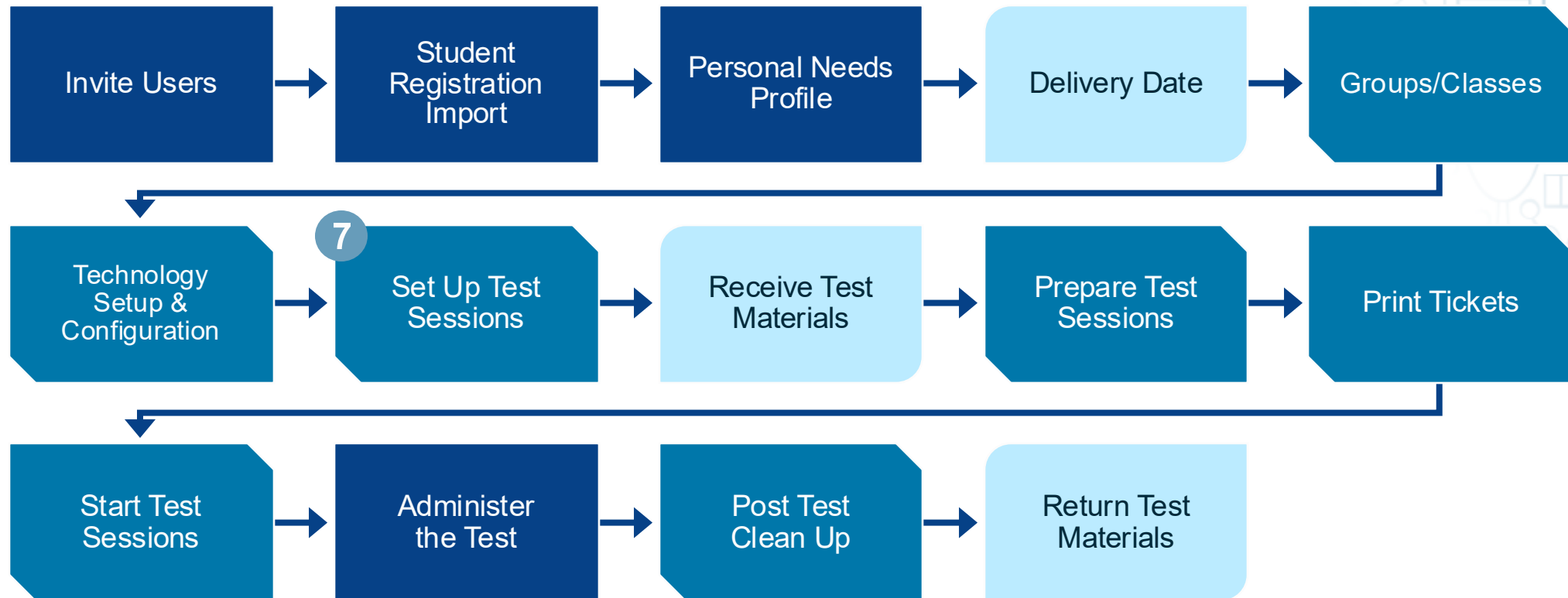
Start Test Session



ACT ASPIRE TESTING PROCESS

7

SETUP TEST SESSIONS

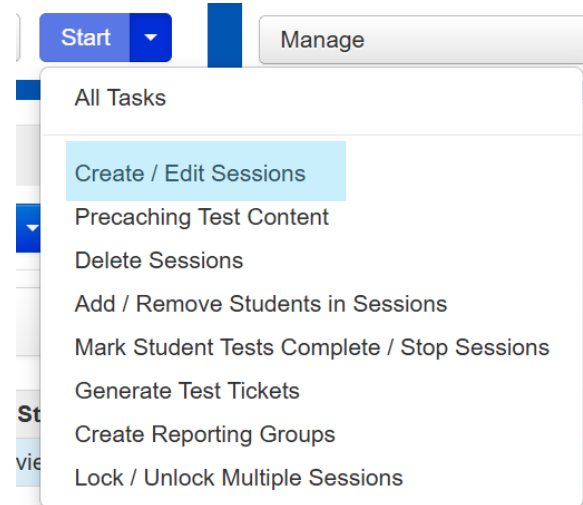
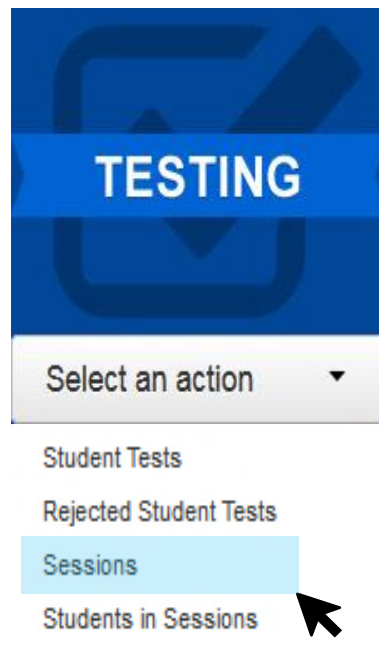


ACT ASPIRE TESTING PROCESS

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SETUP TEST SESSIONS – INDIVIDUALLY

■ TESTING > SESSION



A screenshot of the ACT ASPIRE "New Session" form. The form is titled "DETAILS" and "New Session". It contains several sections: "Session Name*" with a text input field containing "PEG'S TEST SESSION"; "Organization*" with a dropdown menu showing "SAMPLE SCHOOL (SA..."; "Test & Form" section with "Test Assigned*" dropdown showing "Grade EH Reading" and a "Proctor Reads Aloud" checkbox; "Form Group Type*" dropdown showing "Main"; "Precaching Computer*" dropdown showing "Add"; "Scheduling" section with "Scheduled Start Date*" calendar picker showing "06/02/2019", "Scheduled Start Time" dropdown showing "01:00 AM" and "CDT" time zone, and "Lab Location" text input field. At the bottom, there is a "Find by Group" dropdown and a list of groups: "5TH PERIOD - SAMPLE SCHOOL (SAMP-9992-0)", "HORACE - SAMPLE SCHOOL (SAMP-9992-0)", "PEG - SAMPLE SCHOOL (SAMP-9992-0)", and "SMITH - SAMPLE SCHOOL (SAMP-9992-0)". A speaker icon is visible on the right side of the group list.

ACT ASPIRE TESTING PROCESS

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SETUP TEST SESSIONS – INDIVIDUALLY

- TESTING > SESSIONS > SESSION DETAILS

☒ PEG'S TEST SESSION ⓘ ☐ Not Prepared 06/02/2019 Grade EH Reading 6

TESTING

Select an action ▼

Student Tests

Rejected Student Tests

Sessions

Students in Sessions

Session Details

Session Name

PEG'S TEST SESSION

Session Status

Not Prepared

Test & Form

Test Assigned

Grade EH Reading

Proctor Reads Aloud

No

Form Group Type

Main

Precaching Computer

Computer Name

Mine

IP Address

Organization

SAMPLE SCHOOL (SAMP-9992-0)

Actual Start Date

Session has not been started

Scheduling

Scheduled Start Date

06/02/2019

Scheduled Start Time

01:00 AM

Lab Location

Response File Backup Locations

Windows, Primary Location

Windows, Secondary Location

MAC, Primary Location

Close

ACT ASPIRE TESTING PROCESS

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SETUP TEST SESSIONS – INDIVIDUALLY

- SETUP > STUDENTS > SESSION DETAILS

NEW STUDENT (491979211694)

Summative Spring 2020

Details

Organization Enrollments

Test Administration Registration

Student Tests

Student Identifier*
491979211694

State Student ID*
3844466369

Local ID

First Name*
NEW

Middle Initial

Last Name*
STUDENT

Date of Birth*
04/05/2007

Gender
Male

Ethnicity

Details

Organization Enrollments

Test Administration Registration

Student Tests

Grade EH English | SAMPLE SCHOOL (SAMP-9992-0)

Grade EH Mathematics | SAMPLE SCHOOL (SAMP-9992-0)

Grade EH Reading | SAMPLE SCHOOL (SAMP-9992-0) | 5TH PERIOD

Grade EH Science | SAMPLE SCHOOL (SAMP-9992-0)

Grade EH Writing | SAMPLE SCHOOL (SAMP-9992-0)

Details

Organization Enrollments

Test Administration Registration

Student Tests

Sessions

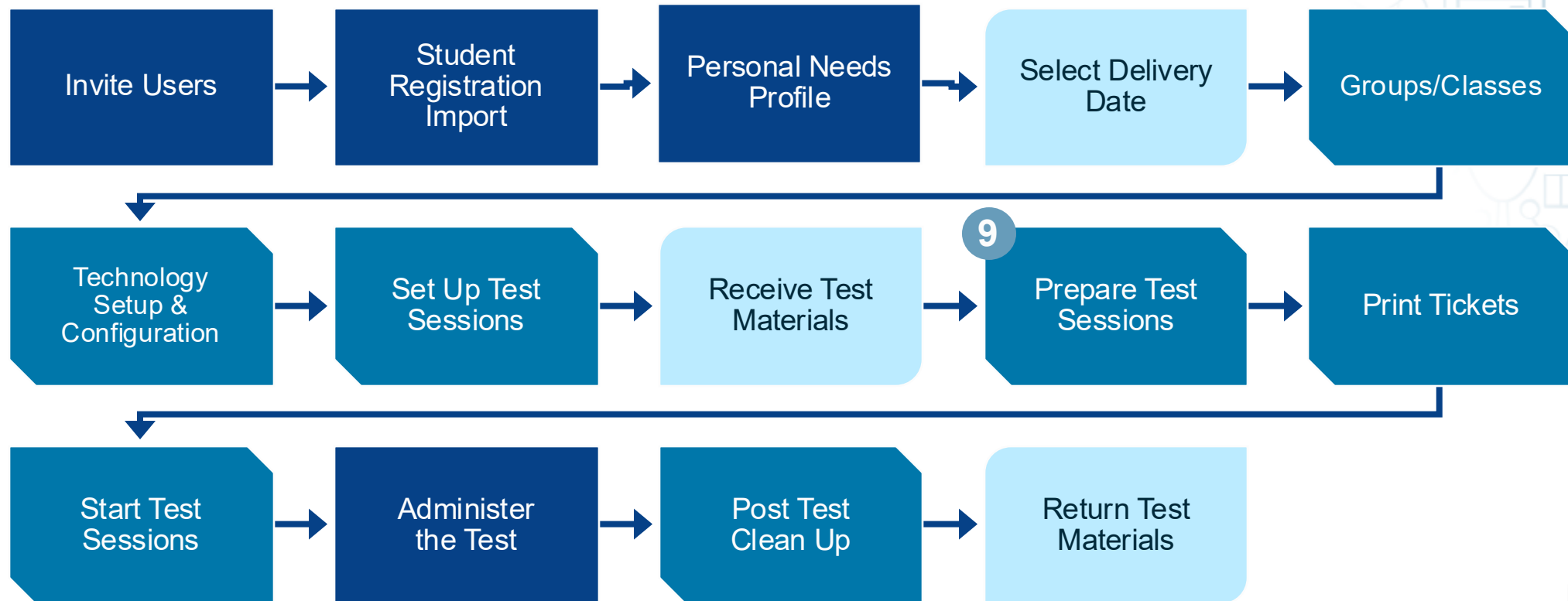
ENGLISH JB 9 - SAMPLE SCHOOL (SAMP-9992-0)

PEG'S TEST SESSION - SAMPLE SCHOOL (SAMP-9992-0)

Close

ACT ASPIRE TESTING PROCESS

9 PREPARE TEST SESSIONS



ACT ASPIRE TESTING PROCESS

9

PREPARE TEST SESSIONS

TESTING

Select an action

Student Tests

Rejected Student Tests

Sessions

Students in Sessions

Sessions

Go to Students in Sessions

Tasks 0 Selected

Select Tasks

Start

Mar

Find Sessions

Name starts with

Q Search

5 Results

Show Filters

☒	Session	Session Status	Scheduled Start Date	Test
☒	GRADE 9 ENGLISH	☐ Not Prepared	04/01/2024	EHS 9 English
☒	GRADE 9 MATH	☐ Not Prepared	04/01/2024	EHS 9 Mathematics
☒	GRADE 9 READING	☐ Not Prepared	04/01/2024	EHS 9 Reading
☒	GRADE 9 SCIENCE	☐ Not Prepared	04/01/2024	EHS 9 Science
☒	GRADE 9 WRITING	☐ Not Prepared	04/01/2024	EHS 9 Writing

ACT ASPIRE TESTING PROCESS

9 PREPARE TEST SESSIONS

Sessions [Go to Students in Sessions »](#)

Tasks 0 Selected

Select Tasks ▼ Start ▼

Session List

Add a Session

☒ Combined View

☐ GRADE 9 ENGLISH ×

☐ GRADE 9 MATH ×

☐ GRADE 9 READING ×

☐ GRADE 9 SCIENCE ×

5 Sessions | [Clear](#)

Combined View

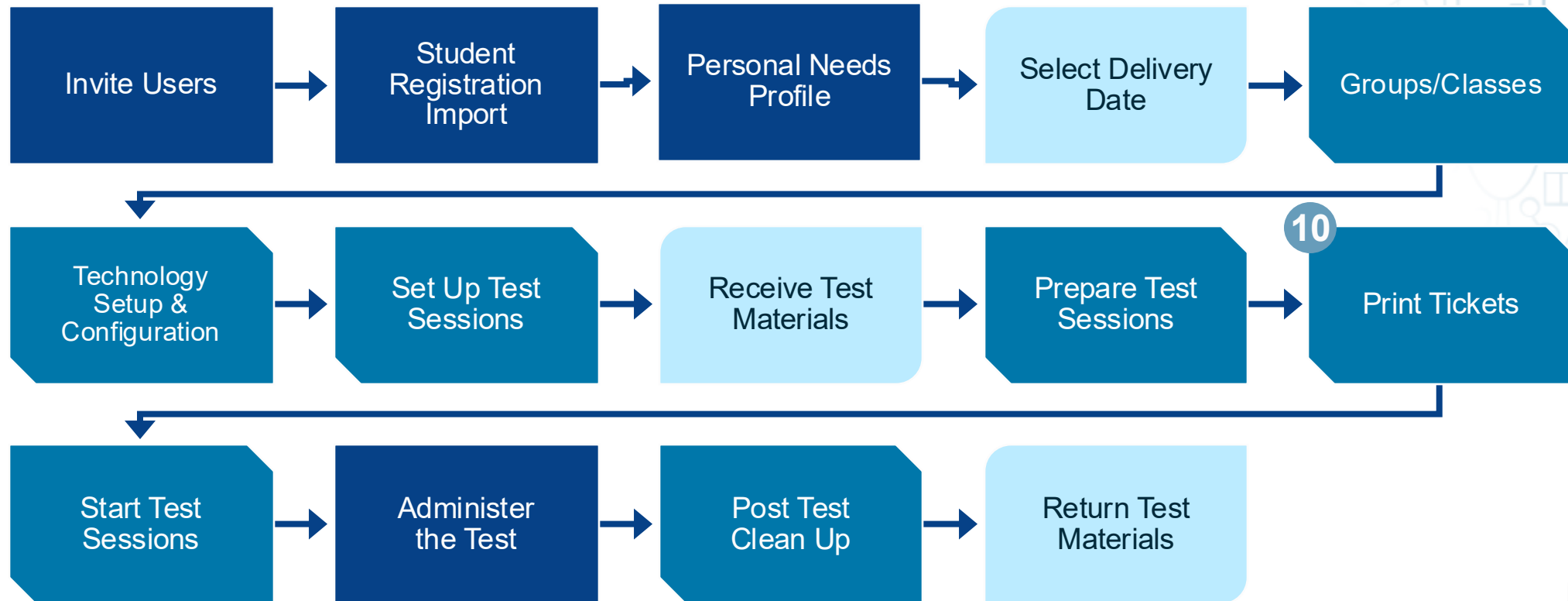
☐ Not Prepared (5) [Prepare All Sessions](#) [Refresh](#)



ACT ASPIRE TESTING PROCESS

10 PRINT TICKETS



ACT ASPIRE TESTING PROCESS

10

PRINT TICKETS FOR A SINGLE SESSION

TESTING > STUDENTS IN SESSIONS

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks Start

Session List

Add a Session

- Combined View
- GRADE 9 ENGLISH**
- GRADE 9 MATH
- GRADE 9 READING
- GRADE 9 SCIENCE

5 Sessions | [Clear](#)

GRADE 9 ENGLISH

☐ Ignore Schedule [Resources](#) [Details](#) [Edit](#)

☐ Not Prepared

- Scheduled Sessions
- Session Student Roster
- Proctor Extended Time Code
- STUDENT TESTING TICKETS
 - Print all for this session
 - Print selected for this session

ACT ASPIRE TESTING PROCESS

10 PRINT TICKETS FOR MULTIPLE SESSIONS

The screenshot displays the 'Sessions' management page in the ACT Aspire system. At the top, there's a header 'Sessions' with a link 'Go to Students in Sessions >'. Below this, a 'Tasks' section shows '0 Selected' and a 'Sessions' section shows '5 Selected'. A 'Select Tasks' dropdown and a 'Start' button are visible. A 'Find Sessions' section includes a search bar with the placeholder 'Name starts with' and a 'Search' button. Below the search bar, it indicates '5 Results' and a 'Show Filters' link. A table lists the sessions, with columns for 'Session', 'Session Status', and 'Scheduled Start Date'. A dropdown menu is open over the table, showing options: 'All Tasks', 'Create / Edit Sessions', 'Precaching Test Content', 'Delete Sessions', 'Add / Remove Students in Sessions', 'Generate Test Tickets' (highlighted), 'Create Reporting Groups', and 'Lock / Unlock Multiple Sessions'. The table contains five rows, all with a status of 'Not Prepared' and a start date of '04/01/2024'.

☒	Session	Session Status	Scheduled Start Date
☒	GRADE 9 ENGLISH ⓘ	☐ Not Prepared	04/01/2024
☒	GRADE 9 MATH ⓘ	☐ Not Prepared	04/01/2024
☒	GRADE 9 READING ⓘ	☐ Not Prepared	04/01/2024
☒	GRADE 9 SCIENCE ⓘ	☐ Not Prepared	04/01/2024
☒	GRADE 9 WRITING ⓘ	☐ Not Prepared	04/01/2024

ACT ASPIRE TESTING PROCESS

10 PRINT TICKETS FOR MULTIPLE SESSIONS

Tasks for Sessions

[+ Add Task](#)[< Previous Task](#)[Next Task >](#)[Exit Tasks ✕](#)

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
☒	☐ GRADE 9 ENGLISH ⓘ	EHS 9 English	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST0001-SCH0001)
☒	☐ GRADE 9 MATH ⓘ	EHS 9 Mathematics	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST0001-SCH0001)
☒	☐ GRADE 9 READING ⓘ	EHS 9 Reading	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST0001-SCH0001)
☒	☐ GRADE 9 SCIENCE ⓘ	EHS 9 Science	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST0001-SCH0001)
☒	☐ GRADE 9 WRITING ⓘ	EHS 9 Writing	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST0001-SCH0001)

ACT ASPIRE TESTING PROCESS

10 SAMPLE TEST TICKETS AND HEADER SHEET

Session:
DIST1- SCH1-GR09-E912C

STUDENT TESTING TICKET

Student: ZFOLNAMEBMM, ZFOFNAMEBM... M
Student ID: 02024091001
Session: DIST1- SCH1-GR09-E912C
Date of Birth: 02/15/2001
Test: EHS 9 English

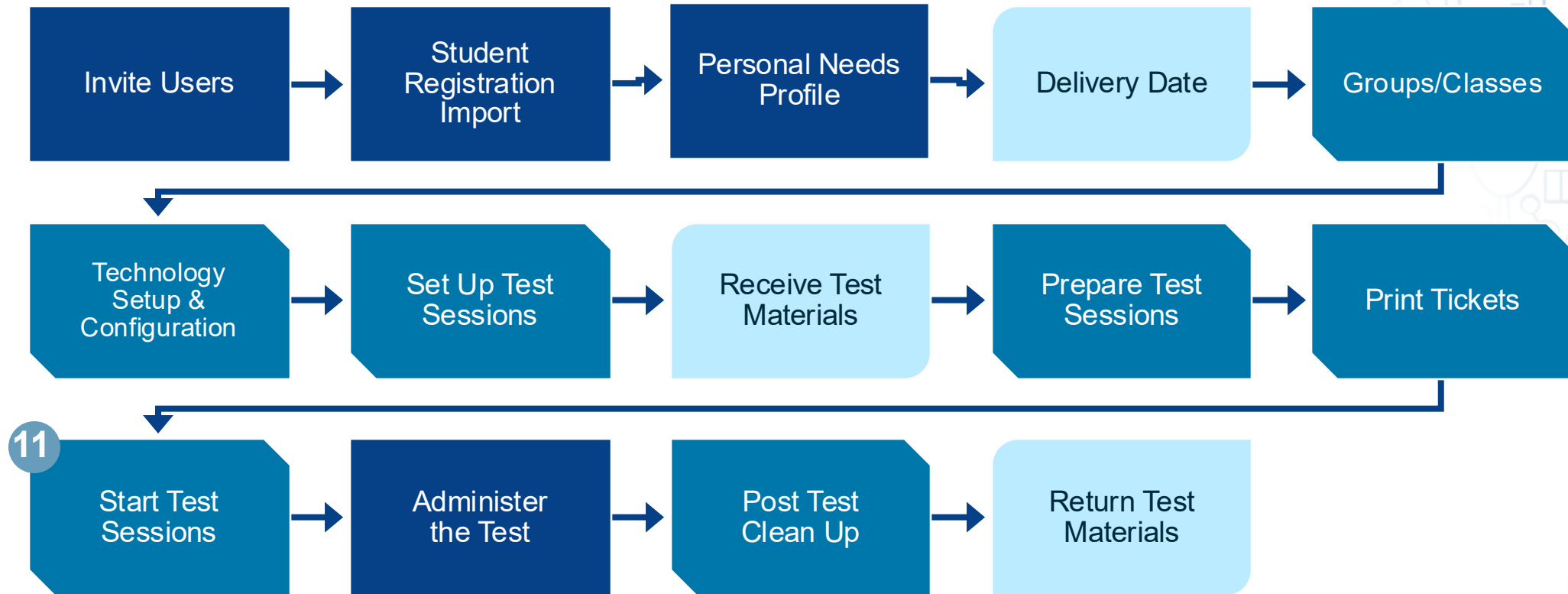
You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **ACT Aspire** in the application.

Username: **Password:**

ACT ASPIRE TESTING PROCESS

11 START TEST SESSIONS



ACT ASPIRE TESTING PROCESS

11 START TEST SESSIONS

**TESTING**

Select an action ▾

- Student Tests
- Rejected Student Tests
- Sessions**
- Students in Sessions

Find Sessions

Q Search ▾

Filters

Clear Hide

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

5 Results

☐	Session	Session Status	Scheduled Start Date
☒	GRADE 9 ENGLISH ⓘ	☐ Not Prepared	04/01/2024
☒	GRADE 9 MATH ⓘ	☐ Not Prepared	04/01/2024
☒	GRADE 9 READING ⓘ	☐ Not Prepared	04/01/2024
☒	GRADE 9 SCIENCE ⓘ	☐ Not Prepared	04/01/2024
☒	GRADE 9 WRITING ⓘ	☐ Not Prepared	04/01/2024

ACT ASPIRE TESTING PROCESS

11 START TEST SESSIONS

The screenshot displays the ACT Aspire testing interface. On the left is a sidebar titled "Session List" containing an "Add a Session" button and a list of subjects: "Combined View" (selected), "GRADE 9 ENGLISH", "GRADE 9 MATH", "GRADE 9 READING", and "GRADE 9 SCIENCE". Below the list is a "5 Sessions | Clear" link. The main area features a "Sessions" header with a "Go to Students in Sessions »" link. Below this is a "Tasks" section showing "0 Selected" and a "Select Tasks" dropdown menu. A "Start" button is next to the dropdown. At the bottom of the main area, a "Ready" status indicator is shown next to a green "Start Session" button and a blue "Refresh" button. A speaker icon is located in the bottom right corner of the interface.

ACT ASPIRE TESTING PROCESS

11 UNLOCK TEST SESSIONS

The screenshot displays the ACT Aspire testing interface. At the top, a grey bar shows a 'Ready' status with a grey dot. To the right are two buttons: a green 'Start Session' button and a blue 'Refresh' button with a circular arrow icon. Below this, a larger grey bar shows an 'In Progress' status with a green dot. To the right of this bar are a grey 'Stop Session' button and a blue 'Refresh' button. The main area contains a section titled 'PEG'S TEST SESSION (6 Student Tests)'. To the right of this title is a lock icon, a blue square button with a white circular arrow, and an unlock icon. Below the title is a long grey progress bar. On the right side of the interface is a 'Student Test Status Key' box with the following entries: 'Ready' (grey square), 'Resumed, Resumed Upload' (orange square), 'Active' (green square), 'Exited' (red square), and 'Completed, Marked Complete' (blue square). A speaker icon is located at the bottom right of the interface.

Ready

Start Session Refresh

In Progress

Stop Session Refresh

PEG'S TEST SESSION (6 Student Tests)

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

ACT ASPIRE TESTING PROCESS

11 UNLOCK TEST SESSIONS

The screenshot displays the ACT Aspire testing interface. At the top, a grey bar shows a 'Ready' status with a grey dot. To the right are 'Start Session' (green) and 'Refresh' (blue) buttons. Below this, a section titled 'In Progress' (green dot) contains a 'Stop Session' (grey) and 'Refresh' (blue) button. The main area shows 'PEG'S TEST SESSION (6 Student Tests)' with a progress bar and a lock icon. A blue square highlights the lock icon, and a mouse cursor points to it. To the right is a 'Student Test Status Key' legend:

Student Test Status Key	
Grey square	Ready
Orange square	Resumed, Resumed Upload
Green square	Active
Red square	Exited
Blue square	Completed, Marked Complete

A speaker icon is located at the bottom right of the interface.