



ACT[®] ASPIRE[®]

Test Administration Training



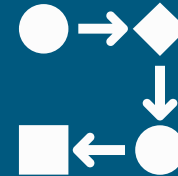
AGENDA



Accessing and
Navigating



Resources



ACT Aspire
Testing Process



Paper Testing
Process



Online Testing
Process





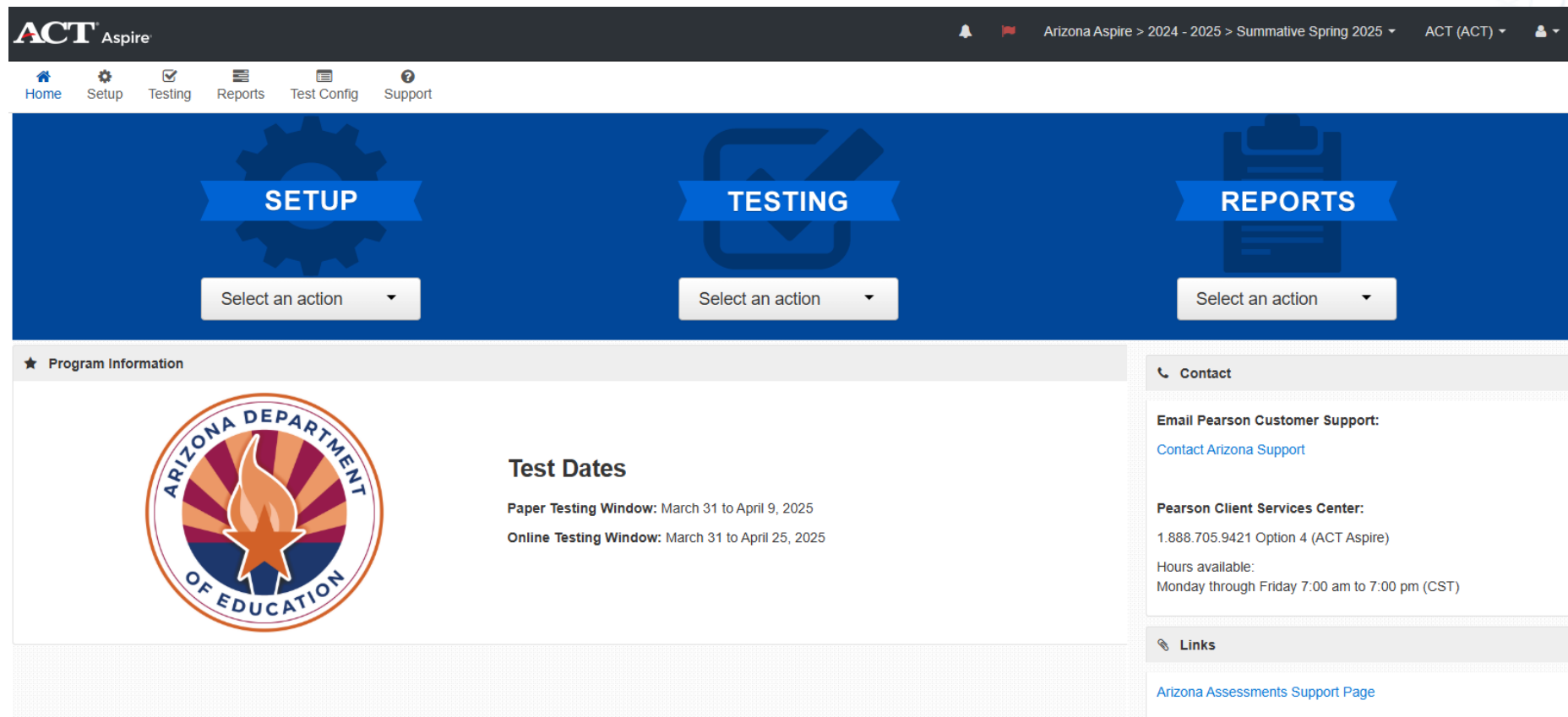
PEARSONACCESS^{NEXT}



ACCESSING AND NAVIGATING

NAVIGATING PearsonAccess^{next}

■ MAIN MENUS



The screenshot displays the ACT Aspire PearsonAccess^{next} main menu. At the top, a dark navigation bar contains the ACT Aspire logo, a notification bell, a language selector (Arizona Aspire > 2024 - 2025 > Summative Spring 2025), and a user profile dropdown labeled ACT (ACT). Below this is a secondary navigation bar with icons and labels for Home, Setup, Testing, Reports, Test Config, and Support. The main content area features three large blue buttons: SETUP (with a gear icon), TESTING (with a checkmark icon), and REPORTS (with a clipboard icon). Each button has a 'Select an action' dropdown menu. Below the buttons, the 'Program Information' section is visible, featuring the Arizona Department of Education logo and 'Test Dates' for Paper Testing (March 31 to April 9, 2025) and Online Testing (March 31 to April 25, 2025). A 'Contact' sidebar on the right provides contact information for Pearson Customer Support and the Pearson Client Services Center, including a phone number and hours of availability. A 'Links' section at the bottom of the sidebar contains a link to the 'Arizona Assessments Support Page'. A speaker icon is located in the bottom right corner of the interface.

ACT Aspire

Arizona Aspire > 2024 - 2025 > Summative Spring 2025 ACT (ACT)

Home Setup Testing Reports Test Config Support

SETUP TESTING REPORTS

Select an action Select an action Select an action

★ Program Information

ARIZONA DEPARTMENT OF EDUCATION

Test Dates

Paper Testing Window: March 31 to April 9, 2025

Online Testing Window: March 31 to April 25, 2025

Contact

Email Pearson Customer Support:
[Contact Arizona Support](#)

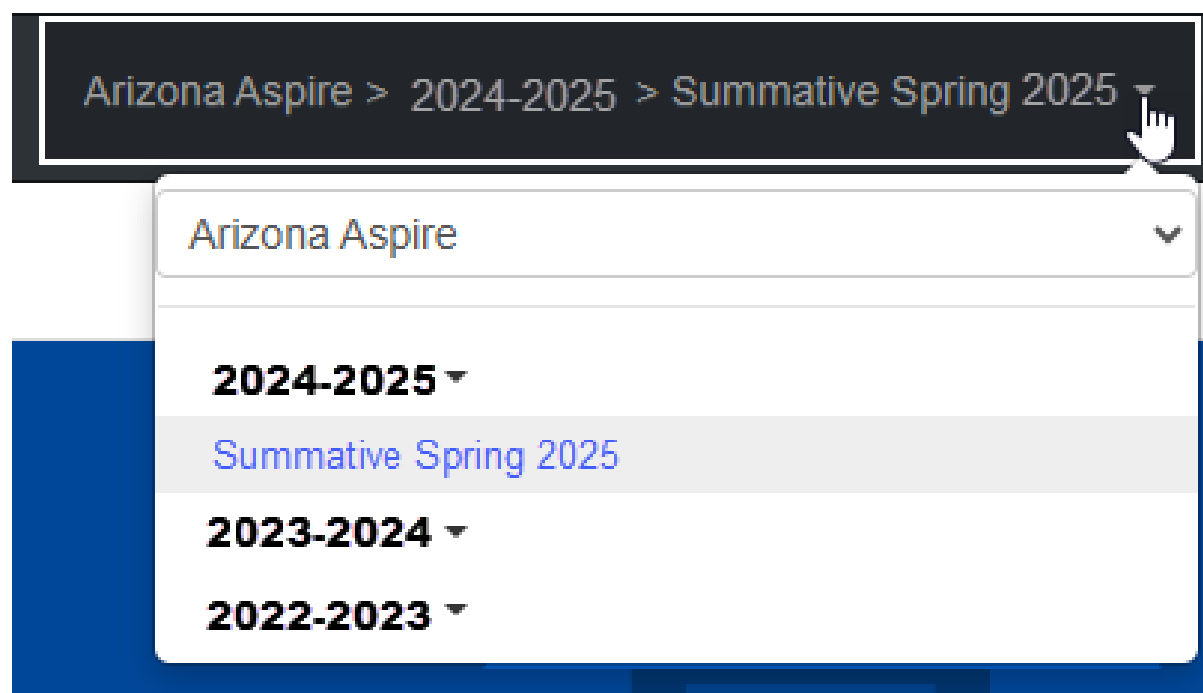
Pearson Client Services Center:
1.888.705.9421 Option 4 (ACT Aspire)
Hours available:
Monday through Friday 7:00 am to 7:00 pm (CST)

Links

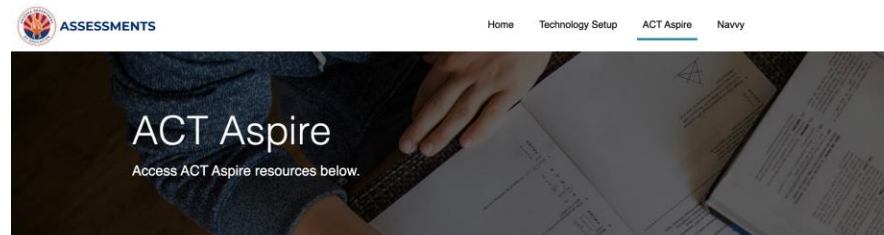
[Arizona Assessments Support Page](#)

ACCESSING AND NAVIGATING

CHANGING ADMINISTRATIONS



ACT ASPIRE RESOURCES



Test Dates

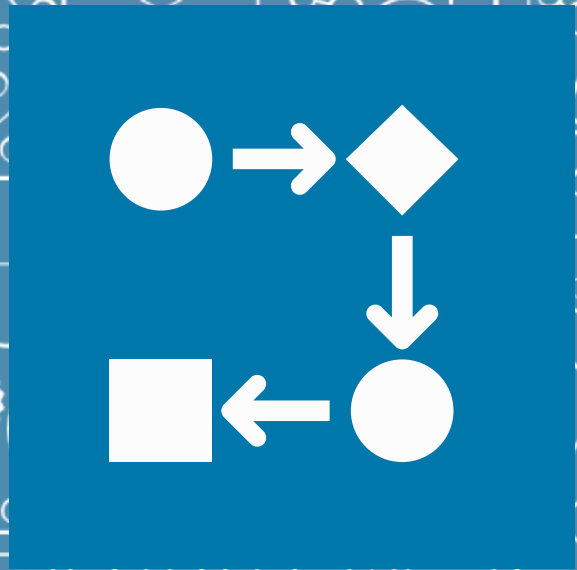
Test Type	Date/Window
ACT® Aspire® Test – Paper	3/30/2026 – 4/8/2026
ACT® Aspire® Test – Online	3/30/2026 – 4/24/2026

Resource	Action
Schedule of Events	View PDF
PearsonAccess ^{next}	Launch

ACT Aspire Resources

Test Administration	▼
Managing Users	▼
Managing Students	▼
Accommodations and Supports	▼
Exemplars	▼
Additional Resources	▼
Reporting	▼



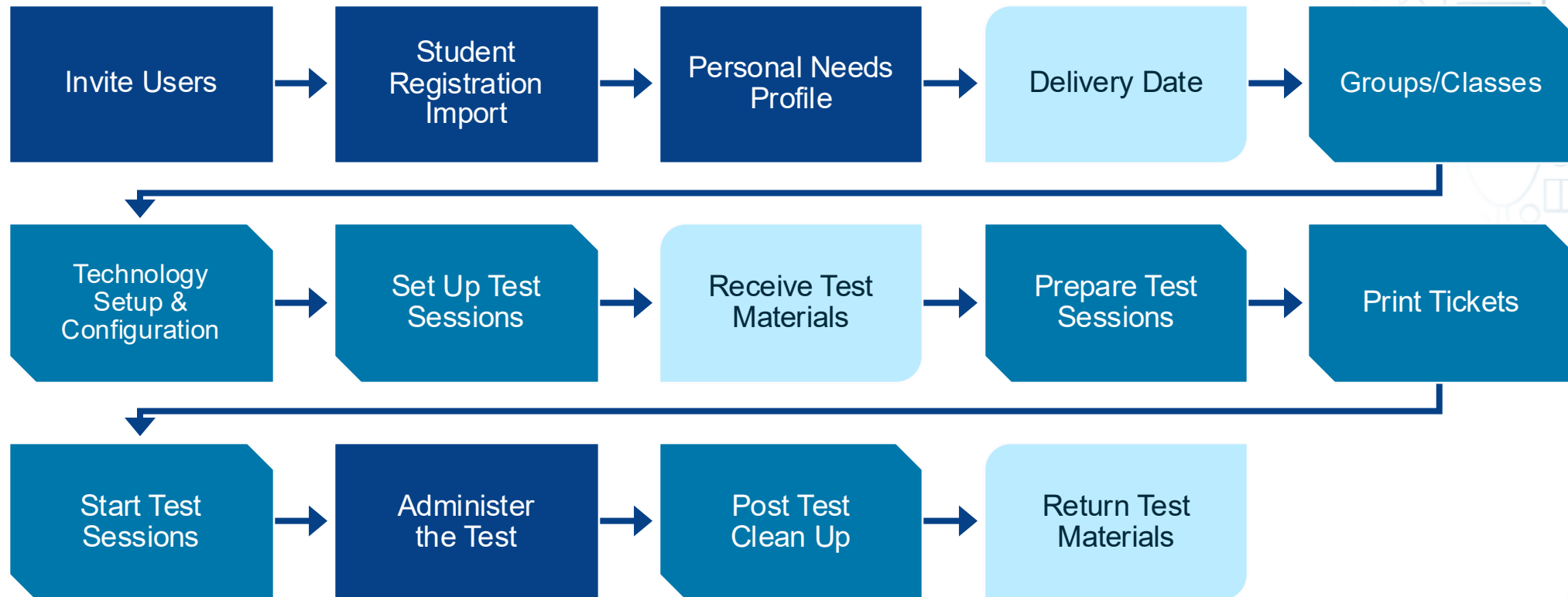


ACT ASPIRE TESTING PROCESS



ACT ASPIRE TESTING PROCESS

COMBINED FLOW



ACT ASPIRE TESTING PROCESS

ORGANIZATION INFORMATION



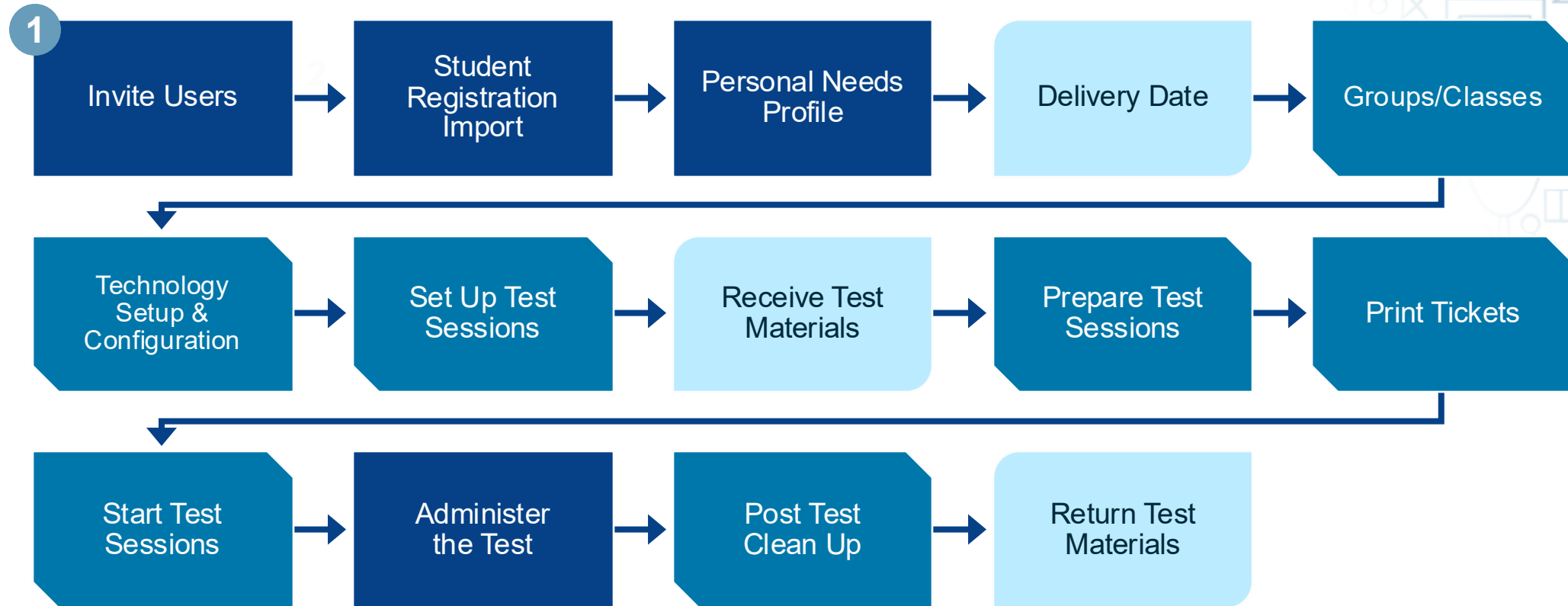
Organization Information



Administration Test Coordinator
(ATC )

ACT ASPIRE TESTING PROCESS

1 INVITE USERS

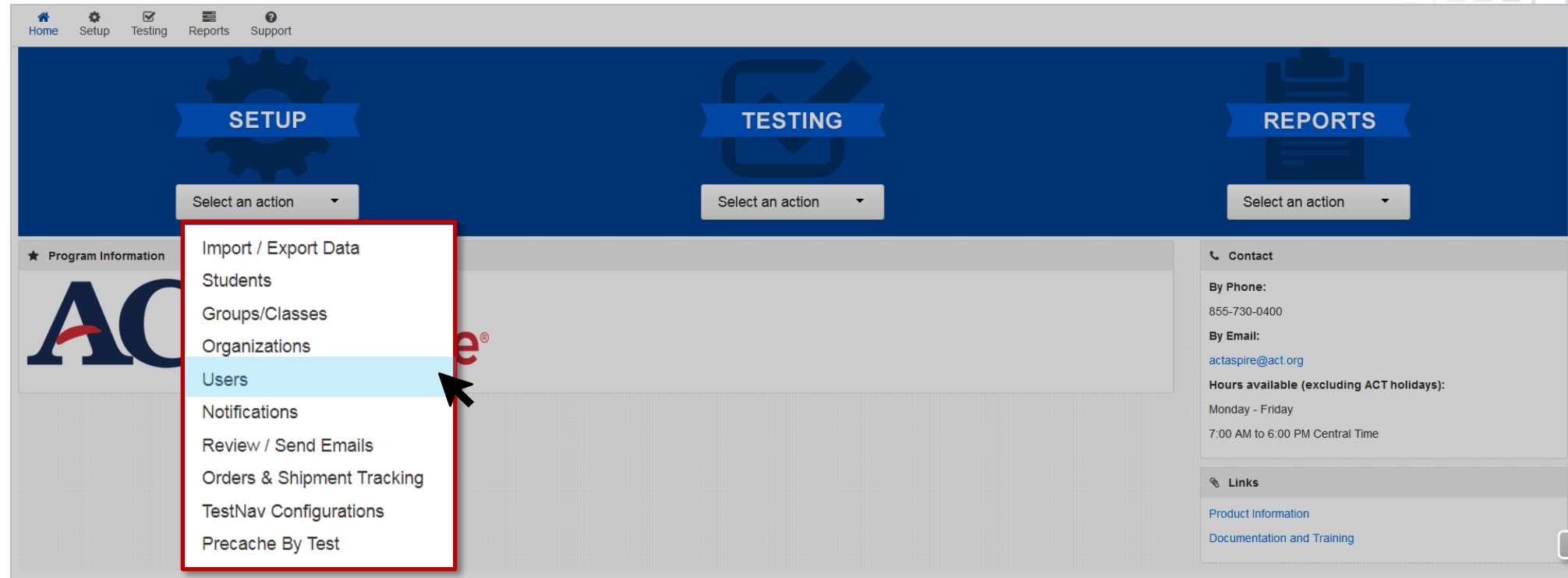


ACT ASPIRE TESTING PROCESS

1

INVITE USERS INDIVIDUALLY

- SETUP > USERS

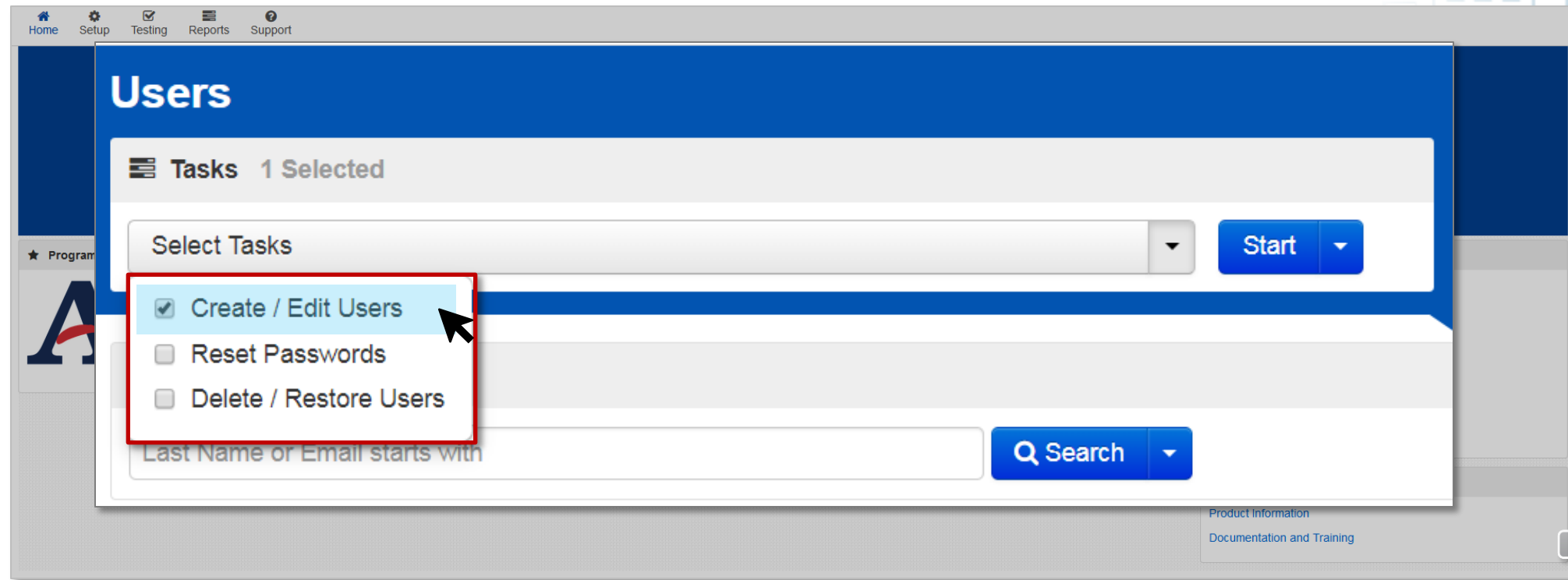


ACT ASPIRE TESTING PROCESS

1

INVITE USERS INDIVIDUALLY

- SETUP > USERS > CREATE / EDIT USERS



ACT ASPIRE TESTING PROCESS

1

INVITE USERS INDIVIDUALLY

- SETUP > USERS > CREATE / EDIT USERS

Users

Tasks 1 Selected

Select Tasks Start

- ☒ Create / Edit Users
- ☐ Reset Passwords
- ☐ Delete / Restore Users

Last Name or Email starts with Search

ACT ASPIRE TESTING PROCESS

1

INVITE USERS INDIVIDUALLY

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

Users

Tasks 1 Selected

Select Tasks

- ☒ Create / Edit Users
- ☐ Reset Passwords
- ☐ Delete / Restore Users

Last Name or Email starts with

DETAILS

New User

Selected Organizations*

✕ SAMPLE SCHOOL (UAT-9992-0)

Selected Roles*

✕ Full Access Educator

Account

Enabled

First Name*

John

Last Name*

Jefferson

Email*

john.jefferson@school.com

Username*

john.jefferson@school.com

Active Begin Date

08/19/2019

Active End Date

05/29/2020

Delete Date

* Required

Create Reset

Start

ACT ASPIRE TESTING PROCESS

1

INVITE USERS INDIVIDUALLY

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

Users

Tasks 1 Selected

Select Tasks

- ☒ Create / Edit Users
- ☐ Reset Passwords
- ☐ Delete / Restore Users

Last Name or Email starts with

DETAILS

New User

Selected Organizations*

x SAMPLE SCHOOL (UAT-9992-0)

Selected Roles*

x Full Access Educator

Account

Enabled

First Name*

John

Last Name*

Jefferson

Email*

john.jefferson@school.com

Username*

john.jefferson@school.com

Active Begin Date

08/19/2019

Active End Date

05/29/2020

Delete Date

Start

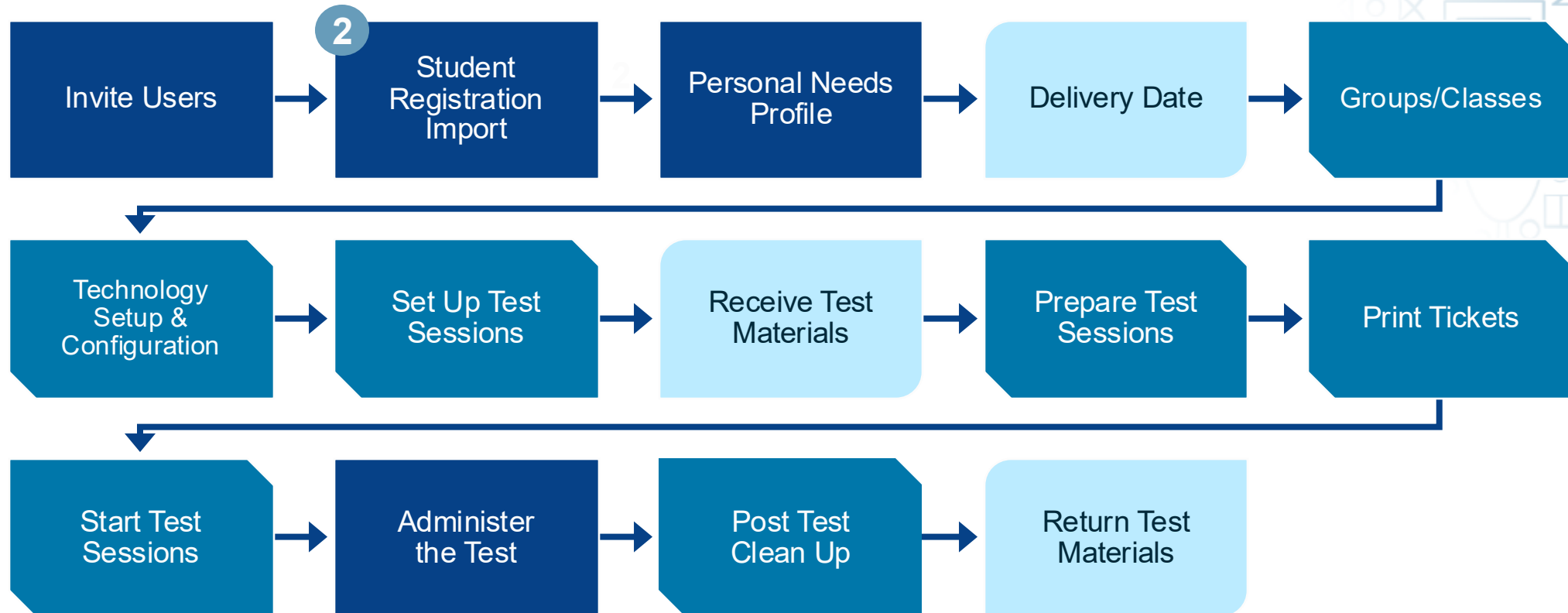
* Required

Create Reset

ACT ASPIRE TESTING PROCESS

2

STUDENT REGISTRATION IMPORT

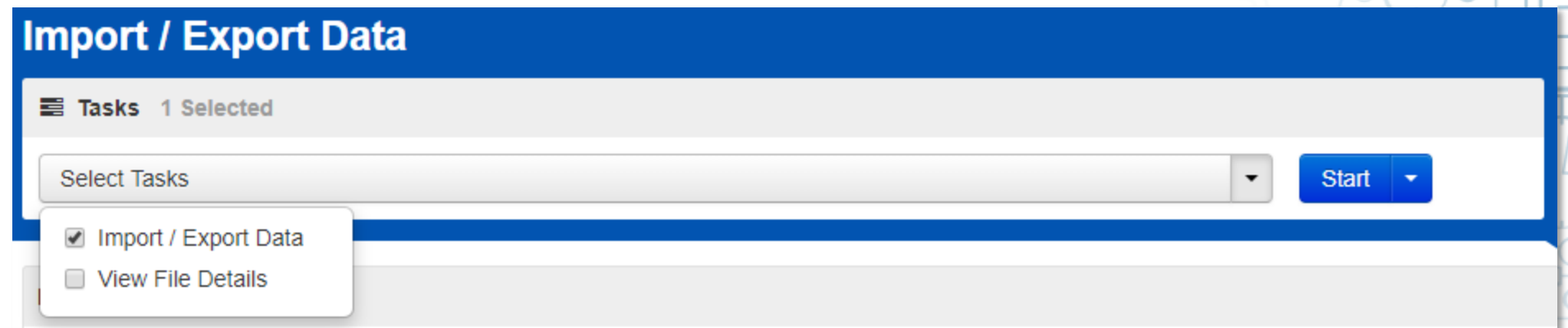
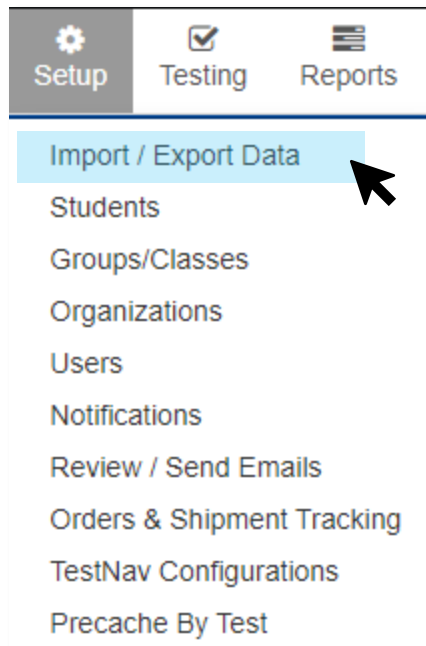


ACT ASPIRE TESTING PROCESS

2

STUDENT REGISTRATION IMPORT

- SETUP > IMPORT / EXPORT DATA



ACT ASPIRE TESTING PROCESS

2

STUDENT REGISTRATION IMPORT

Tasks for Importing and Exporting

Import / Export Data

Type*

- Organization Export
- Organization Import
- Organization Participation Export
- Organization Participation Import
- Registration Reporting Group Export
- Registration Reporting Group Import
- Student Registration Delete
- Student Registration Export**
- Student Registration Import
- Student Test Update Export
- Student Test Update Import
- User Export
- User Import
- User Reporting Group Export
- User Reporting Group Import

Tasks for Importing and Exporting

Import / Export Data

View File Details

FILES (1)

Student Registration Export 2019-07-11T14:03:35.171+0000.csv

DETAILS

Complete

File is ready for download

File Information

Type

Student Registration Export

Request Date

07/11/2019 09:03:35 AM

Total Records

Organization

SAMPLE SCHOOL 2 (SAMP-9992-9876)

User

[Download File](#) 

ACT ASPIRE TESTING PROCESS

2

STUDENT REGISTRATION IMPORT



Student Registration Import File Layout

2020-2021

Field Order	Title	Min. Length	Max. Length	Required?	Valid Values	Comments
-------------	-------	-------------	-------------	-----------	--------------	----------



ACT ASPIRE TESTING PROCESS

2

STUDENT REGISTRATION IMPORT

Tasks for Importing and Exporting

Import / Export Data

Type*

Student Registration Import ▼

☐ Don't auto-create Test Sessions for online testing

Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.

☐ Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File

Choose File No file chosen

Additional e-mails

Enter a valid e-mail address

☐ Ignore Error Threshold

Process Reset

ACT ASPIRE TESTING PROCESS

2

STUDENT REGISTRATION IMPORT

- SETUP > IMPORT / EXPORT DATA > START / ALL TASKS > STUDENT REGISTRATION IMPORT

Tasks for Importing and Exporting

[Import / Export Data](#) [View File Details](#)

FILES (1)

subjectalltest.csv

DETAILS

Pending

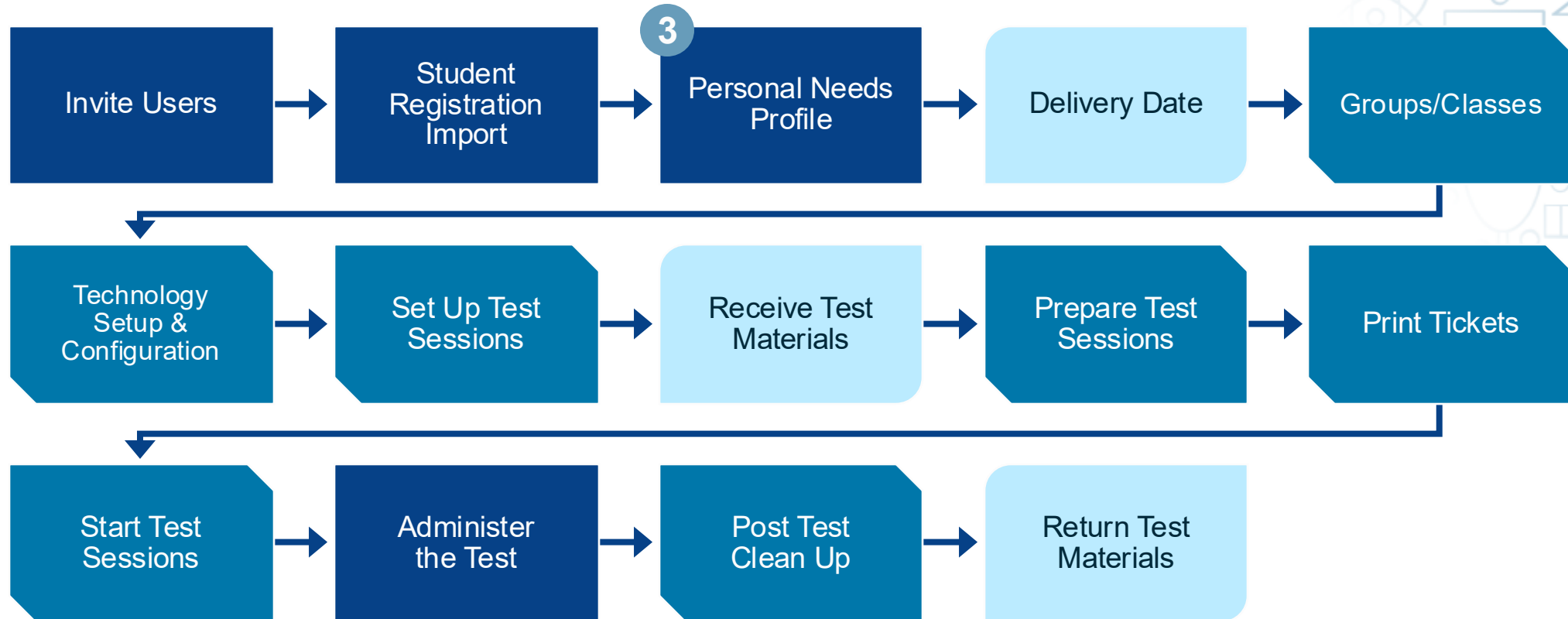
File is queued for processing.

File Information

Type	Student Registration Import	Organization	SAMPLE STATE (SAMP)
Name	subjectalltest.csv	User	
Request Date	07/11/2019 09:54:34 AM	Download File	
Total Records			

ACT ASPIRE TESTING PROCESS

3 PERSONAL NEEDS PROFILE

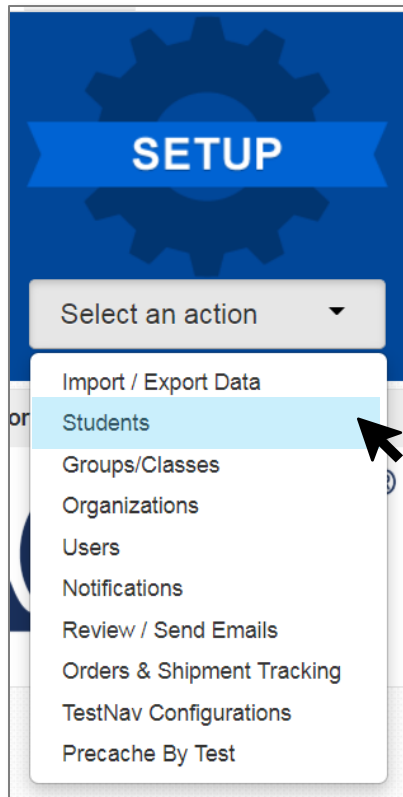


ACT ASPIRE TESTING PROCESS

3

PERSONAL NEEDS PROFILE – MANUAL ENTRY

- SETUP > STUDENTS



ACT ASPIRE TESTING PROCESS

3

PERSONAL NEEDS PROFILE – MANUAL ENTRY

- SETUP > STUDENTS

Start

All Tasks

Create / Edit Students

Registration

View Historical Student Data

Search

220 Results

☐	Student Identifier*	Last Name*
☒	02024091001 ⓘ	ZFOLNAMEBMM
☒	02024091002 ⓘ	ZFOLNAMEBMN
☒	02024091003 ⓘ	ZFOLNAMEBMO

ACT ASPIRE TESTING PROCESS

3

PERSONAL NEEDS PROFILE – MANUAL ENTRY

▪ REGISTRATIONS AND PNP

Tasks for Students

Registrations and PNP Manage Student Tests Manage Groups/Classes Manage Enrollments

STUDENTS (3)

- ✕ ZFOLNAMEBMM, ZFOFNAMEBMM M (02024091001)
- ✕ ZFOLNAMEBMN, ZFOFNAMEBMN N (02024091002)
- ✕ ZFOLNAMEBMO, ZFOFNAMEBMO O (02024091003)

SUMMATIVE SPRING 2024

ZFOLNAMEBMM, ZFOFNAMEBMM M (02024091001)

☒ Registered ⓘ

Actual Grade*

Grade 9

Demographics

☒ IEP	☒ Gifted	☒ Economically Disadvantaged
☒ Migrant	☒ Homeless	☒ In Foster Care
☒ Section 504	☒ Parent in Military	☒ Other Accomps Plan

ELL

Yes

ACT ASPIRE TESTING PROCESS

3

PERSONAL NEEDS PROFILE – MANUAL ENTRY

▪ REGISTRATIONS AND PNP

Accessibility Supports

Presentation Supports

- | | |
|---|--|
| ☐ English TTS Audio ⓘ | ☐ Word-to-Word Dictionary ⓘ |
| ☐ English TTS Audio + Orienting Description ⓘ | ☐ Cued Speech ⓘ |
| ☐ American Sign Language (ASL): Full Translation ⓘ | ☐ American Sign Language (ASL): Directions Only ⓘ |
| ☐ Signed Exact English (SEE): Full Translation ⓘ | ☐ Braille Contracted, Unified English (UEB) ⓘ |
| ☐ Human Reader, English ⓘ | ☐ Large Print |
| ☐ Signed Exact English (SEE): Directions Only ⓘ | |
| ☐ Human Reader, English + Orienting Description ⓘ | |

Interaction & Navigation Supports

- | | |
|---------------------------------|---|
| ☐ Abacus | ☐ Custom Masking |
|---------------------------------|---|

Response Supports

- | | |
|--|---|
| ☐ Keyboard, AAC + Local Print | ☐ Respond in Test Booklet or on Separate Paper |
| ☐ Electronic Spell Checker ⓘ | ☐ Dictate Responses ⓘ |

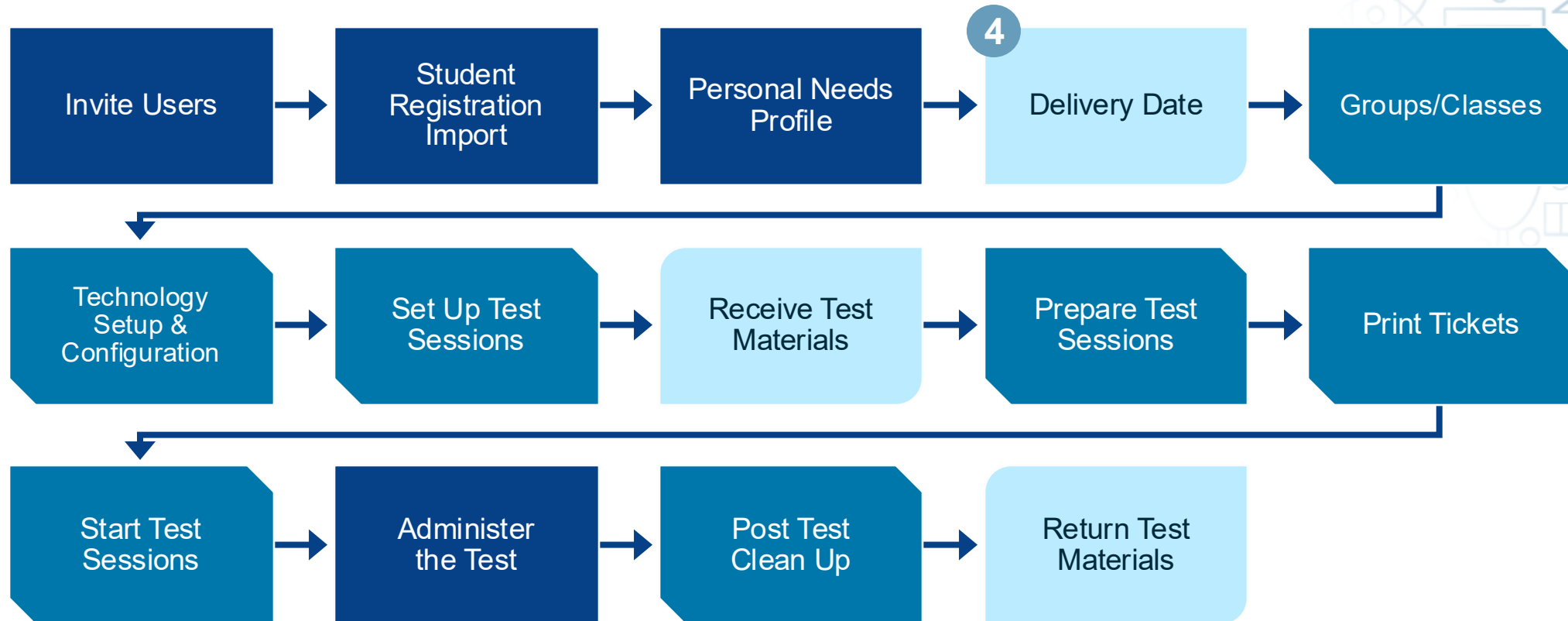
General Test Conditions (Settings and/or Timing Supports)

- | | |
|---|---|
| ☐ Audio Environment | ☐ Breaks - Supervised within Each Day |
| ☐ Visual Environment | ☐ Breaks: Securely Extend Session over Multiple Days |
| ☐ Location for movement | ☐ Special Seating / Grouping |
| ☐ Physical / Motor Equipment | ☐ Home Administration |
| Extra Time
<input type="text" value=""/> | ☐ Individual Administration |
| | ☐ Other Setting |

ACT ASPIRE TESTING PROCESS

4

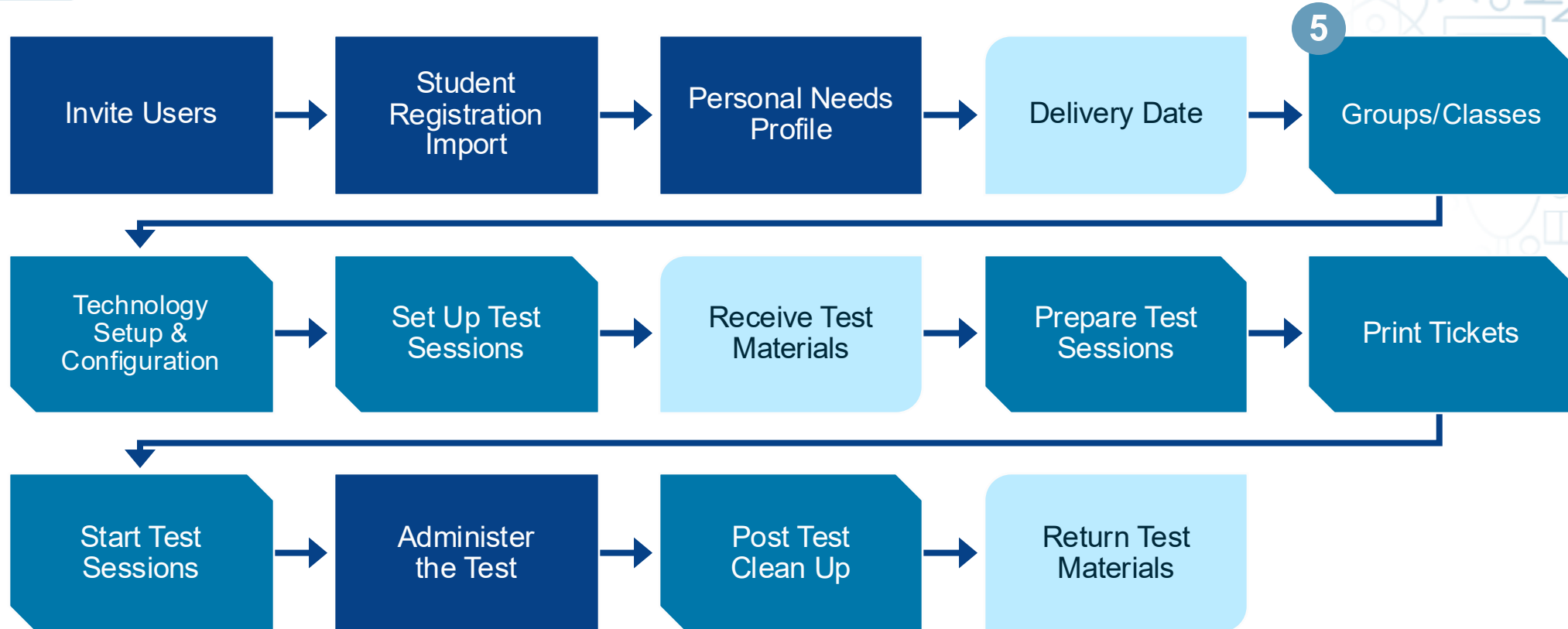
DELIVERY DATE – PAPER TESTING ONLY



ACT ASPIRE TESTING PROCESS

5

SET UP GROUPS/CLASSES



ACT ASPIRE TESTING PROCESS

5

CREATE GROUPS/CLASSES

- SETUP > GROUPS / CLASSES

The screenshot displays the ACT Aspire Setup interface. On the left, a sidebar menu under 'SETUP' lists various configuration options: Import / Export Data, Students, Groups/Classes (highlighted), Organizations, Users, Notifications, Review / Send Email, Orders & Shipment Tracking, TestNav Configurations, and Precache By Test. The main content area is titled 'Groups/Classes' and includes a 'Tasks' section with a 'Start' button. Below this is a 'Find Groups/Classes' section with a search bar and a 'Search' button. A 'Filters' section for 'Organizations' is also present. A dropdown menu is open, showing options: 'All Tasks', 'Create / Edit Groups/Classes' (highlighted with a mouse cursor), 'Add / Remove Student Tests in Groups/Classes', and 'Delete Groups/Classes'. At the bottom, a table displays '4 Results' with columns for 'Name', 'Organization', and '# of Student Tests'.

	Name	Organization	# of Student Tests
☒	5TH PERIOD	SAMPLE SCHOOL (SAMP-9992-0)	1
☐	HORACE	SAMPLE SCHOOL (SAMP-9992-0)	1
☐	PEG	SAMPLE SCHOOL (SAMP-9992-0)	4
☐	SMITH	SAMPLE SCHOOL (SAMP-9992-0)	8

ACT ASPIRE TESTING PROCESS

5

CREATE GROUPS/CLASSES

- SETUP > GROUPS / CLASSES

Groups/Classes

Tasks 0 Selected

Select Tasks [dropdown] Start [button] Manage [button]

Find Groups/Classes

Group Name starts with [input] Search [button]

Filters

Organizations [input]

Clear Hide

4 Results

☐	Name	Organization
☒	5TH PERIOD	SAMPLE SCHOOL (SAMP-9992-0)
☐	HORACE	SAMPLE SCHOOL (SAMP-9992-0)
☐	PEG	SAMPLE SCHOOL (SAMP-9992-0)
☐	SMITH	SAMPLE SCHOOL (SAMP-9992-0)

DETAILS

New Class/Group

Organization*

Select [dropdown]

Name*

[input]

Description

[input]

* Required

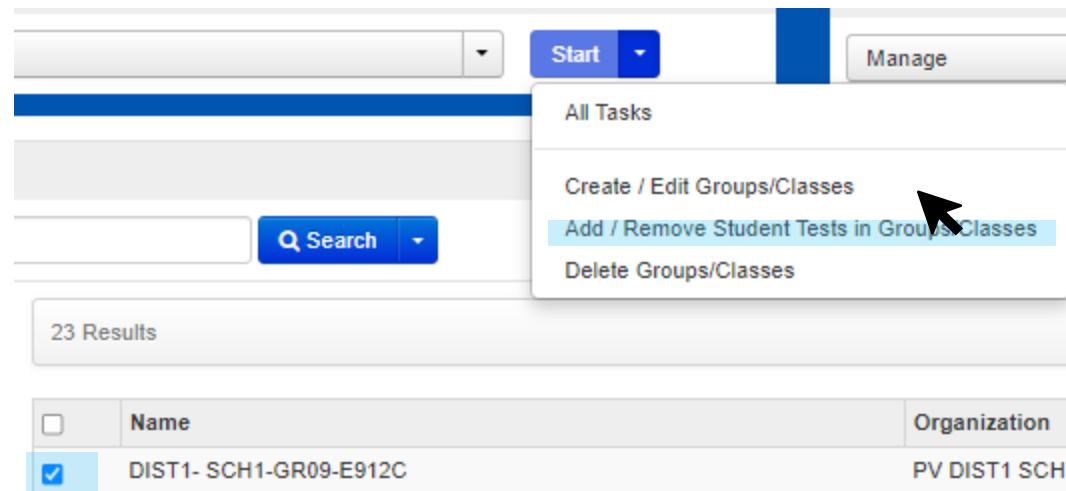
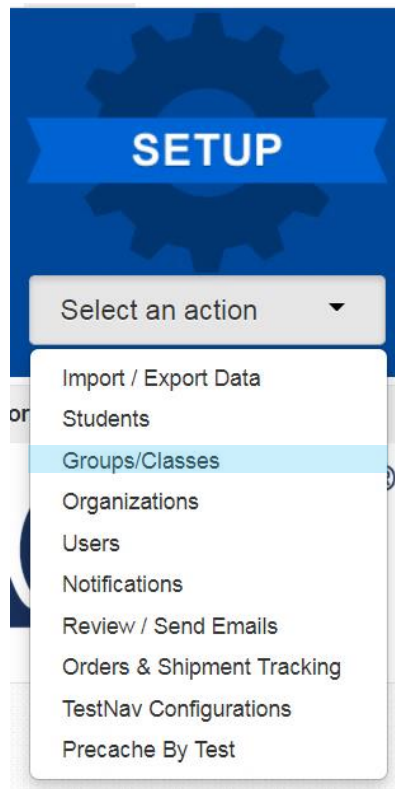
Create [button] Reset [button]

ACT ASPIRE TESTING PROCESS

5

GROUPS – ADD BY GROUPS/CLASSES

- SETUP > GROUPS/CLASSES



ACT ASPIRE TESTING PROCESS

5

GROUPS – ADD BY GROUPS/CLASSES

- SETUP > STUDENTS > START > ADD / REMOVE STUDENT TESTS IN GROUPS/CLASSES

DETAILS

DIST1- SCH1-GR09-E912C

Add Student Tests

Find by name or ID within PV DIST1 SCH1

✕ ZFOLNAMEBMM, ZFOFNAMEBMM (02024091001)

☒ Test
ZFOLNAMEBMM, ZFOFNAMEBMM M (02024091001)
☒ EHS 9 English
☐ EHS 9 Mathematics
☐ EHS 9 Reading
☐ EHS 9 Science
☐ EHS 9 Writing

ACT ASPIRE TESTING PROCESS

5

GROUPS – ADD BY STUDENT

■ SETUP > STUDENTS



Students

Tasks 0 Selected

Select Tasks

Start

Students 0 Selected Clear

Manage

Find Students Registered to Summative Spring 2024

Last Name or Student Identifier starts with

Search

Filters

Clear Hide

☐ Across All Organizations

Student Identifier

Starts with

State Student ID

Starts with

[Toggle secondary filters](#)

Actual Grade

Select one or more

First Name

Starts with

Middle Initial

Starts with

Date of Birth

Starts with

220 Results

Displaying 25 Manage Columns

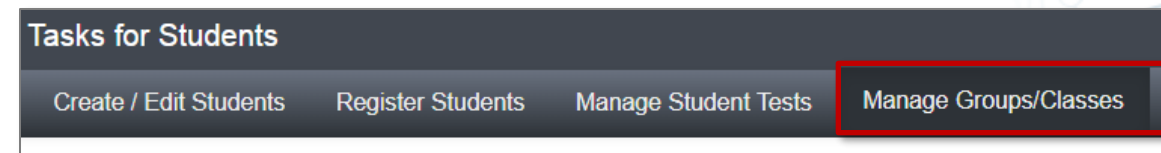
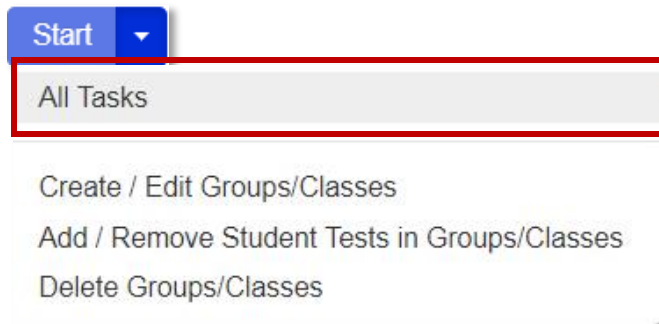
☐	Student Identifier*	Last Name*	First Name*	Middle Initial	Actual Grade
☐	02024091001 ⓘ	ZFOLNAMEBMM	ZFOFNAMEBMM	M	Grade 9
☐	02024091002 ⓘ	ZFOLNAMEBMN	ZFOFNAMEBMN	N	Grade 9
☐	02024091003 ⓘ	ZFOLNAMEBMO	ZFOFNAMEBMO	O	Grade 9
☐	02024091004 ⓘ	ZFOLNAMEBMP	ZFOFNAMEBMP	P	Grade 9
☐	02024091005 ⓘ	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	Grade 9
☐	02024091006 ⓘ	ZFOLNAMEBMR	ZFOFNAMEBMR	R	Grade 9
☐	02024091007 ⓘ	ZFOLNAMEBMS	ZFOFNAMEBMS	S	Grade 9
☐	02024091008 ⓘ	ZFOLNAMEBMT	ZFOFNAMEBMT	T	Grade 9
☐	02024091009 ⓘ	ZFOLNAMEBMU	ZFOFNAMEBMU	U	Grade 9
☐	02024091010 ⓘ	ZFOLNAMEBMV	ZFOFNAMEBMV	V	Grade 9
☐	02024091011 ⓘ	ZFOLNAMEBMW	ZFOFNAMEBMW	W	Grade 9
☐	02024091012 ⓘ	ZFOLNAMEBMX	ZFOFNAMEBMX	X	Grade 9
☐	02024091013 ⓘ	ZFOLNAMEBMY	ZFOFNAMEBMY	Y	Grade 9
☐	02024091014 ⓘ	ZFOLNAMEBMZ	ZFOFNAMEBMZ	Z	Grade 9

ACT ASPIRE TESTING PROCESS

5

GROUPS – ADD BY STUDENT

- SETUP > STUDENTS



ACT ASPIRE TESTING PROCESS

5

GROUPS – ADD BY STUDENT

- SETUP > STUDENTS > START > ALL TASKS

Manage Groups/Classes

Tests

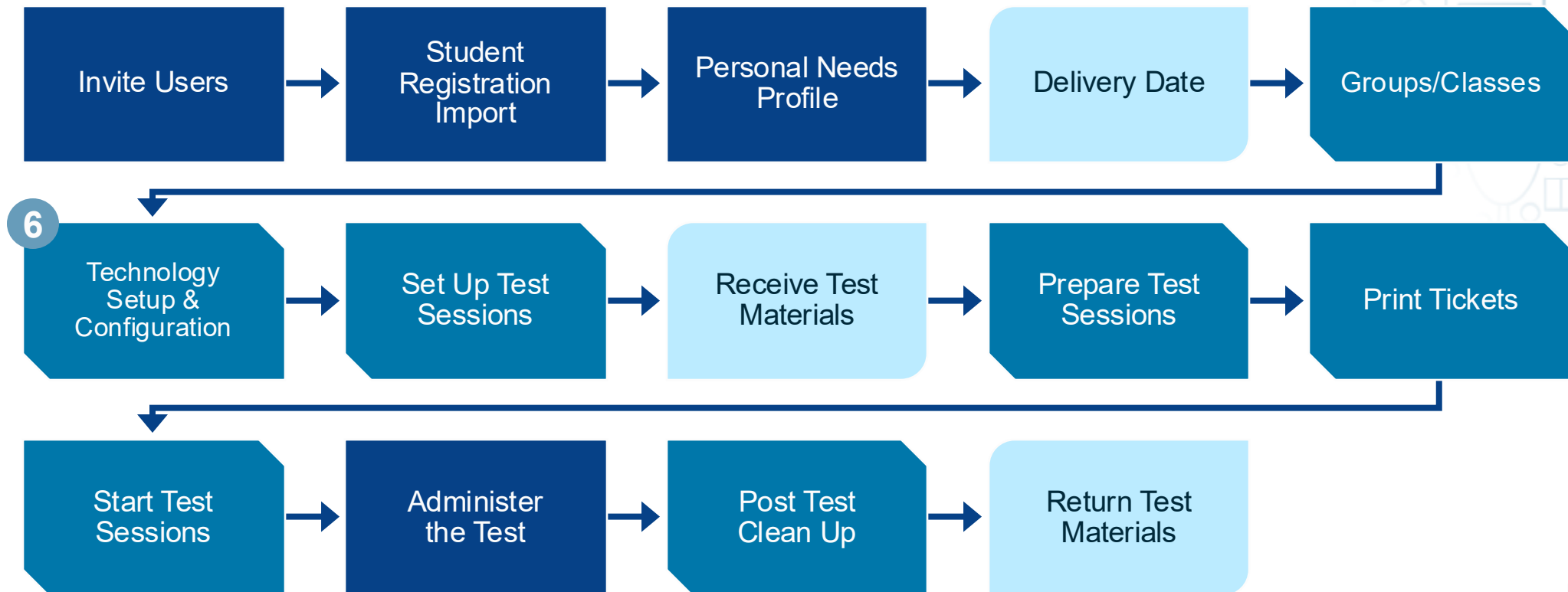
☐ EHS 9 English ☐ EHS 9 Mathematics ☐ EHS 9 Reading ☐ EHS 9 Science ☐ EHS 9 Writing

☐ Test	Group/Class
ZFOLNAMEBMM, ZFOFNAMEBMM M (02024091001)	
☐ EHS 9 English	DIST1- SCH1-GR09-E... x v
☐ EHS 9 Mathematics	DIST1- SCH1-GR09-M... x v
☐ EHS 9 Reading	DIST1- SCH1-GR09-R... x v
☐ EHS 9 Science	DIST1- SCH1-GR09-S... x v
☐ EHS 9 Writing	DIST1- SCH1-GR09-... x v

ACT ASPIRE TESTING PROCESS

6

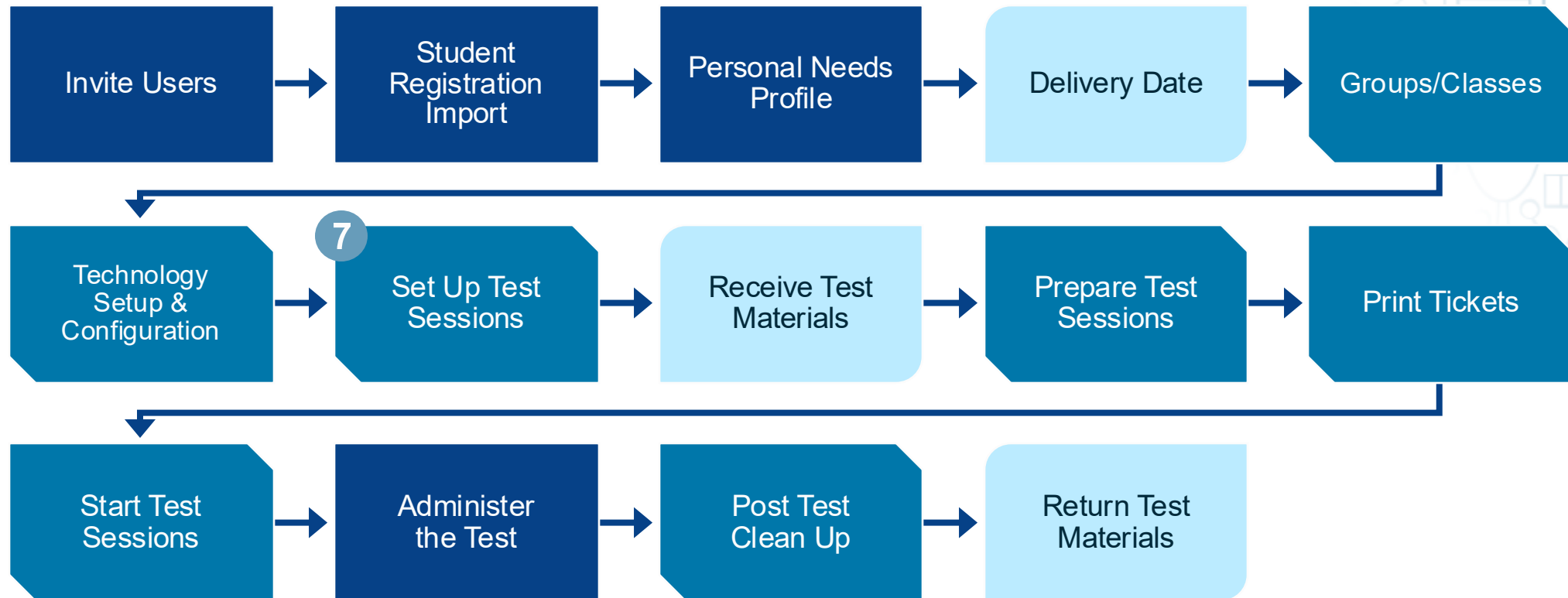
TECHNOLOGY SETUP & CONFIGURATION



ACT ASPIRE TESTING PROCESS

7

SETUP TEST SESSIONS

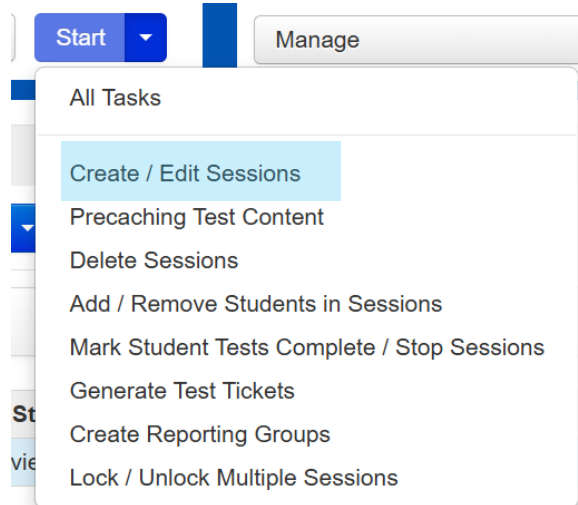
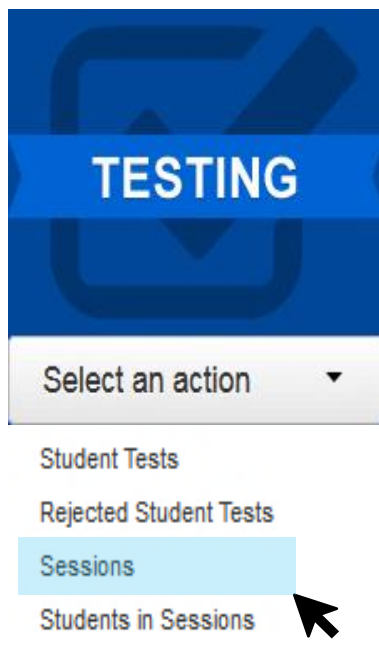


ACT ASPIRE TESTING PROCESS

7

SETUP TEST SESSIONS – INDIVIDUALLY

■ TESTING > SESSION



DETAILS

New Session

Session Name*
PEG'S TEST SESSION

Organization*
SAMPLE SCHOOL (SA... x v)

Test & Form

Test Assigned*
Grade EH Reading x v

☐ Proctor Reads Aloud

Form Group Type*
Main x v

Scheduling

Scheduled Start Date*
06/02/2019

Scheduled Start Time
01:00 AM CDT

Lab Location

Precaching Computer*
Add

A pre-caching computer is required when there is one or more available.

Find by Group v

- 5TH PERIOD - SAMPLE SCHOOL (SAMP-9992-0)
- * R HORACE - SAMPLE SCHOOL (SAMP-9992-0)
- PEG - SAMPLE SCHOOL (SAMP-9992-0)
- SMITH - SAMPLE SCHOOL (SAMP-9992-0)

ACT ASPIRE TESTING PROCESS

7

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

7

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)

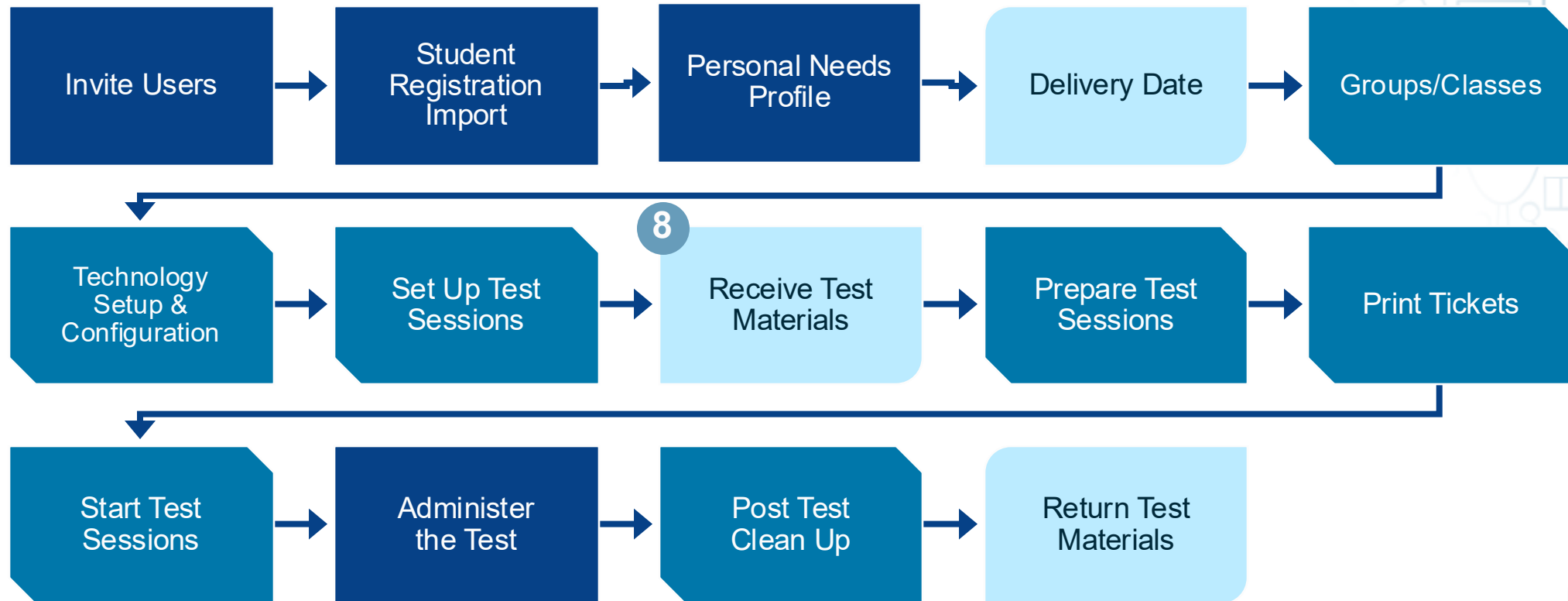
PEG'S TEST SESSION - SAMPLE SCHOOL (SAMP-9992-0)

Close

ACT ASPIRE TESTING PROCESS

8

RECEIVE TEST MATERIALS



ACT ASPIRE TESTING PROCESS

8

RECEIVE TEST MATERIALS



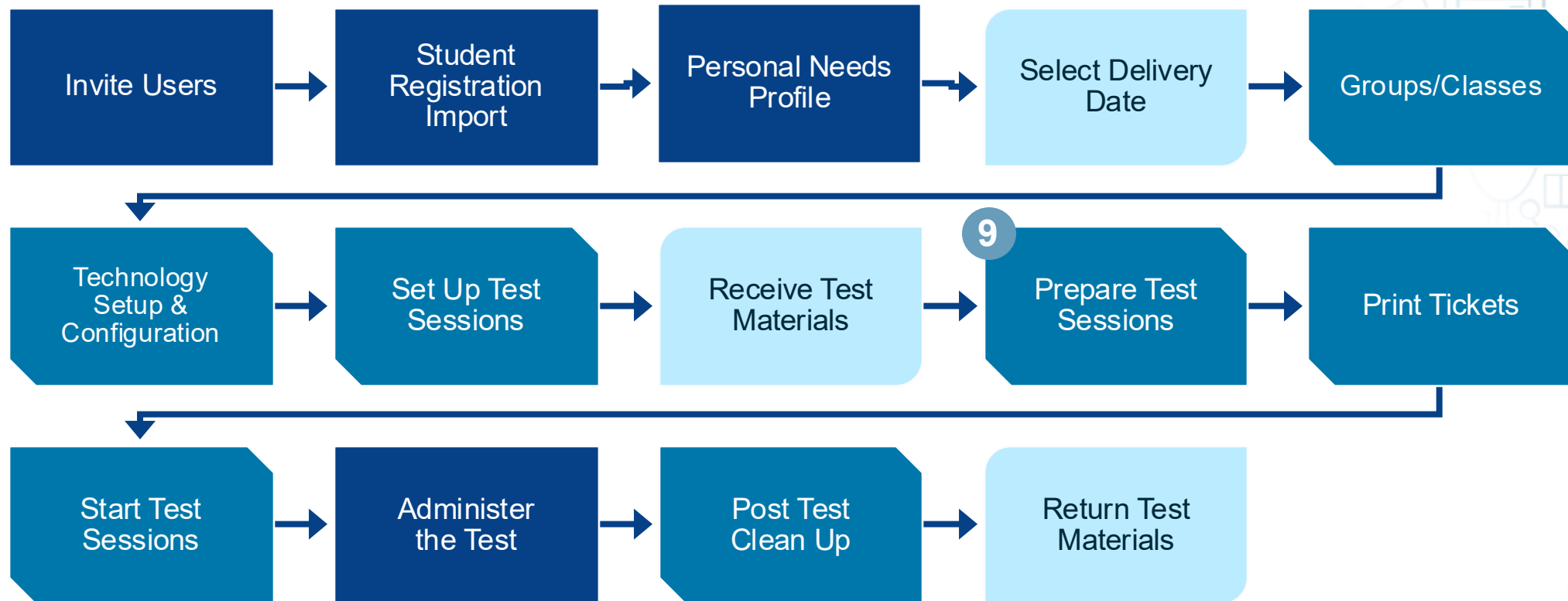
PREPARE TEST MATERIALS

ACT[®] Aspire[®]



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 <i>i</i>	☐ Not Prepared	04/01/2024	EHS 9 English
☒	GRADE 9 MATH <i>i</i>	☐ Not Prepared	04/01/2024	EHS 9 Mathematics
☒	GRADE 9 READING <i>i</i>	☐ Not Prepared	04/01/2024	EHS 9 Reading
☒	GRADE 9 SCIENCE <i>i</i>	☐ Not Prepared	04/01/2024	EHS 9 Science
☒	GRADE 9 WRITING <i>i</i>	☐ 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 ×

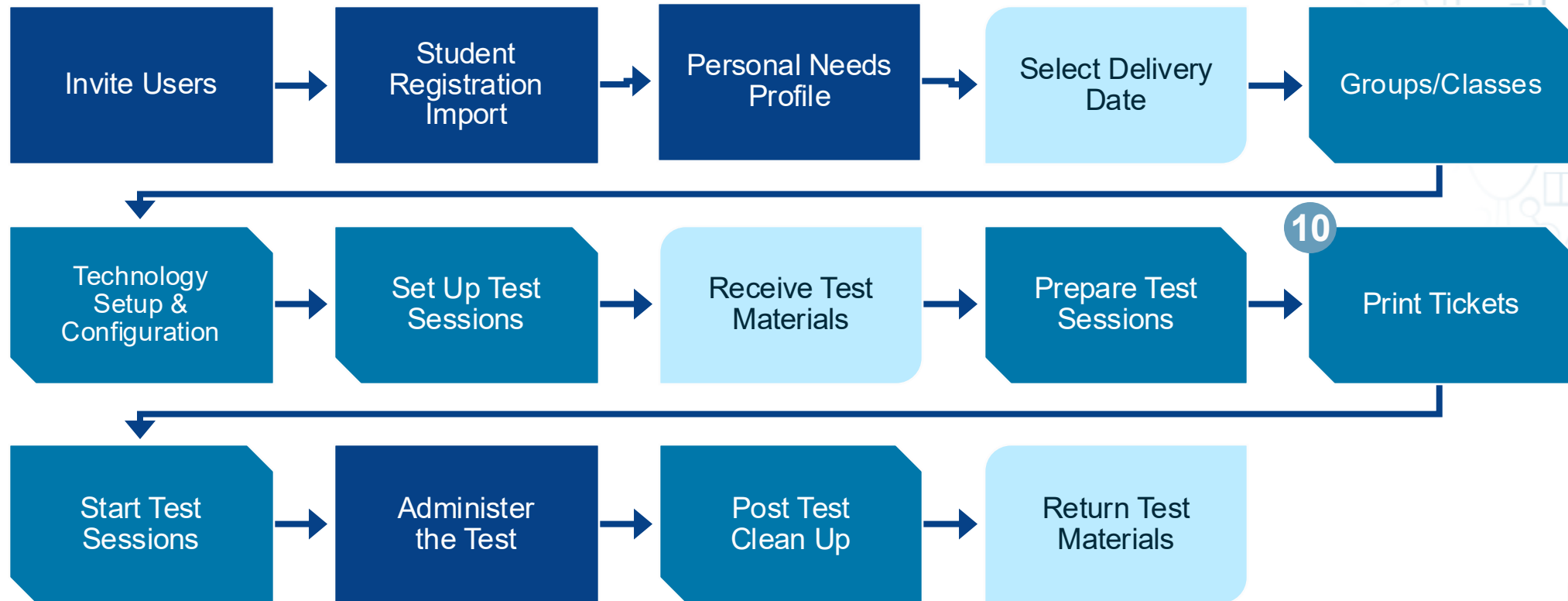
5 Sessions | [Clear](#)

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

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

Tasks 0 Selected **Sessions** 5 Selected

Select Tasks Start Manage

Find Sessions

Name starts with Search

5 Results [Show Filters](#)

☒	Session	Session Status	Scheduled Start Date	
☒	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

- All Tasks
- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- Add / Remove Students in Sessions
- Generate Test Tickets**
- Create Reporting Groups
- Lock / Unlock Multiple Sessions

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

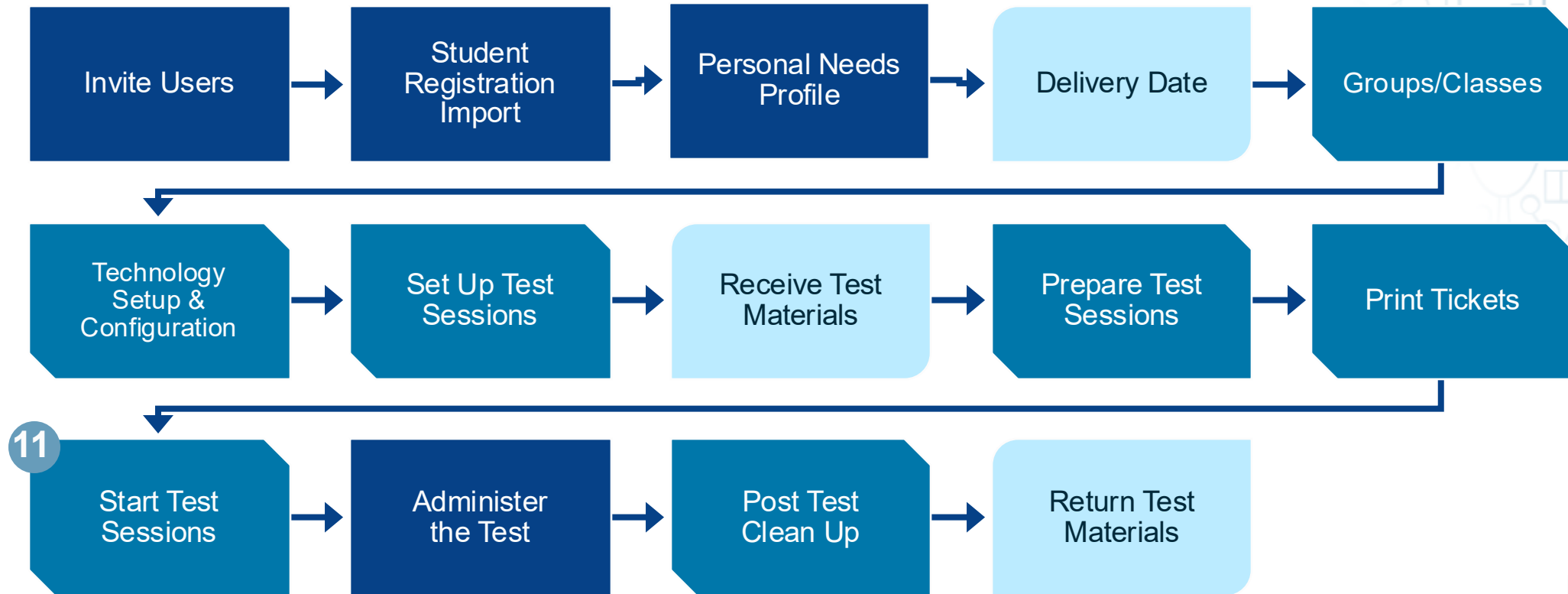
You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

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

Name starts with

Q Search ▾

Filters

Clear Hide

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

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 0 Selected" section with a "Select Tasks" dropdown and a "Start" button. At the bottom of the main area is a status bar showing a "Ready" indicator, a green "Start Session" button, and a blue "Refresh" button. A speaker icon is visible 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 box is labeled 'In Progress' with a green dot. Inside this box, there is a section titled 'PEG'S TEST SESSION (6 Student Tests)' which includes a progress bar and a lock icon. A blue square with a white circular arrow icon and a mouse cursor is positioned over the lock icon, indicating the action to unlock the session. To the right of the session list are two buttons: a grey 'Stop Session' button and a blue 'Refresh' button with a circular arrow icon. Further right is a 'Student Test Status Key' legend with the following items:

- Ready (grey square)
- Resumed, Resumed Upload (orange square)
- Active (green square)
- Exited (red square)
- Completed, Marked Complete (blue square)

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

ACT ASPIRE TESTING PROCESS

11 UNLOCK TEST SESSIONS

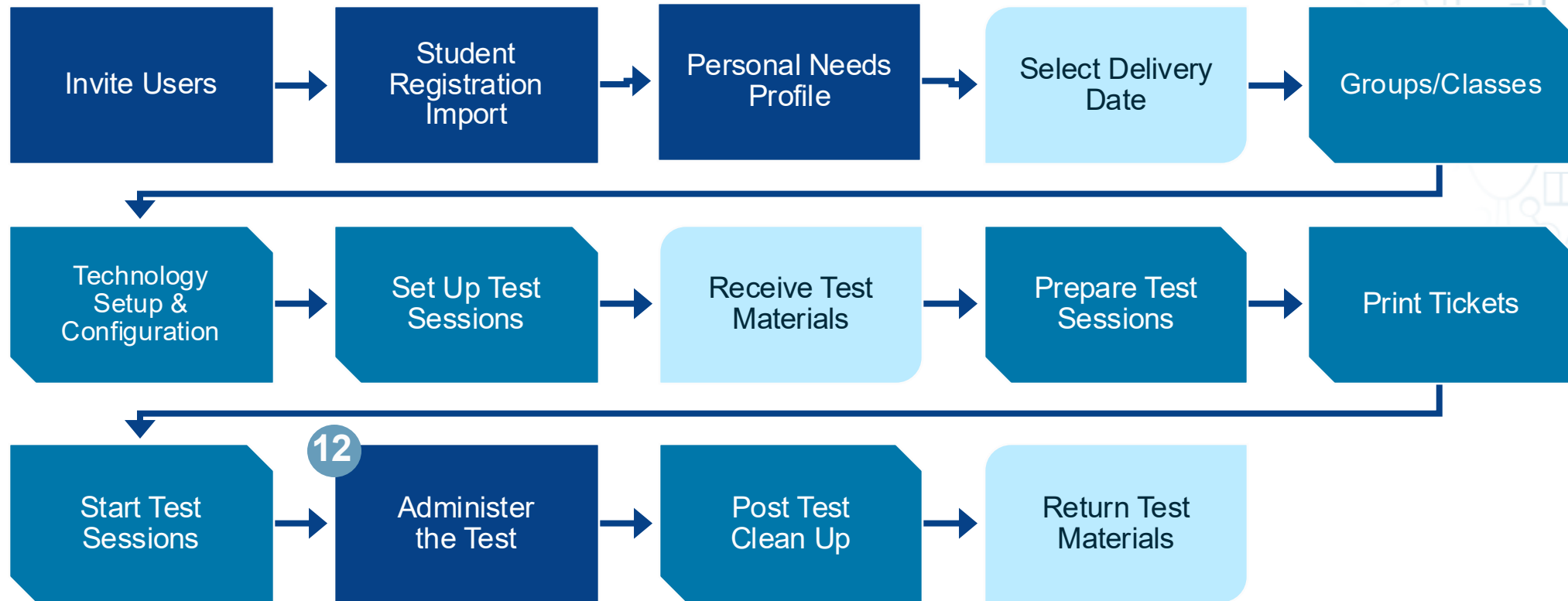
The screenshot displays the ACT Aspire testing interface. At the top, a grey bar shows a 'Ready' status with a grey dot. To the right are two buttons: a green 'Start Session' button and a blue 'Refresh' button with a circular arrow icon. Below this, a larger grey bar shows an 'In Progress' status with 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)' with a grey progress bar below it. To the right of the title is a lock icon, a slider with a blue circle, and an unlock icon. A mouse cursor is pointing at the blue circle. To the right of the main area is a 'Student Test Status Key' table.

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.

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST



ACT ASPIRE TESTING PROCESS

12 ROOM SUPERVISOR'S ROLE

Seating Arrangement Examples

Acceptable

Seating Arrangement Examples

"min." = minimum "ft." = feet

↔ indicates distance between examinees

Side-to-side distances are measured from shoulder-to-shoulder

Front-to-back distances are measured from head-to-head



Side View

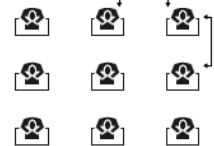


Overhead View

Examinee Spacing

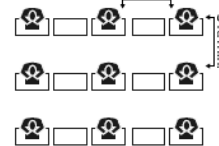
Level Seating with Movable Desks

3 ft. min. plus room to circulate



Level Seating with Stationary Desks

3 ft. min.

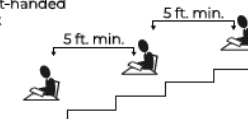


Left handed Examinees



Left-handed Examinees at Right-handed Desks

Extra Right-handed Desk



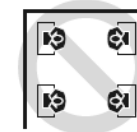
Multiple-level Seating

Unacceptable

Seating Arrangement Examples



Examinees Facing the Wall or Each Other



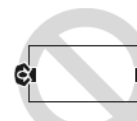
Desk Surface Too Small



Dividers, Study Carrels, and Partitions



Examinees Too Close Together/Inadequate Aisle Space



ACT ASPIRE TESTING PROCESS

12 ROOM SUPERVISOR'S ROLE

VERBAL INSTRUCTIONS

Introductory Steps

Study these instructions before test day. On the test day, follow the instructions for the subject test being administered in your room. ACT Aspire test subjects may be administered in any order and may be administered in a single day, but this is not required. A test session must be completed on the day it is started.

During the test, do the following

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

START

5 minutes remaining

STOP

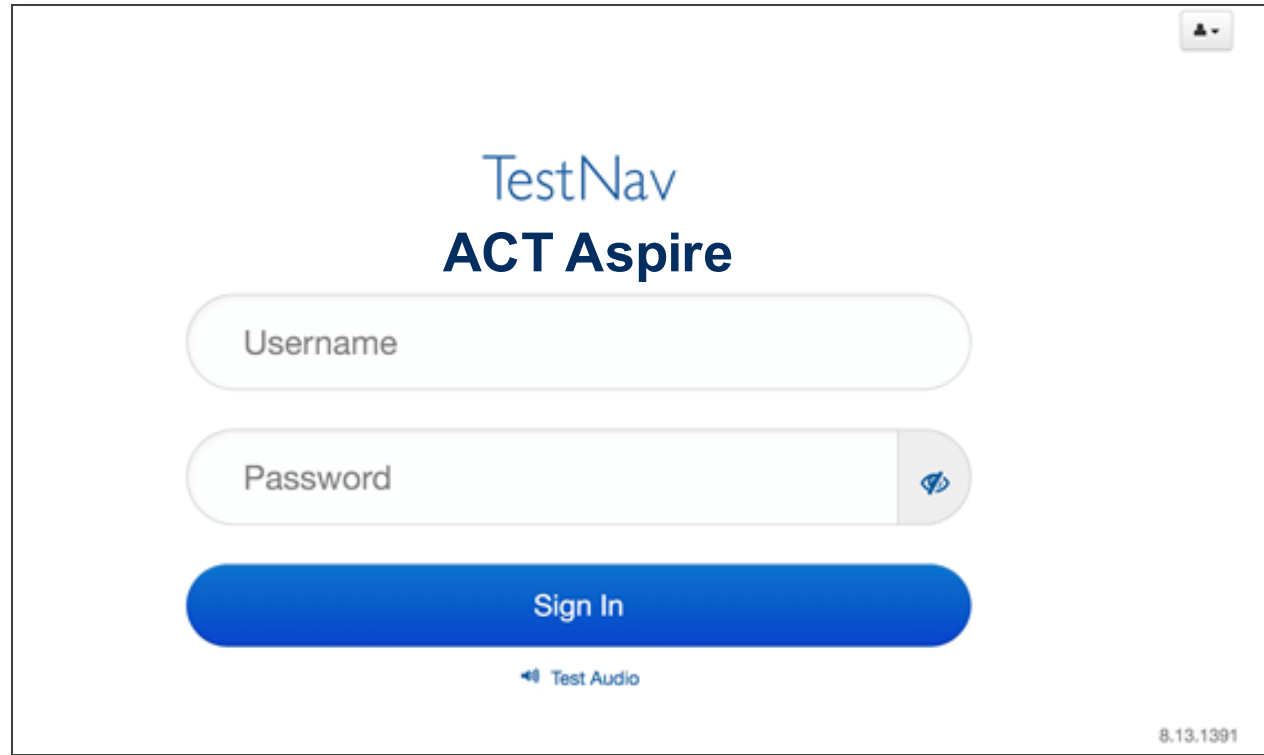
- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

ACT ASPIRE TESTING PROCESS

12

ADMINISTER THE TEST ONLINE

- STUDENT LOGIN



The screenshot shows the TestNav ACT Aspire login page. At the top center, the text "TestNav" is in a light blue font, and "ACT Aspire" is in a bold dark blue font. Below this are two input fields: "Username" and "Password". The "Password" field has a small eye icon on its right side to toggle visibility. A large blue "Sign In" button is positioned below the password field. At the bottom center, there is a small speaker icon followed by the text "Test Audio". In the bottom right corner, the version number "8.13.1391" is displayed. The entire interface is enclosed in a thin black border.

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	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
☐	02024091005 ⓘ	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
☐	02024091006 ⓘ	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● 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)	Active ▾	Main



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	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	 Completed	Main
☐	02024091005 	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	 Completed	Main
☐	02024091006 	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● 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)	 Active 	Main

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	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	 Completed	Main
☐	02024091005 	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	 Completed	Main
☐	02024091006 	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● 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)	 Active 	Main

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	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
☐	02024091005 ⓘ	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
☐	02024091006 ⓘ	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● 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)	Active ▾	Main

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	8418853077	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
☐	02024091005	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
☐	02024091006	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	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)	Active	Main

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	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
☒	02024091005 ⓘ	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
☒	02024091006 ⓘ	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● 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

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

- STUDENT TEST MANAGEMENT

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

Tasks 0 Selected

Select Tasks

Start

- All Tasks
- Student Test Statuses
- Students
- Student Tests

Student	Session ID	Session Name	Session Type	Session ID	Session Name	Status
02024091008	ZFOLNAMEBMT	ZFOFNAMEBMT	T	0204312641	GRADE 9 ENGLISH (EHS 9 English)	Exited
02024091009	ZFOLNAMEBMU	ZFOFNAMEBMU	U	4661177281	GRADE 9 ENGLISH (EHS 9 English)	Exited

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

▪ RESUME AN EXITED TEST

STUDENTS IN SESSIONS (5)

☐ STUDENT NAME (CODE)

☒ ZFOLNAMEBMO, ZFOFNAMEBMO O (02024091003) ⓘ

☒ ZFOLNAMEBMQ, ZFOFNAMEBMQ Q (02024091005) ⓘ

☒ ZFOLNAMEBMR, ZFOFNAMEBMR R (02024091006) ⓘ

☒ ZFOLNAMEBMT, ZFOFNAMEBMT T (02024091008) ⓘ

☒ ZFOLNAMEBMU, ZFOFNAMEBMU U (02024091009) ⓘ

Tasks for Students in Sessions

Mark Student Tests Complete

Resume Student Tests

Undo Student Test Submissions

Success

Changes saved

×

Resume Student Tests

Resume

Reset

STUDENTS IN SESSIONS (5)

☐ STUDENT NAME (CODE)

SESSION (STUDENT TEST)

STUDENT TEST STATUS

☒ ZFOLNAMEBMO, ZFOFNAMEBMO O (02024091003) ⓘ

● GRADE 9 ENGLISH (EHS 9 English)

Completed

☒ ZFOLNAMEBMQ, ZFOFNAMEBMQ Q (02024091005) ⓘ

● GRADE 9 ENGLISH (EHS 9 English)

Completed

☒ ZFOLNAMEBMR, ZFOFNAMEBMR R (02024091006) ⓘ

● GRADE 9 ENGLISH (EHS 9 English)

Ready

☐ ZFOLNAMEBMT, ZFOFNAMEBMT T (02024091008) ⓘ

● GRADE 9 ENGLISH (EHS 9 English)

Resumed

☐ ZFOLNAMEBMU, ZFOFNAMEBMU U (02024091009) ⓘ

● GRADE 9 ENGLISH (EHS 9 English)

Resumed

This action is not reversible.

* Required

Resume

Reset

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

- STOP A TEST SESSION

The screenshot displays the ACT Aspire testing interface for 'GRADE 9 ENGLISH'. At the top, there are links for 'Resources', 'Details', and 'Edit'. Below this, a green dot indicates the session is 'In Progress'. A red box highlights the 'Stop Session' button, which is located next to a 'Refresh' button. Below the buttons, there is a section for 'EHS 9 English (5 Student Tests)' with a 'Monitor Test' link and a progress bar showing '5'. To the right, a 'Student Test Status Key' legend lists various statuses with corresponding color-coded squares: Ready (grey), Resumed, Resumed Upload (orange), Active (green), Exited (red), Completed, Marked Complete (blue), and a speaker icon at the bottom right.

GRADE 9 ENGLISH

[Resources](#) [Details](#) [Edit](#)

● In Progress

Stop Session **Refresh**

EHS 9 English (5 Student Tests) [Monitor Test](#)

5

Student Test Status Key

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

ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

- STOP A TEST SESSION

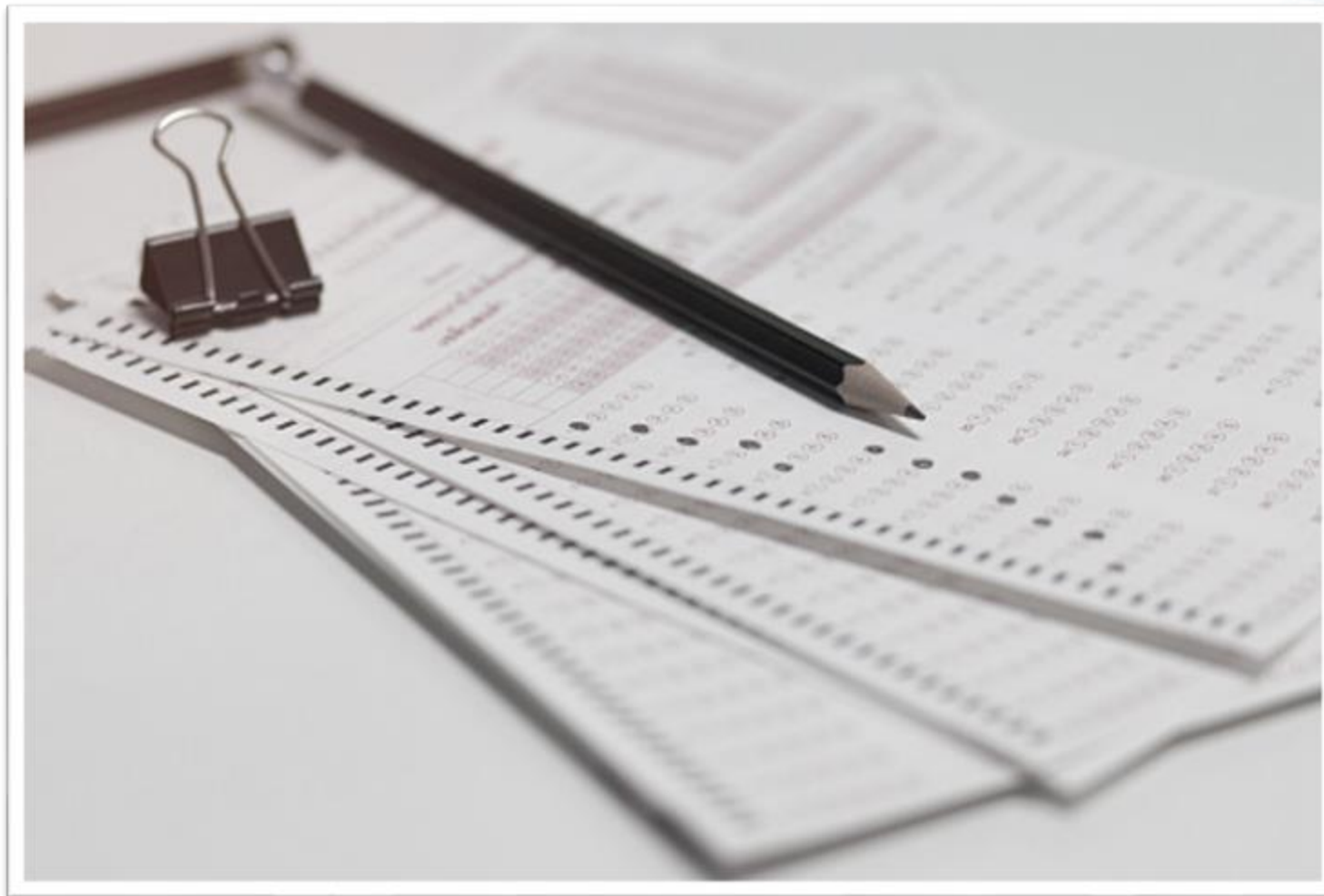
The screenshot displays the ACT Aspire testing interface for a Grade 9 English session. At the top, it says "GRADE 9 ENGLISH" with links for "Resources", "Details", and "Edit". Below this, the session status is "Stopped" with a red dot icon. To the right are "Restart Session" and "Refresh" buttons. A progress bar shows "EHS 9 English (5 Student Tests)" with a "Monitor Test" link and a lock icon. The progress bar is filled with blue and has the number "5" in the center. On the right side, there is a "Student Test Status Key" legend with the following items:

- Ready (grey square)
- Resumed, Resumed Upload (orange square)
- Active (green square)
- Exited (red square)
- Completed, Marked Complete (blue square)

A speaker icon is visible in the bottom right corner of the interface.

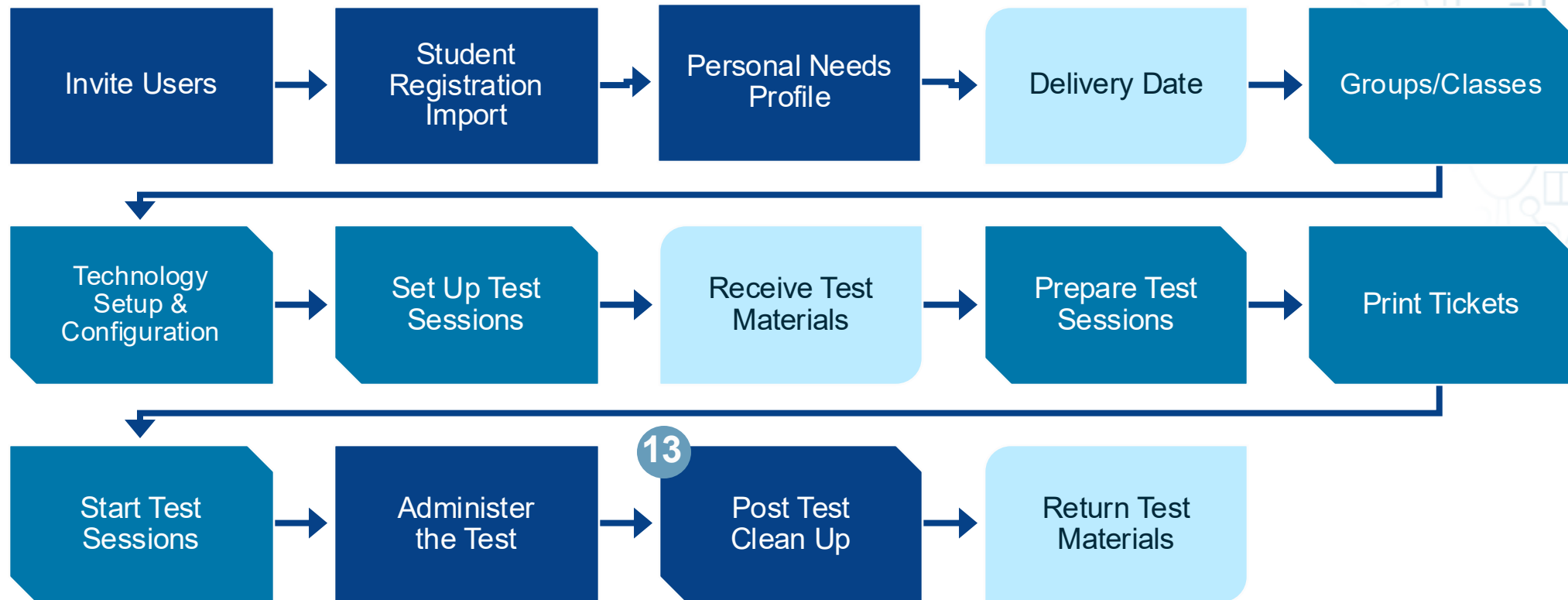
ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ON PAPER



ACT ASPIRE TESTING PROCESS

13 POST TEST CLEAN UP



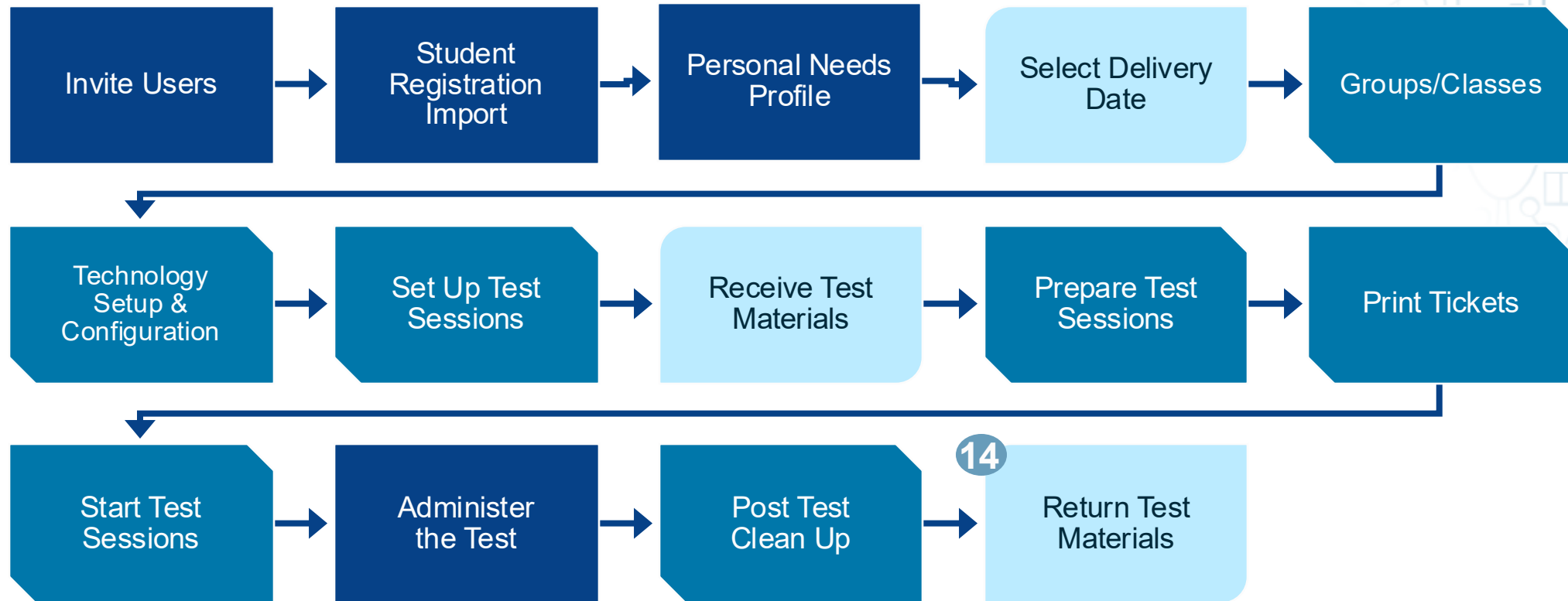
ACT ASPIRE TESTING PROCESS

13 POST TEST CLEAN UP

- Record irregularities in PearsonAccess^{next}
- Test irregularities should be reported as soon as possible, ideally within 24 hours of the incident
- Follow instructions in the Room Supervisor Manual and the Test Coordinator Manual

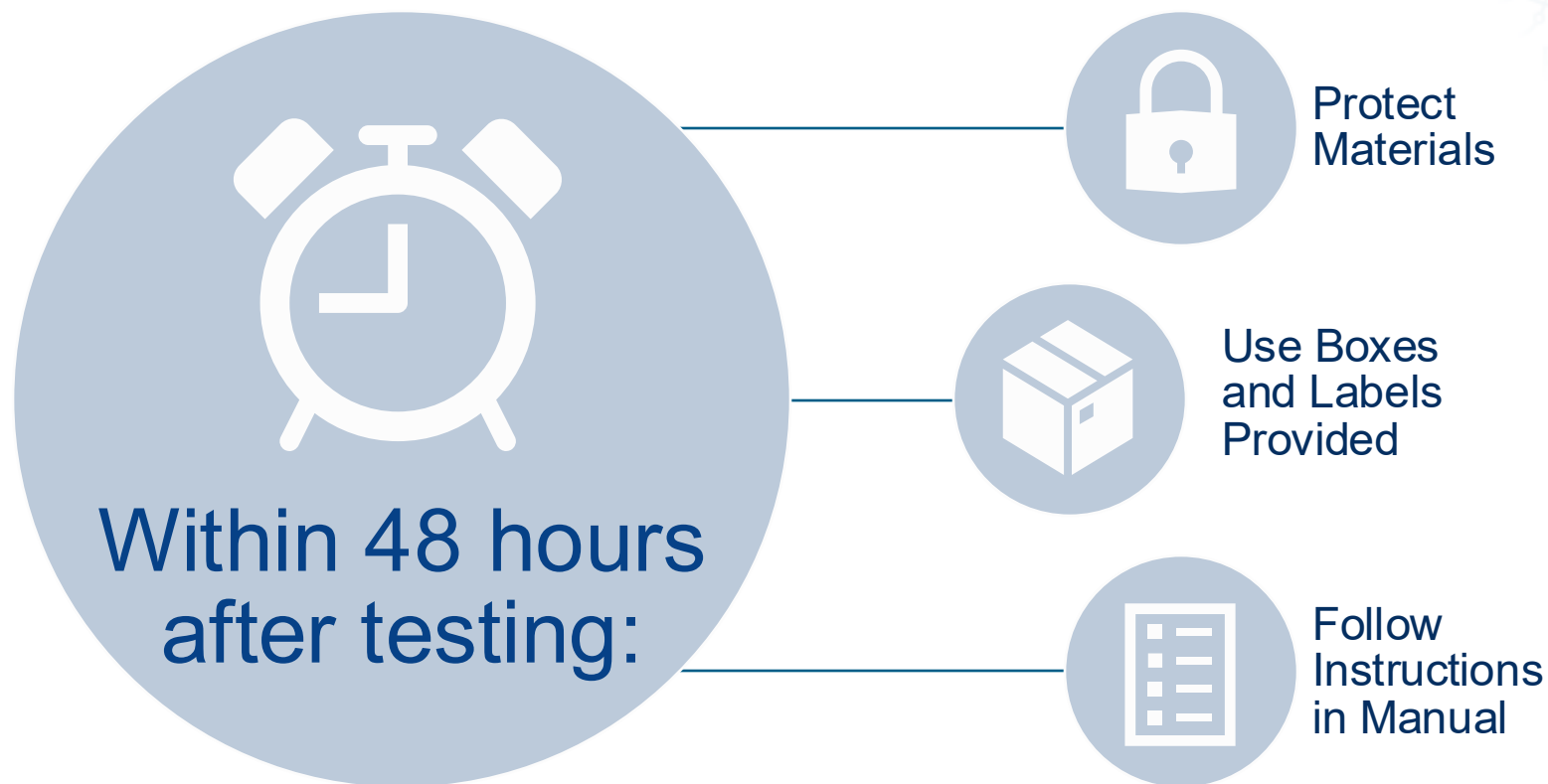
ACT ASPIRE TESTING PROCESS

14 RETURN TEST MATERIALS



ACT ASPIRE TESTING PROCESS

14 RETURN TEST MATERIALS



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

