

The logo for ACT Aspire, featuring the word "ACT" in a bold, dark blue serif font with a red swoosh under the "A", and the word "Aspire" in a red sans-serif font. The logo is set against a white oval background.

ACT[®] **Aspire**[®]

ACT[®] ASPIRE[®]

Test Administration Training



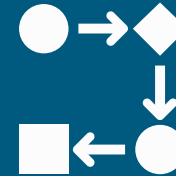
AGENDA



Accessing and
Navigating



Resources



ACT Aspire
Testing Process

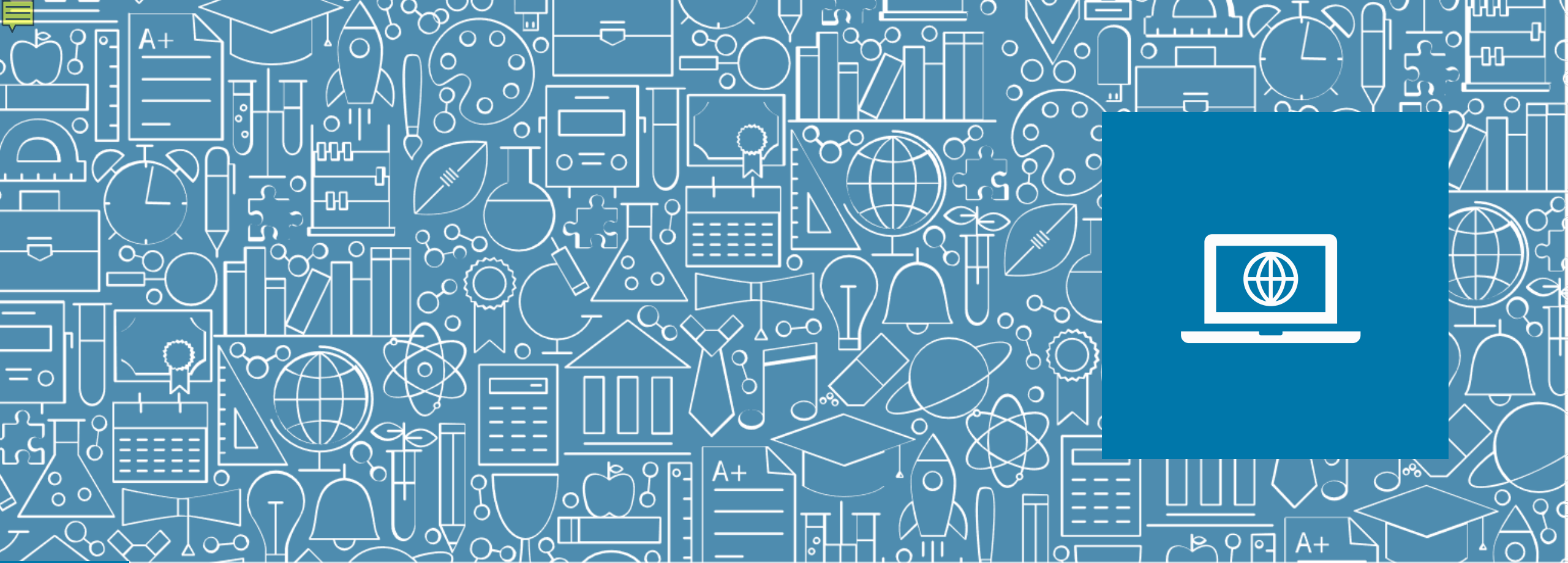


Paper Testing
Process



Online Testing
Process





PEARSONACCESS^{NEXT}



ACCESSING AND NAVIGATING

NAVIGATING PearsonAccess^{next}

■ MAIN MENUS

The screenshot displays the ACT Aspire PearsonAccessNext main menu. At the top, the ACT Aspire logo is on the left, and the user's location and session information, "Arizona Aspire > 2024 - 2025 > Summative Spring 2025", along with the user name "ACT (ACT)", is on the right. Below this is a navigation bar with icons 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 it. Below the buttons is a "Program Information" section with 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). To the right is a "Contact" section with "Email Pearson Customer Support" (Contact Arizona Support), "Pearson Client Services Center" (1.888.705.9421 Option 4 (ACT Aspire), Monday through Friday 7:00 am to 7:00 pm (CST)), and a "Links" section with "Arizona Assessments Support Page".

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

Arizona Aspire > 2024-2025 > Summative Spring 2025

- Arizona Aspire
- 2024-2025**
- Summative Spring 2025
- 2023-2024
- 2022-2023

ACT ASPIRE RESOURCES



ASSESSMENTS

Home | Aspire | NAVVY

ACT[®] Aspire

Test Type	Date/Window
ACT [®] Aspire [®] Test – Paper	March 31 – April 9, 2025
ACT [®] Aspire [®] Test – Online	March 31 – April 25, 2025

Schedule of Events

PearsonAccess^{next}

[Schedule of Events »](#)

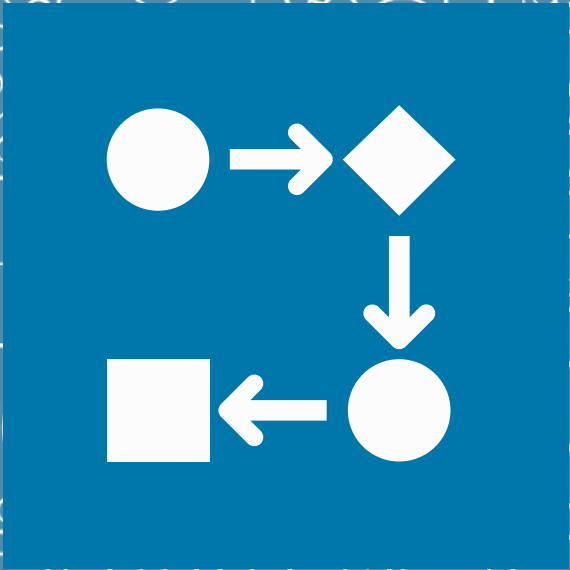
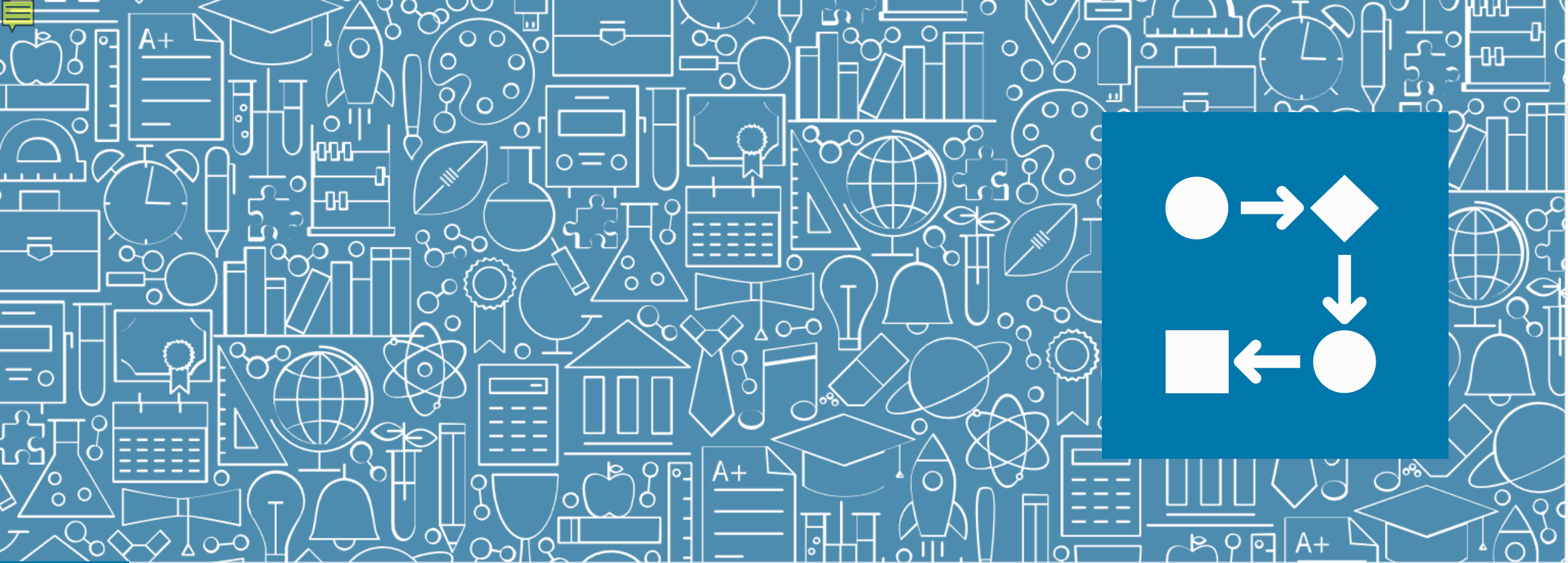
[PearsonAccess^{next} »](#)

- Arizona ACT Aspire Overview and Test Administration Resources
- TestNav
- Managing Users
- Managing Students
- Accommodations and Supports
- Exemplars
- Managing Test Sessions and Testing Tickets
- Additional Resources
- Reporting



<https://az-support.mypearsonsupport.com/aspire/>



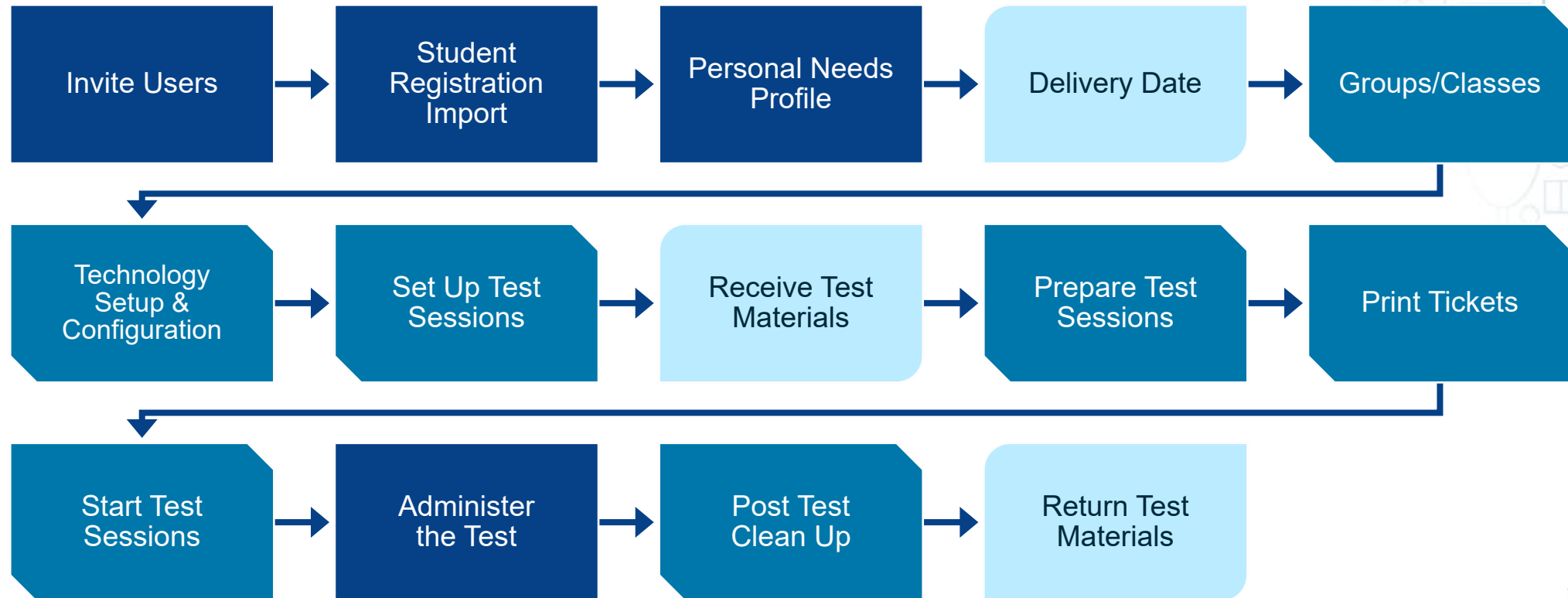


ACT ASPIRE TESTING PROCESS



ACT ASPIRE TESTING PROCESS

COMBINED FLOW



ACT ASPIRE TESTING PROCESS

ORGANIZATION INFORMATION



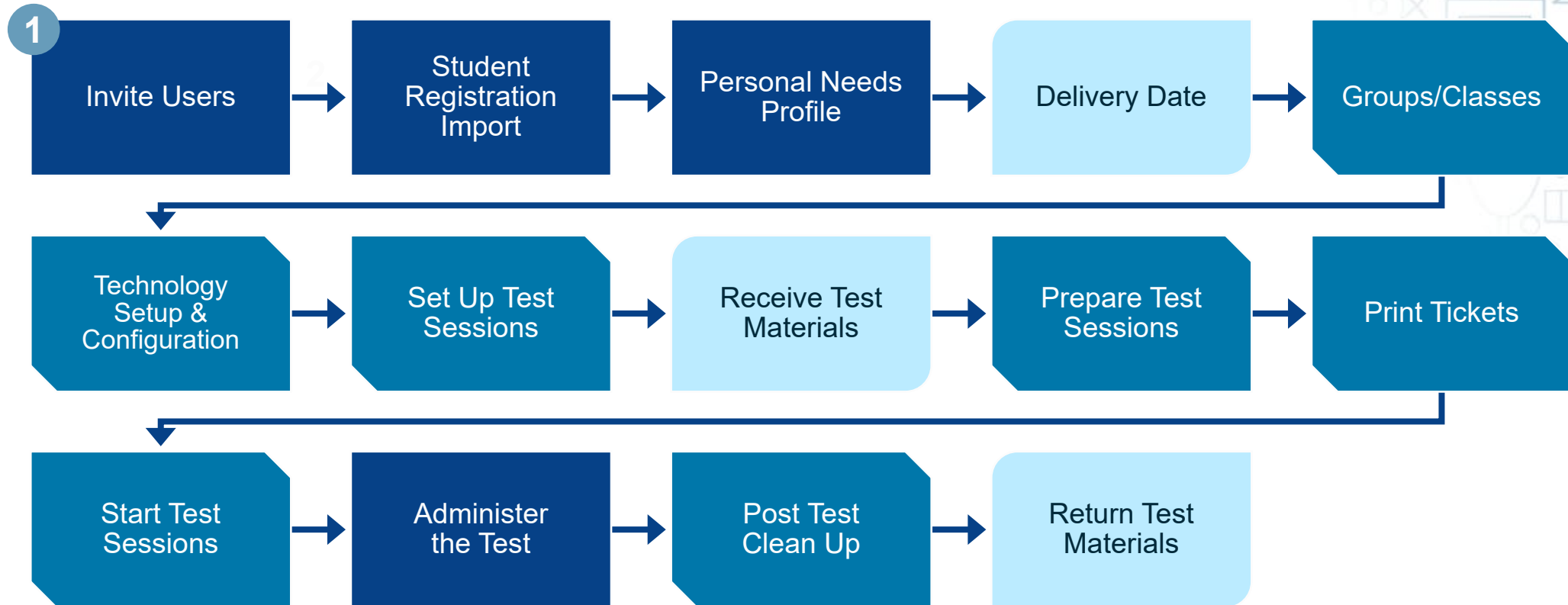
Organization Information



Administration Test Coordinator
(ATC) 

ACT ASPIRE TESTING PROCESS

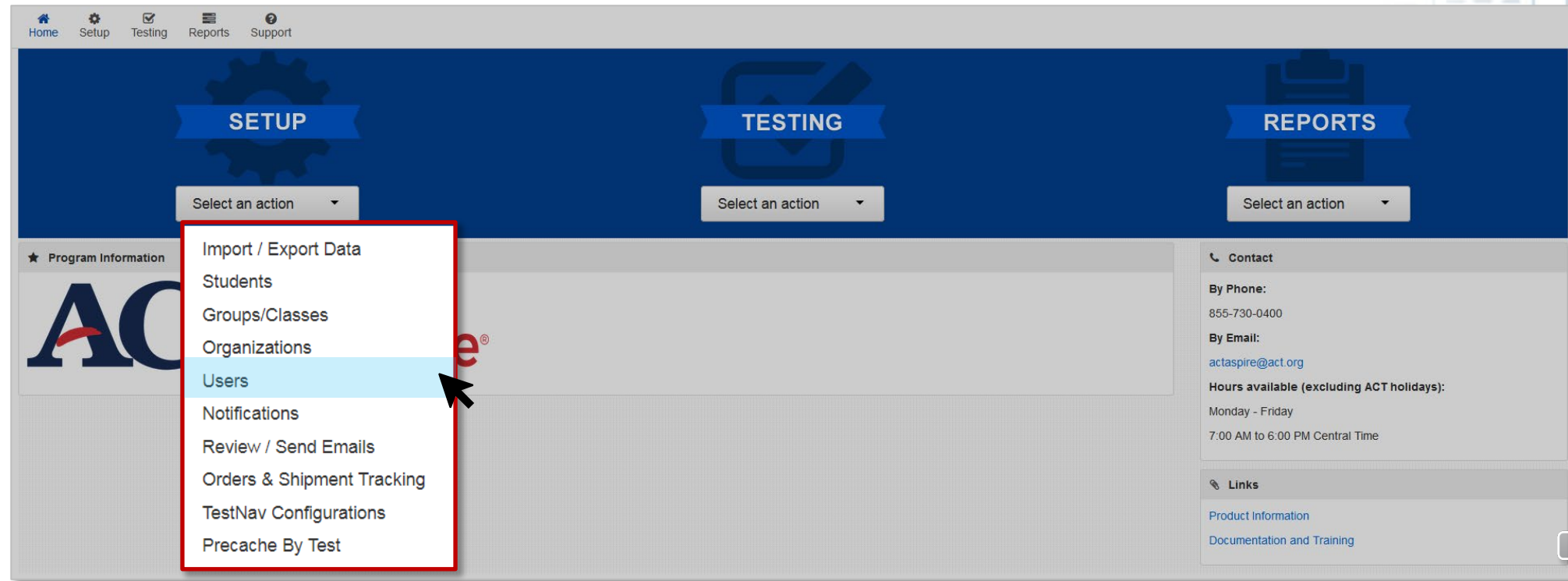
1 INVITE USERS



ACT ASPIRE TESTING PROCESS

1 INVITE USERS INDIVIDUALLY

- SETUP > USERS



The screenshot displays the ACT Aspire web application interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. Below this, a dark blue header features three main sections: 'SETUP' (with a gear icon), 'TESTING' (with a clipboard icon), and 'REPORTS' (with a document icon). Each section has a 'Select an action' dropdown menu. The 'SETUP' section is expanded, showing a list of options: 'Import / Export Data', 'Students', 'Groups/Classes', 'Organizations', 'Users' (highlighted in light blue with a mouse cursor pointing to it), 'Notifications', 'Review / Send Emails', 'Orders & Shipment Tracking', 'TestNav Configurations', and 'Precache By Test'. To the right of the main content area, there is a 'Contact' section with phone and email information, and a 'Links' section with 'Product Information' and 'Documentation and Training' links. The ACT Aspire logo is visible in the bottom left corner of the interface.

ACT ASPIRE TESTING PROCESS

1 INVITE USERS INDIVIDUALLY

- SETUP > USERS > CREATE / EDIT USERS

Home Setup Testing Reports Support

Users

Tasks 1 Selected

Select Tasks Start

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

Last Name or Email starts with Search

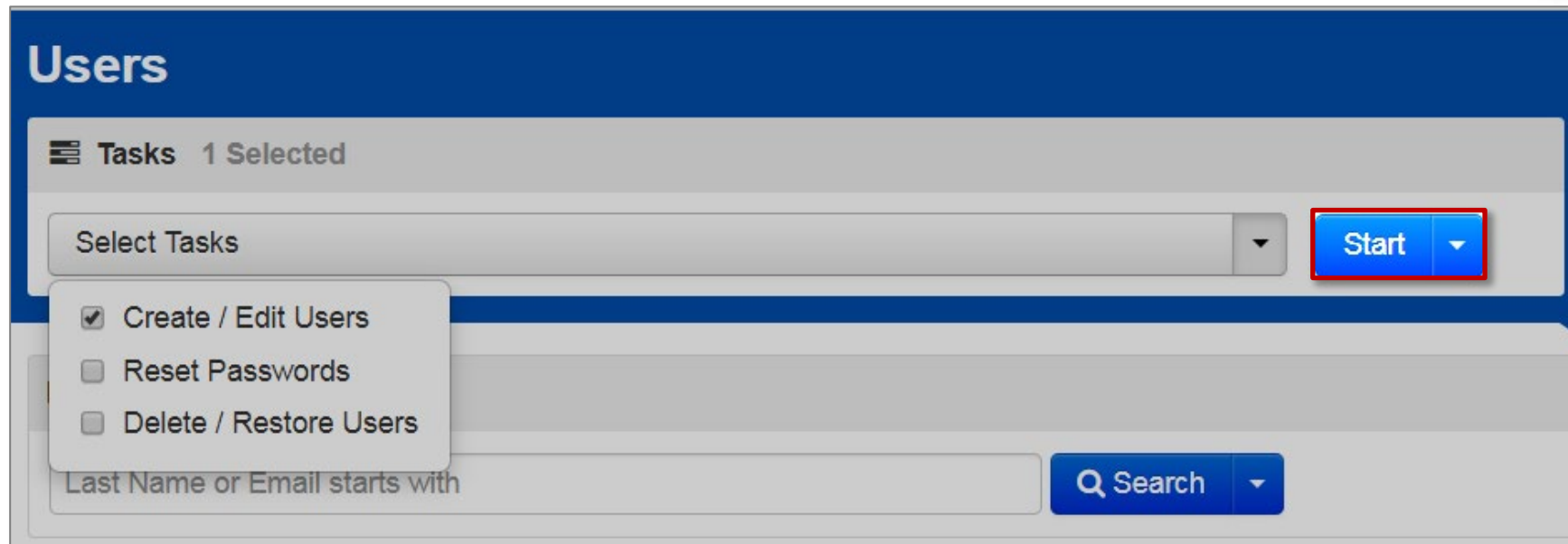
Product Information
Documentation and Training

ACT ASPIRE TESTING PROCESS

1

INVITE USERS INDIVIDUALLY

- SETUP > USERS > CREATE / EDIT USERS



Users

Tasks 1 Selected

Select Tasks

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

Last Name or Email starts with

Search

Start

ACT ASPIRE TESTING PROCESS

1

INVITE USERS INDIVIDUALLY

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

The screenshot displays the 'Users' management interface. On the left, a 'Tasks' panel shows '1 Selected' task: 'Create / Edit Users', which is checked. Other tasks include 'Reset Passwords' and 'Delete / Restore Users'. Below the tasks, a search bar is labeled 'Last Name or Email starts with'. The main area shows a 'New User' form with the following fields:

- 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**: (empty)

Buttons for 'Create' and 'Reset' are at the bottom of the form. A 'Start' button is visible on the right side of the interface.

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

Start

First Name*

John

Active Begin Date

08/19/2019

Last Name*

Jefferson

Active End Date

05/29/2020

Delete Date

Email*

john.jefferson@school.com

Username*

john.jefferson@school.com

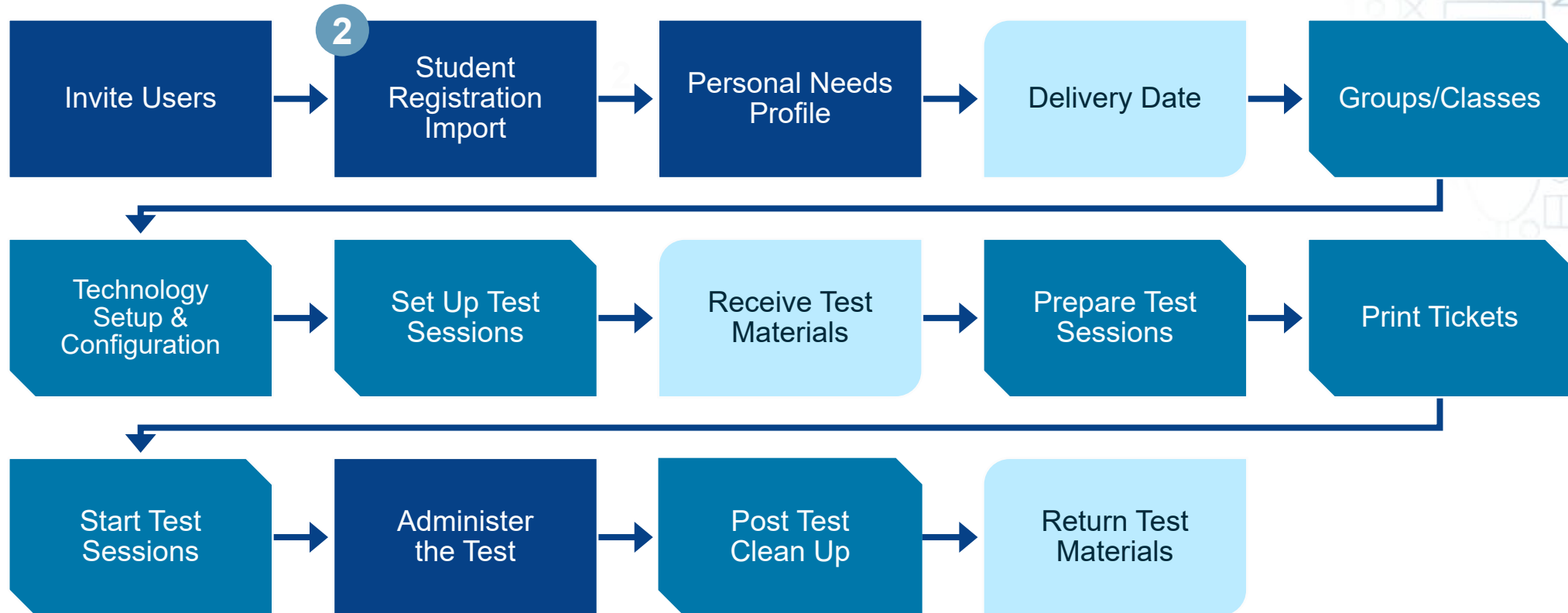
* Required

Create Reset

ACT ASPIRE TESTING PROCESS

2

STUDENT REGISTRATION IMPORT



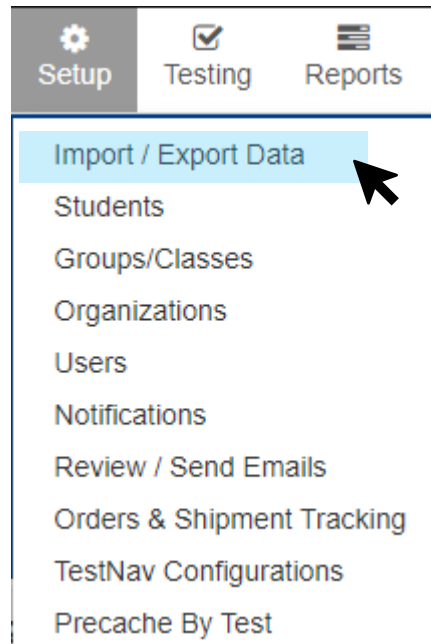
- Shared process
- Paper
- Online

ACT ASPIRE TESTING PROCESS

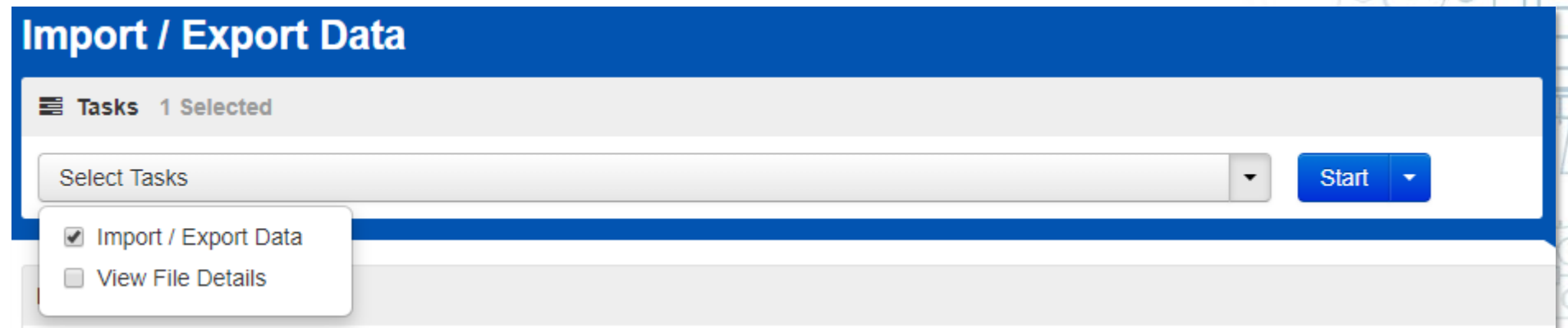
2

STUDENT REGISTRATION IMPORT

- SETUP > IMPORT / EXPORT DATA



The screenshot shows the 'Setup' menu in the ACT Aspire system. The menu is open, and the 'Import / Export Data' option is highlighted with a mouse cursor. The menu items are: Setup, Testing, Reports, Import / Export Data, Students, Groups/Classes, Organizations, Users, Notifications, Review / Send Emails, Orders & Shipment Tracking, TestNav Configurations, and Precache By Test.



The screenshot shows the 'Import / Export Data' task selection screen. The title is 'Import / Export Data'. Below the title, there is a 'Tasks' section with '1 Selected'. A dropdown menu is open, showing 'Select Tasks' with a 'Start' button. The dropdown menu contains two options: 'Import / Export Data' (checked) and 'View File Details' (unchecked).

ACT ASPIRE TESTING PROCESS

2 STUDENT REGISTRATION IMPORT

Tasks for Importing and Exporting

Import / Export Data

Tasks for Importing and Exporting

Import / Export Data

View File Details

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

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
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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

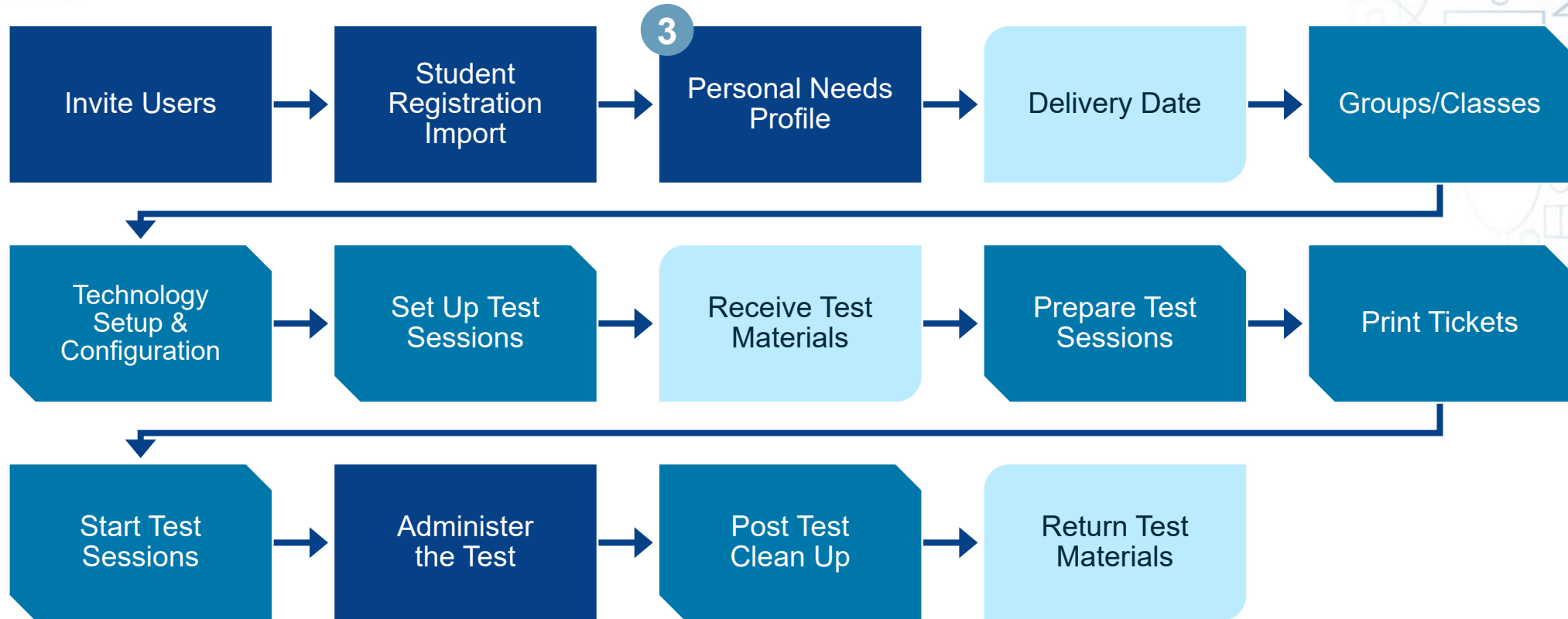
File is queued for processing.

File Information

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

ACT ASPIRE TESTING PROCESS

3 PERSONAL NEEDS PROFILE



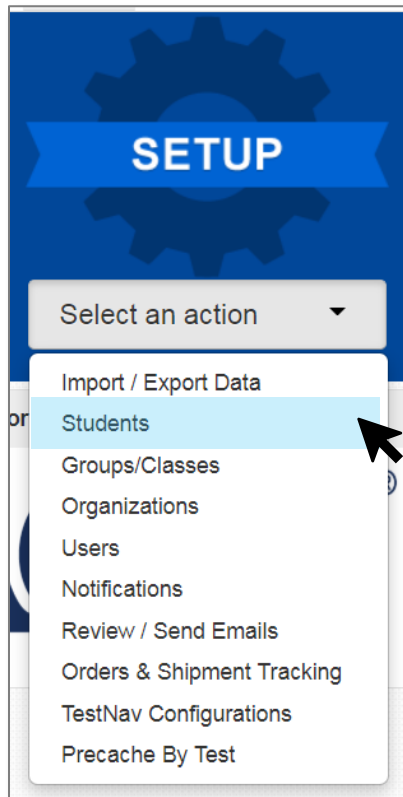
- Shared process
- Paper
- Online

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

220 Results

<input type="checkbox"/>	Student Identifier*	Last Name*
<input checked="" type="checkbox"/>	02024091001 ⓘ	ZFOLNAMEBMM
<input checked="" type="checkbox"/>	02024091002 ⓘ	ZFOLNAMEBMN
<input checked="" type="checkbox"/>	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 ⓘ
- English TTS Audio + Orienting Description ⓘ
- American Sign Language (ASL): Full Translation ⓘ
- Signed Exact English (SEE): Full Translation ⓘ
- Human Reader, English ⓘ
- Signed Exact English (SEE): Directions Only ⓘ
- Human Reader, English + Orienting Description ⓘ
- Word-to-Word Dictionary ⓘ
- Cued Speech ⓘ
- American Sign Language (ASL): Directions Only ⓘ
- Braille Contracted, Unified English (UEB) ⓘ
- Large Print

Interaction & Navigation Supports

- Abacus
- Custom Masking

Response Supports

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

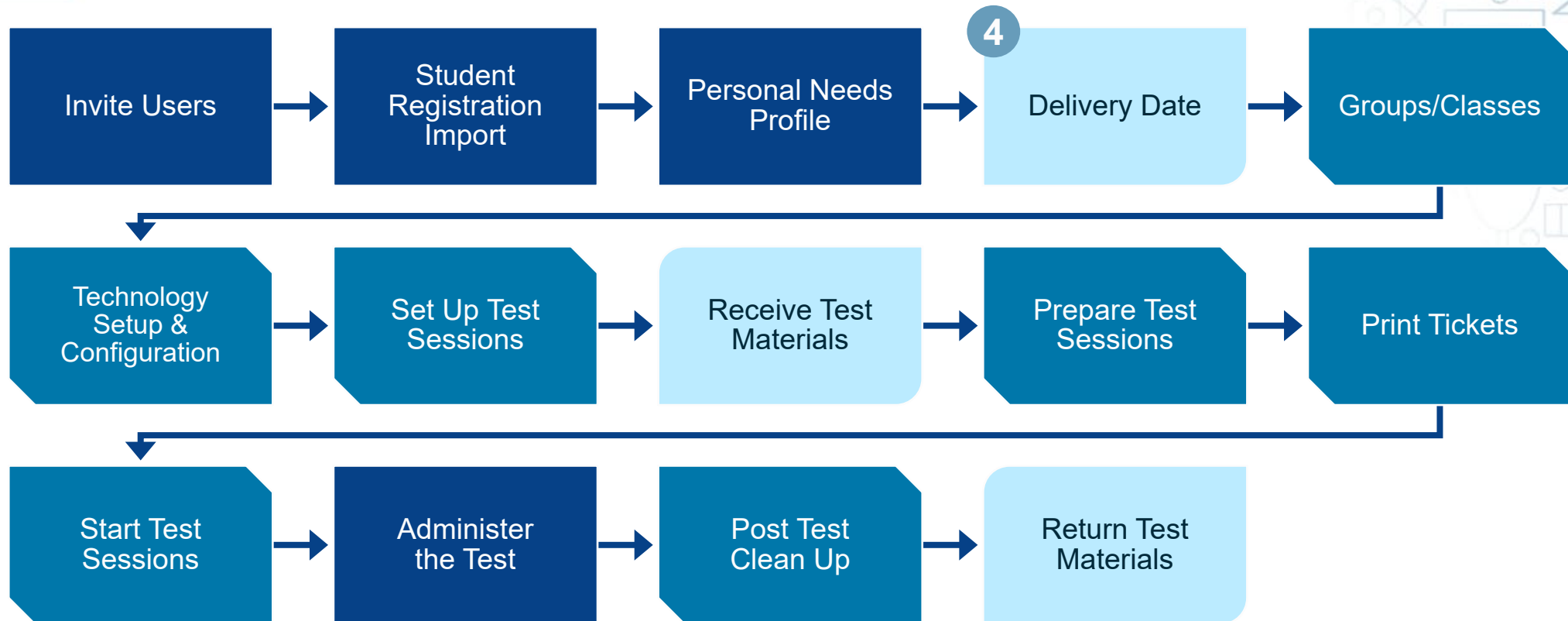
General Test Conditions (Settings and/or Timing Supports)

- Audio Environment
- Visual Environment
- Location for movement
- Physical / Motor Equipment
- Breaks - Supervised within Each Day
- Breaks: Securely Extend Session over Multiple Days
- Special Seating / Grouping
- Home Administration
- Individual Administration
- Other Setting

Extra Time

ACT ASPIRE TESTING PROCESS

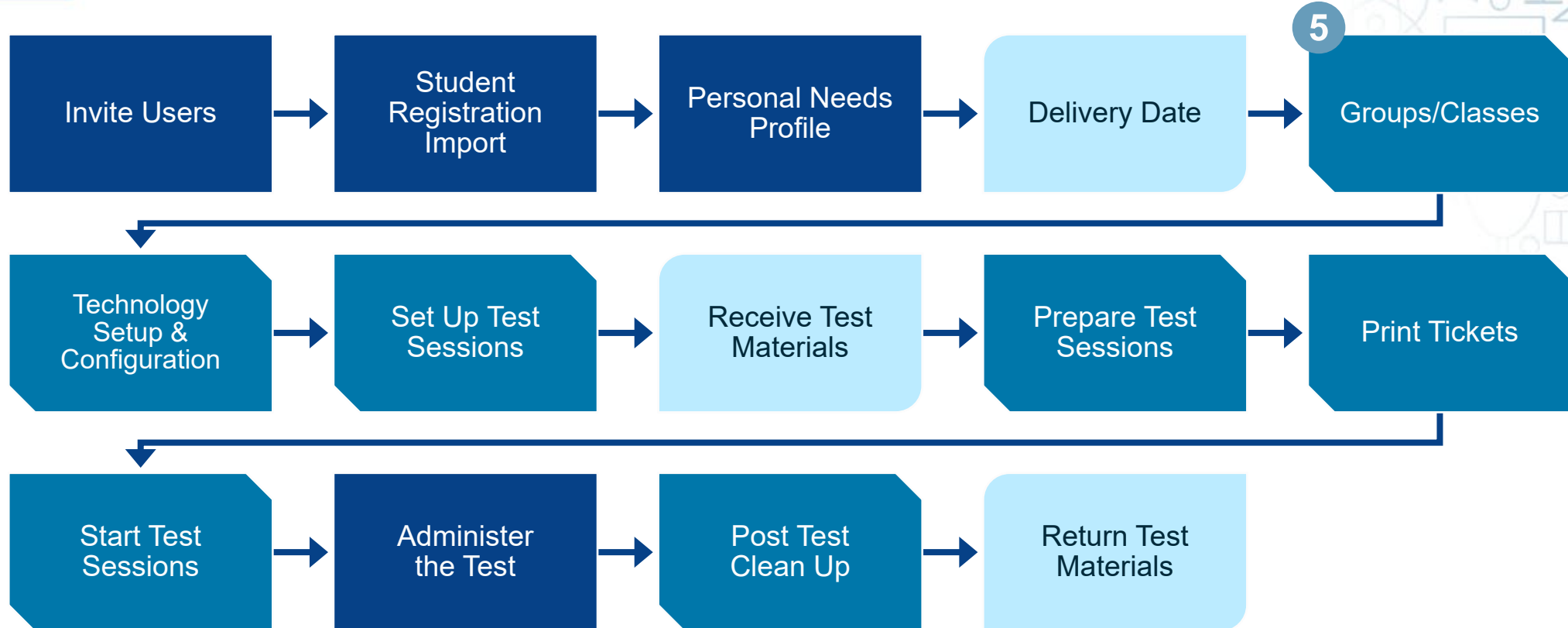
4 DELIVERY DATE – PAPER TESTING ONLY



- Shared process
- Paper
- Online

ACT ASPIRE TESTING PROCESS

5 SET UP GROUPS/CLASSES



- Shared process
- Paper
- Online

ACT ASPIRE TESTING PROCESS

5

CREATE GROUPS/CLASSES

- SETUP > GROUPS / CLASSES

The screenshot displays the 'Groups/Classes' management interface. On the left, a sidebar shows the 'SETUP' menu with options like 'Import / Export Data', 'Students', 'Groups/Classes' (highlighted), 'Organizations', 'Users', 'Notifications', 'Review / Send Email', 'Orders & Shipment Tracking', 'TestNav Configurations', and 'Precache By Test'. The main area features a 'Groups/Classes' header with '0 Selected' and a 'Manage' button. Below this is a search bar for 'Group Name starts with' 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'. Below the search and filters, a table displays '4 Results' with columns for 'Name', 'Organization', and '# of Student Tests'.

	Name	Organization	# of Student Tests
<input checked="" type="checkbox"/>	5TH PERIOD	SAMPLE SCHOOL (SAMP-9992-0)	1
<input type="checkbox"/>	HORACE	SAMPLE SCHOOL (SAMP-9992-0)	1
<input type="checkbox"/>	PEG	SAMPLE SCHOOL (SAMP-9992-0)	4
<input type="checkbox"/>	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 [dropdown] Manage

Find Groups/Classes

Group Name starts with [input] Search

Filters

Organizations [input] Clear Hide

4 Results

Name	Organization
<input checked="" type="checkbox"/> 5TH PERIOD	SAMPLE SCHOOL (SAMP-9992-0)
<input type="checkbox"/> HORACE	SAMPLE SCHOOL (SAMP-9992-0)
<input type="checkbox"/> PEG	SAMPLE SCHOOL (SAMP-9992-0)
<input type="checkbox"/> 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

SETUP

Select an action

- Import / Export Data
- Students
- Groups/Classes**
- Organizations
- Users
- Notifications
- Review / Send Emails
- Orders & Shipment Tracking
- TestNav Configurations
- Precache By Test

Start Manage

All Tasks

Create / Edit Groups/Classes

Add / Remove Student Tests in Groups/Classes

Delete Groups/Classes

23 Results

<input type="checkbox"/>	Name	Organization
<input checked="" type="checkbox"/>	DIST1- SCH1-GR09-E912C	PV DIST1 SCH1

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

x ZFOLNAMEBMM, ZFOFNAMEBMM (02024091001)

<input type="checkbox"/> Test
ZFOLNAMEBMM, ZFOFNAMEBMM M (02024091001)
<input checked="" type="checkbox"/> EHS 9 English
<input type="checkbox"/> EHS 9 Mathematics
<input type="checkbox"/> EHS 9 Reading
<input type="checkbox"/> EHS 9 Science
<input type="checkbox"/> 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**
- State Student ID**
- [Toggle secondary filters](#)
- Actual Grade**
- First Name**
- Middle Initial**
- Date of Birth**

220 Results Displaying 25 Manage Columns

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

ACT ASPIRE TESTING PROCESS

5

GROUPS – ADD BY STUDENT

- SETUP > STUDENTS

Start ▾

All Tasks

Create / Edit Groups/Classes

Add / Remove Student Tests in Groups/Classes

Delete Groups/Classes

Tasks for Students

Create / Edit Students Register Students Manage Student Tests **Manage Groups/Classes**

ACT ASPIRE TESTING PROCESS

5

GROUPS – ADD BY STUDENT

- SETUP > STUDENTS > START > ALL TASKS

Manage Groups/Classes

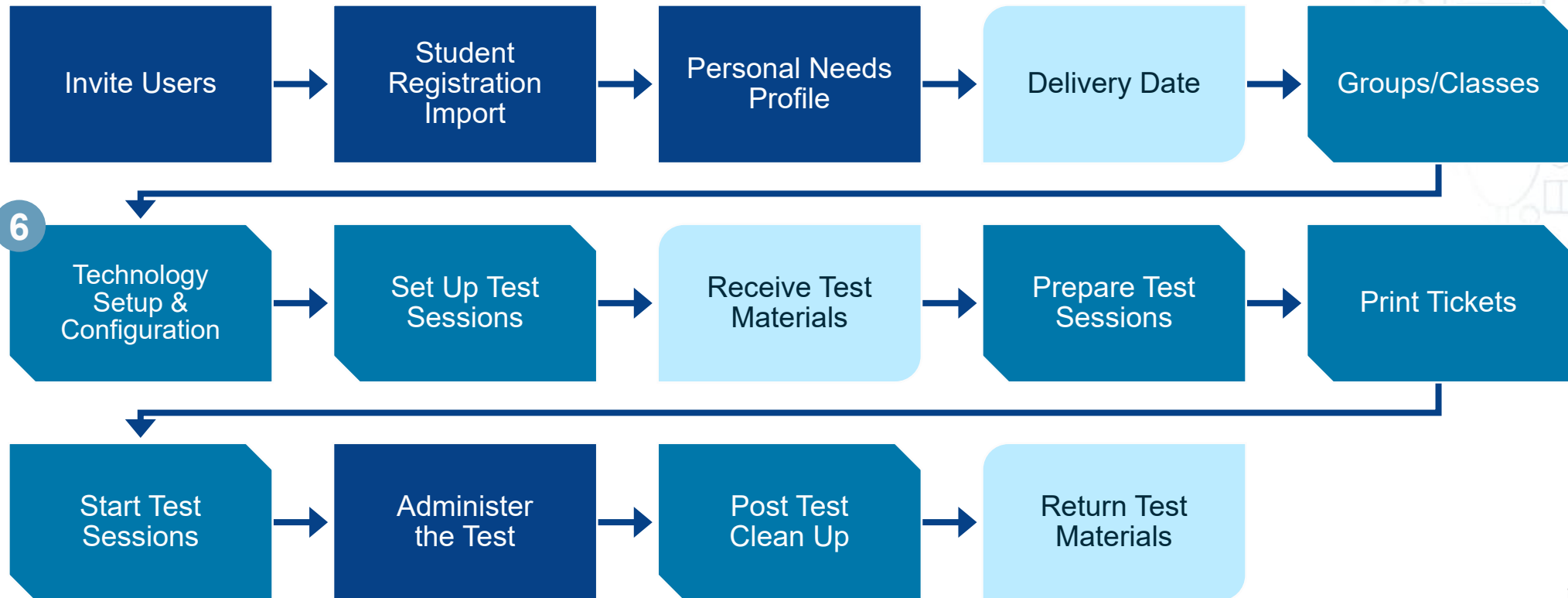
Tests

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

<input type="checkbox"/> Test	Group/Class
ZFOLNAMEBMM, ZFOFNAMEBMM M (02024091001)	
<input type="checkbox"/> EHS 9 English	DIST1- SCH1-GR09-E... x ▾
<input type="checkbox"/> EHS 9 Mathematics	DIST1- SCH1-GR09-M... x ▾
<input type="checkbox"/> EHS 9 Reading	DIST1- SCH1-GR09-R... x ▾
<input type="checkbox"/> EHS 9 Science	DIST1- SCH1-GR09-S... x ▾
<input type="checkbox"/> EHS 9 Writing	DIST1- SCH1-GR09-... x ▾

ACT ASPIRE TESTING PROCESS

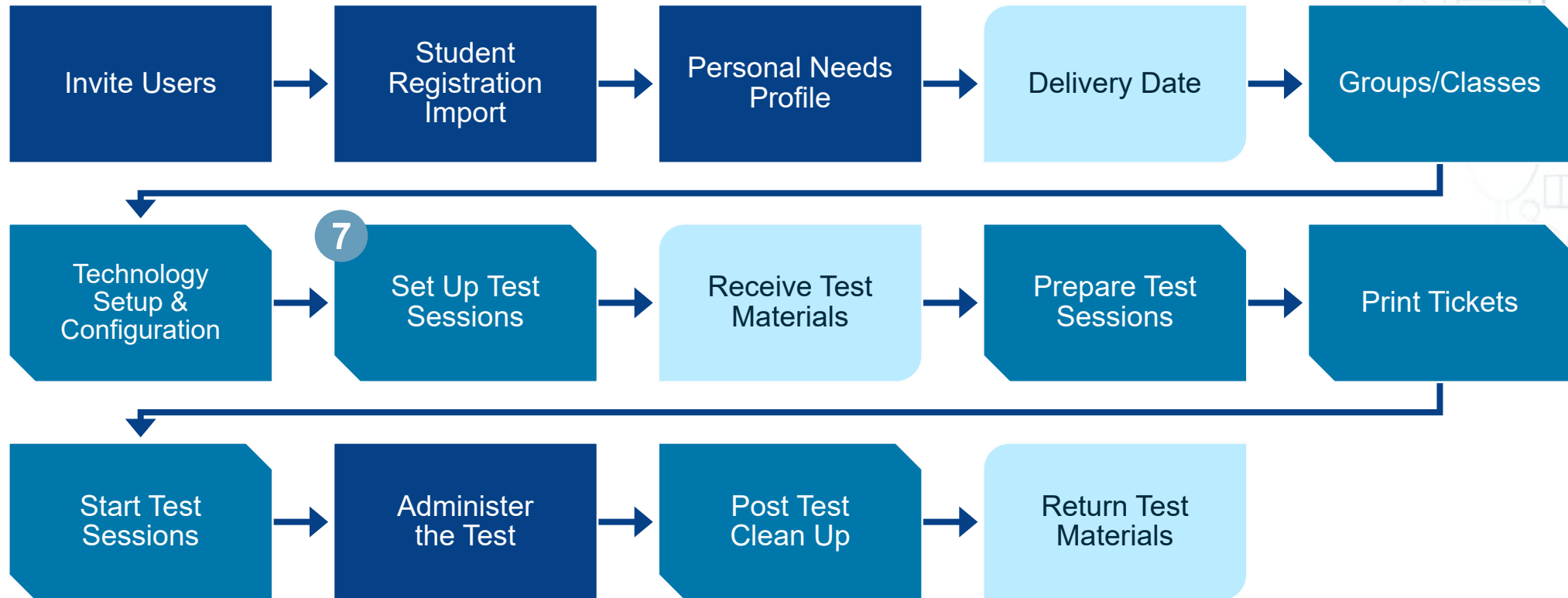
6 TECHNOLOGY SETUP & CONFIGURATION



- Shared process
- Paper
- Online

ACT ASPIRE TESTING PROCESS

7 SETUP TEST SESSIONS

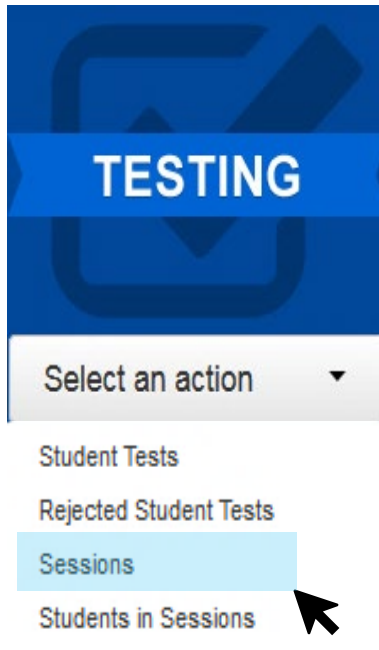


ACT ASPIRE TESTING PROCESS

7

SETUP TEST SESSIONS – INDIVIDUALLY

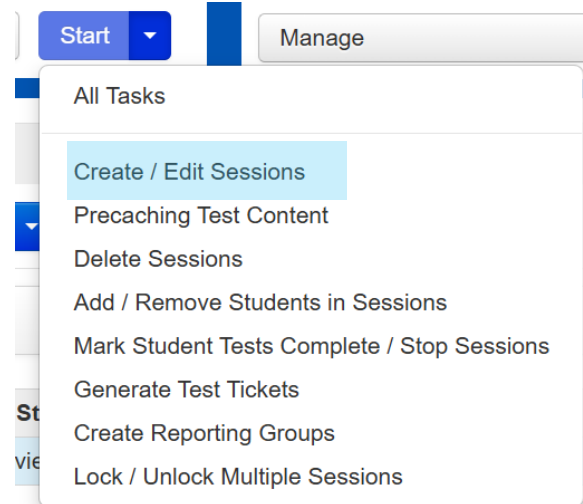
- TESTING > SESSION



TESTING

Select an action

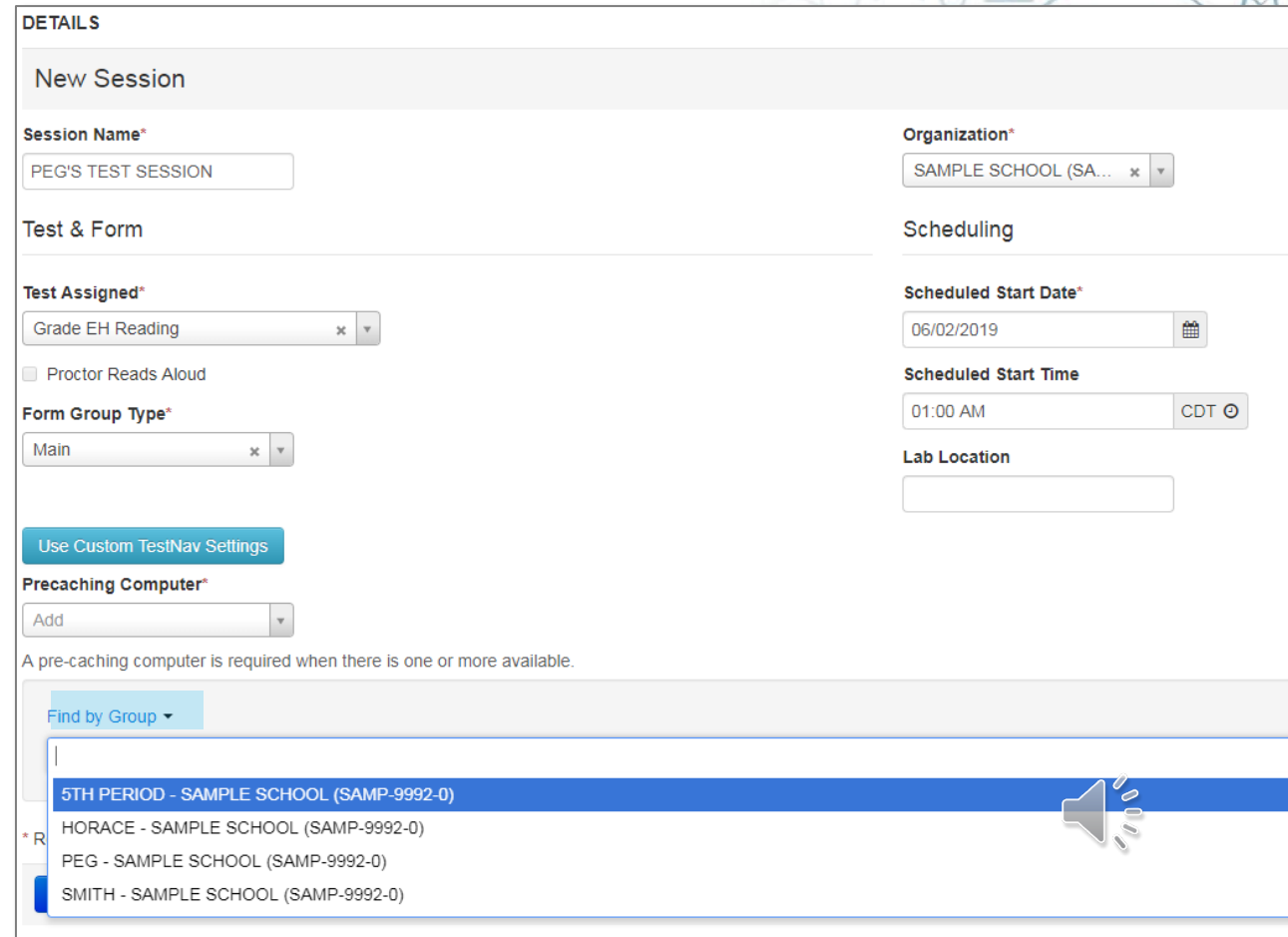
- Student Tests
- Rejected Student Tests
- Sessions
- Students in Sessions



Start Manage

All Tasks

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- Add / Remove Students in Sessions
- Mark Student Tests Complete / Stop Sessions
- Generate Test Tickets
- Create Reporting Groups
- Lock / Unlock Multiple Sessions



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

Precaching Computer*
Add v

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

Scheduling

Scheduled Start Date*
06/02/2019

Scheduled Start Time
01:00 AM CDT

Lab Location

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)

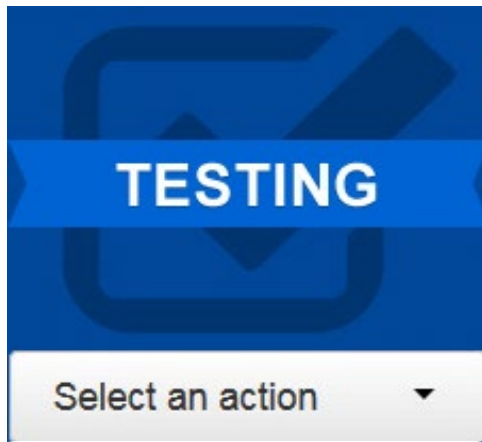
ACT ASPIRE TESTING PROCESS

7

SETUP TEST SESSIONS – INDIVIDUALLY

- TESTING > SESSIONS > SESSION DETAILS

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



A blue navigation menu with a large white checkmark icon and the word "TESTING" in white text on a blue background. Below this is a white button labeled "Select an action" with a downward arrow.

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

Session Details

Session Name
PEG'S TEST SESSION
Session Status
Not Prepared

Organization
SAMPLE SCHOOL (SAMP-9992-0)
Actual Start Date
Session has not been started

Test & Form
Test Assigned
Grade EH Reading
Proctor Reads Aloud
No
Form Group Type
Main

Scheduling
Scheduled Start Date
06/02/2019
Scheduled Start Time
01:00 AM
Lab Location

Precaching Computer
Computer Name
Mine
IP Address

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

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	

Close

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)

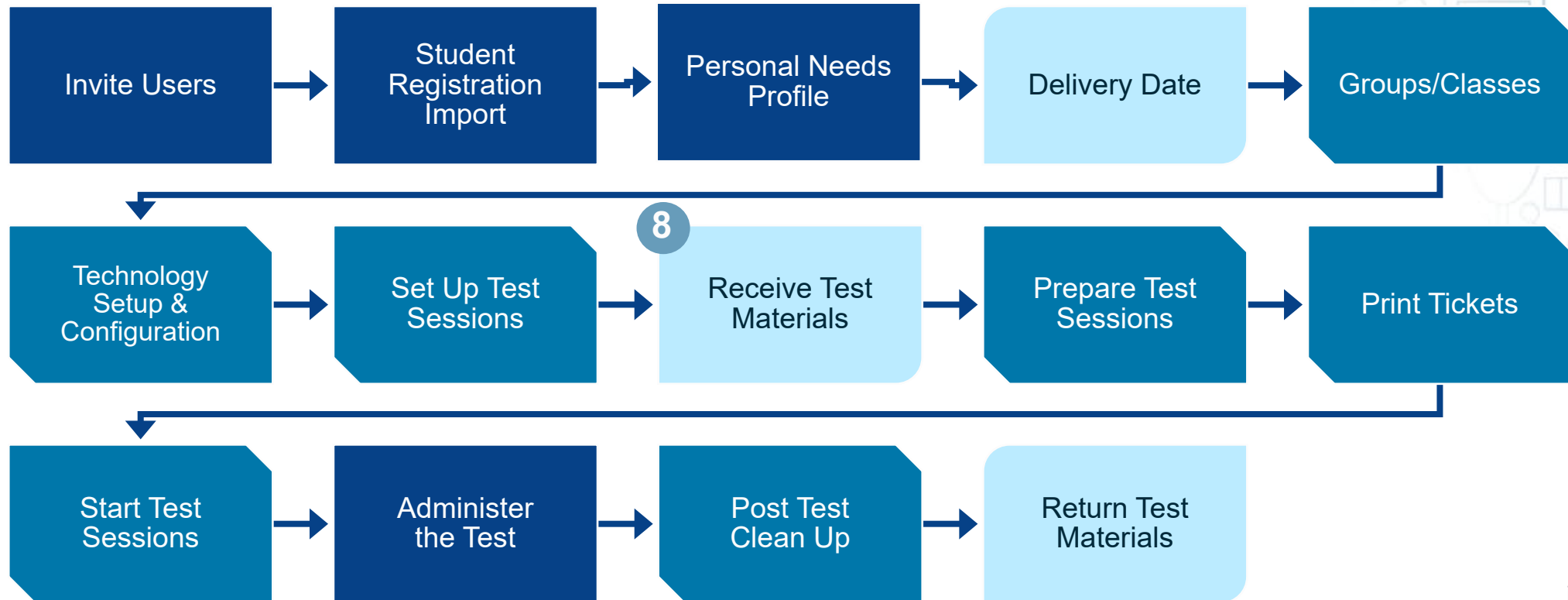
Details Organization Enrollments Test Administration Registration Student Tests Sessions

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

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

ACT ASPIRE TESTING PROCESS

8 RECEIVE TEST MATERIALS



- Shared process
- Paper
- Online

ACT ASPIRE TESTING PROCESS

8

RECEIVE TEST MATERIALS



Check
Materials



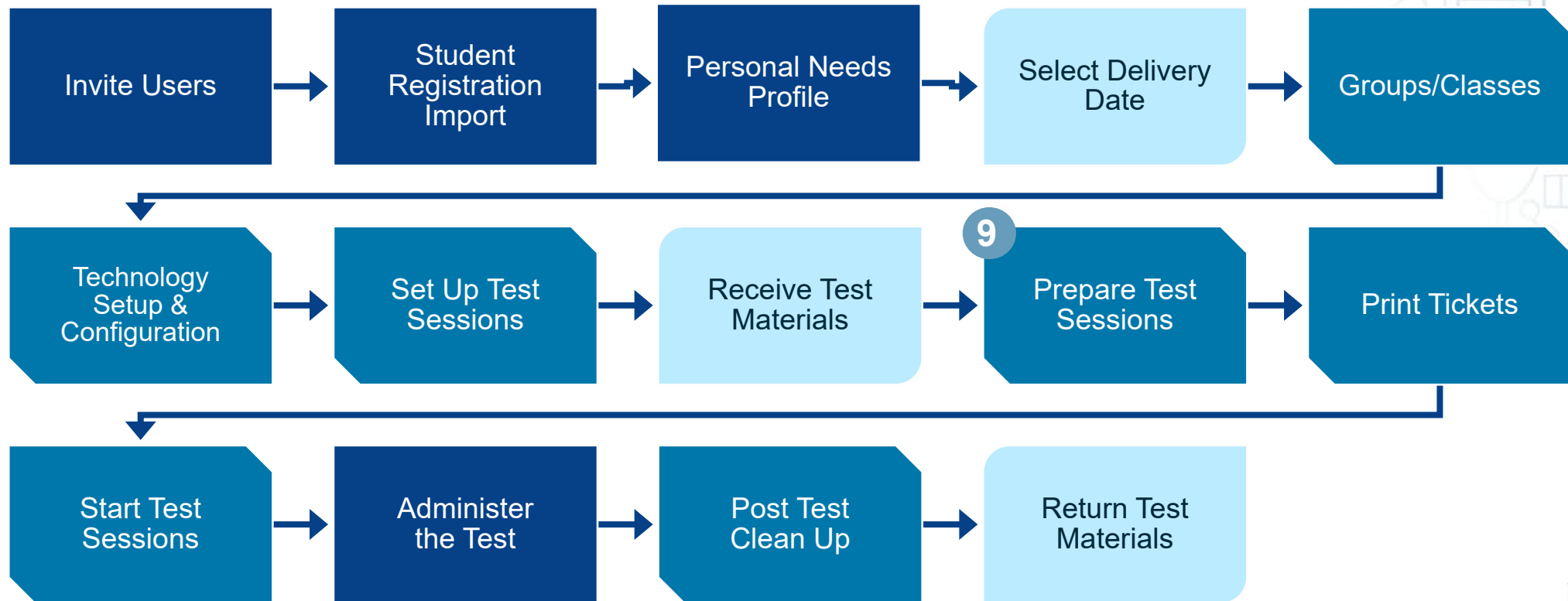
Reseal
boxes



Protect
materials

ACT ASPIRE TESTING PROCESS

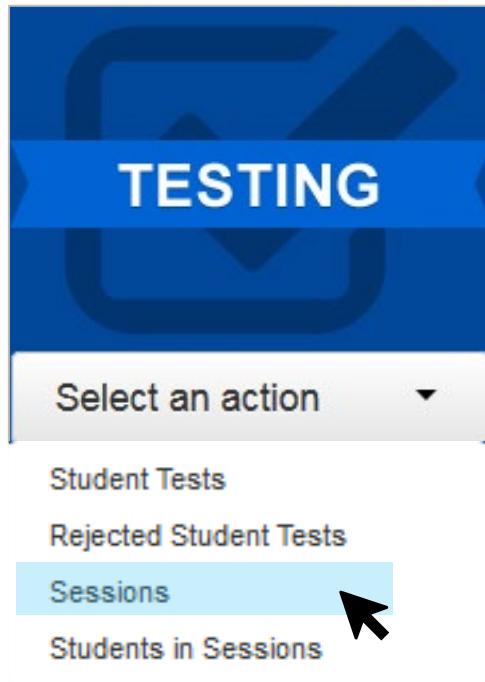
9 PREPARE TEST SESSIONS



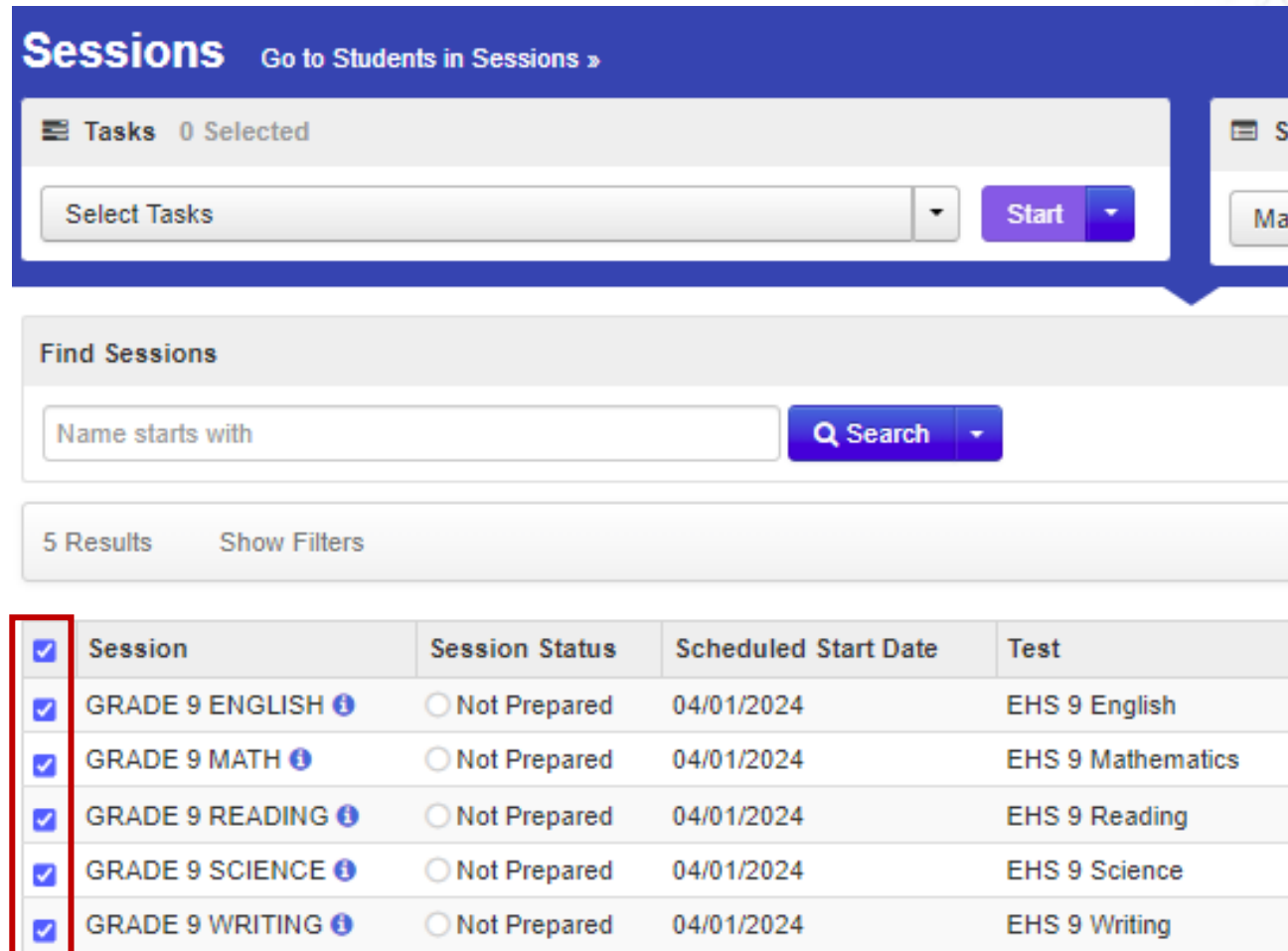
- Shared process
- Paper
- Online

ACT ASPIRE TESTING PROCESS

9 PREPARE TEST SESSIONS



A blue navigation menu with a large white checkmark icon and the word "TESTING" in white text on a blue background. Below this is a dropdown menu titled "Select an action" with a downward arrow. The dropdown menu is open, showing five options: "Student Tests", "Rejected Student Tests", "Sessions" (highlighted in light blue with a mouse cursor pointing to it), and "Students in Sessions".



The "Sessions" management interface. At the top, it says "Sessions" with a link "Go to Students in Sessions >". Below this is a "Tasks" section with "0 Selected" and a "Select Tasks" dropdown menu. To the right of the dropdown is a "Start" button with a downward arrow. Below the "Tasks" section is a "Find Sessions" section with a search input field containing "Name starts with" and a "Search" button with a magnifying glass icon. Below the search section, it says "5 Results" and "Show Filters". At the bottom is a table with 5 results, each with a checked checkbox in the first column.

<input checked="" type="checkbox"/>	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 TESTING PROCESS

9 PREPARE TEST SESSIONS

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

Tasks 0 Selected

Select Tasks



Session List

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

5 Sessions | [Clear](#)

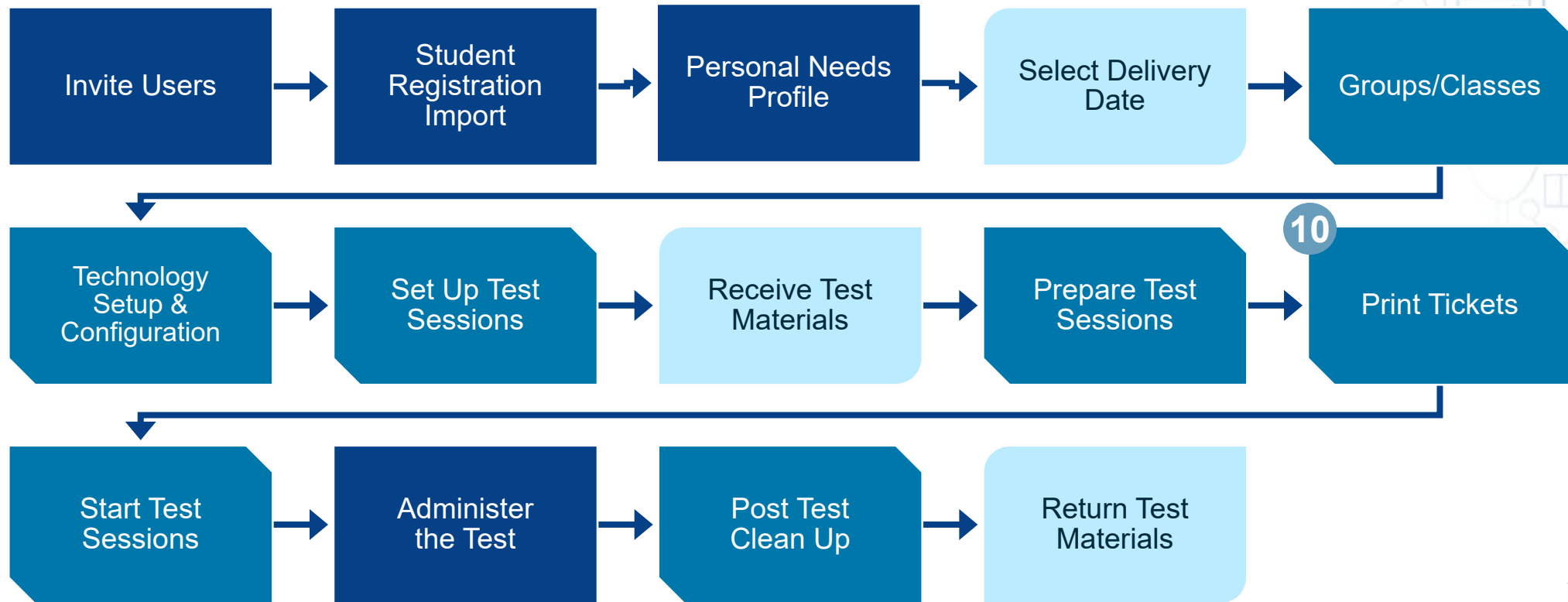
Combined View

Not Prepared (5)



ACT ASPIRE TESTING PROCESS

10 PRINT TICKETS



- Shared process
- Paper
- Online

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

Session List

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

5 Sessions | [Clear](#)

GRADE 9 ENGLISH

Ignore Schedule [Details](#) [E](#)

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

<input checked="" type="checkbox"/>	Session	Session Status	Scheduled Start Date	
<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

- 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

<input checked="" type="checkbox"/>	Session Name	Test	Session Status	# Students	Organization
<input checked="" type="checkbox"/>	<input type="radio"/> GRADE 9 ENGLISH ⓘ	EHS 9 English	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST0001-SCH0001)
<input checked="" type="checkbox"/>	<input type="radio"/> GRADE 9 MATH ⓘ	EHS 9 Mathematics	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST0001-SCH0001)
<input checked="" type="checkbox"/>	<input type="radio"/> GRADE 9 READING ⓘ	EHS 9 Reading	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST0001-SCH0001)
<input checked="" type="checkbox"/>	<input type="radio"/> GRADE 9 SCIENCE ⓘ	EHS 9 Science	Not Prepared	3	PV DIST1 SCH1 (AZ-DIST0001-SCH0001)
<input checked="" type="checkbox"/>	<input type="radio"/> 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

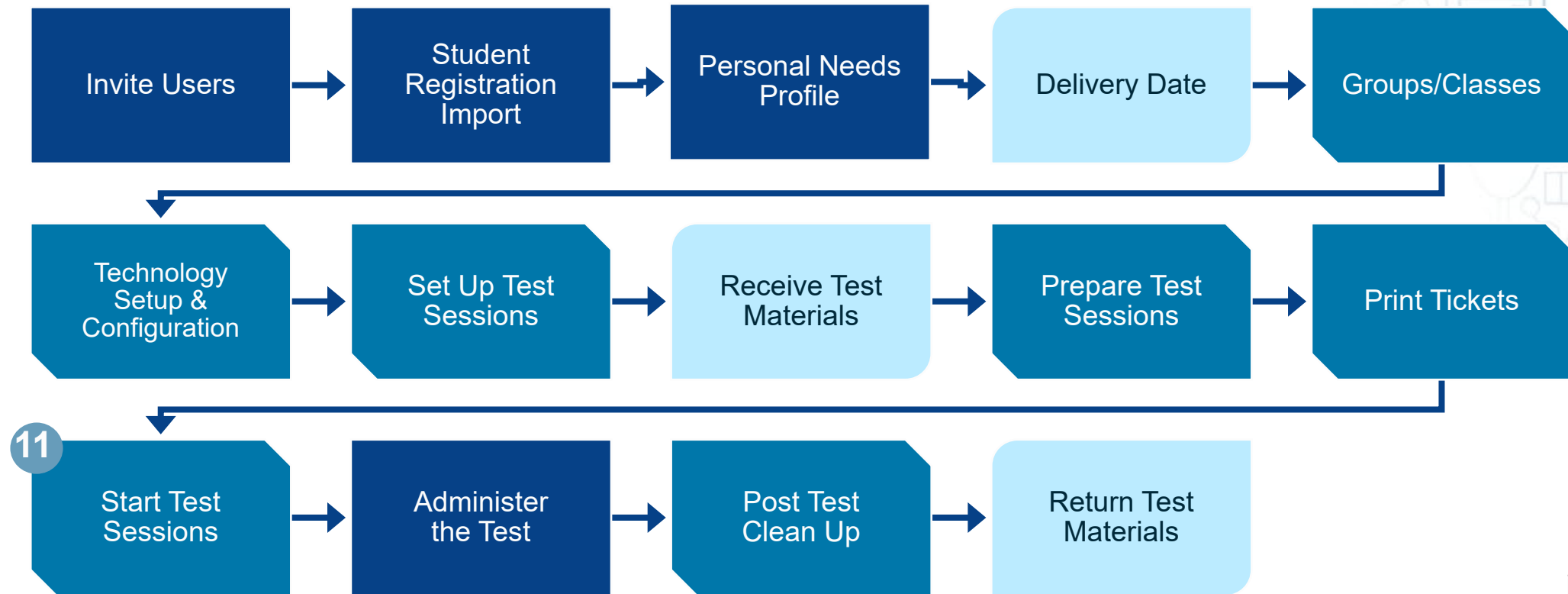
You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **ACT Aspire** in the application.

Username: **Password:**

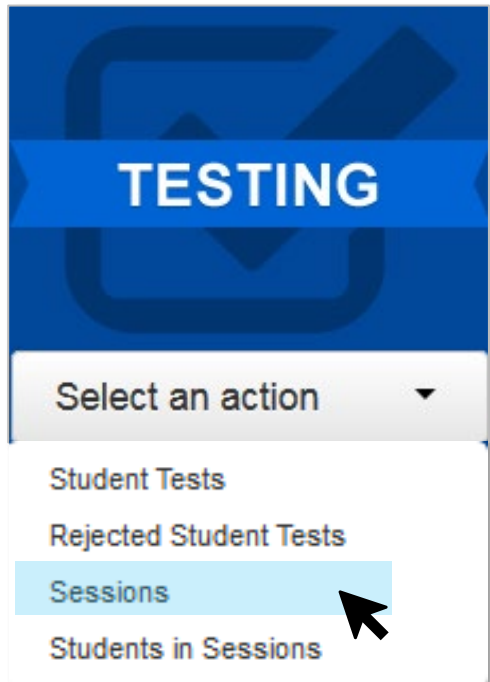
ACT ASPIRE TESTING PROCESS

11 START TEST SESSIONS

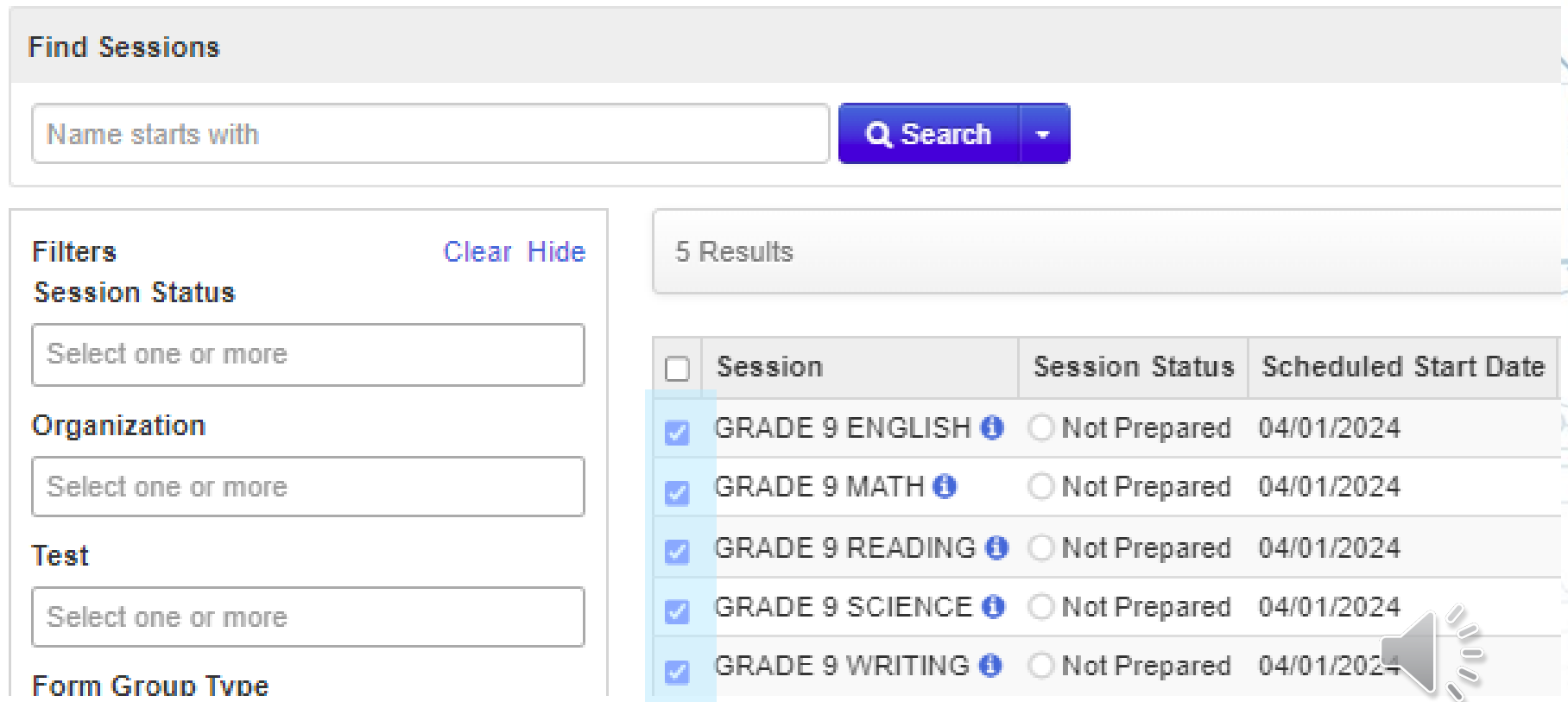


ACT ASPIRE TESTING PROCESS

11 START TEST SESSIONS



A blue navigation menu with a large white checkmark icon and the word "TESTING" in white text on a blue background. Below this is a dropdown menu titled "Select an action" with a downward arrow. The dropdown menu is open, showing four options: "Student Tests", "Rejected Student Tests", "Sessions" (which is highlighted in light blue and has a mouse cursor pointing to it), and "Students in Sessions".



The "Find Sessions" interface includes a search bar with the placeholder text "Name starts with" and a purple "Search" button with a magnifying glass icon. Below the search bar are three filter sections: "Session Status" with a dropdown menu showing "Select one or more", "Organization" with a dropdown menu showing "Select one or more", and "Test" with a dropdown menu showing "Select one or more". To the right of these filters is a "Clear Hide" link. Below the filters, a table displays 5 results. The table has columns for "Session", "Session Status", and "Scheduled Start Date". Each row is checked with a blue checkmark in the "Session" column and shows "Not Prepared" in the "Session Status" column and "04/01/2024" in the "Scheduled Start Date" column. The rows are: "GRADE 9 ENGLISH", "GRADE 9 MATH", "GRADE 9 READING", "GRADE 9 SCIENCE", and "GRADE 9 WRITING".

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date
<input checked="" type="checkbox"/>	GRADE 9 ENGLISH ⓘ	<input type="radio"/> Not Prepared	04/01/2024
<input checked="" type="checkbox"/>	GRADE 9 MATH ⓘ	<input type="radio"/> Not Prepared	04/01/2024
<input checked="" type="checkbox"/>	GRADE 9 READING ⓘ	<input type="radio"/> Not Prepared	04/01/2024
<input checked="" type="checkbox"/>	GRADE 9 SCIENCE ⓘ	<input type="radio"/> Not Prepared	04/01/2024
<input checked="" type="checkbox"/>	GRADE 9 WRITING ⓘ	<input type="radio"/> Not Prepared	04/01/2024

ACT ASPIRE TESTING PROCESS

11 START TEST SESSIONS

The screenshot displays the ACT Aspire testing interface. On the left, a 'Session List' sidebar contains an 'Add a Session' button and radio buttons for 'Combined View', 'GRADE 9 ENGLISH', 'GRADE 9 MATH', 'GRADE 9 READING', and 'GRADE 9 SCIENCE'. Below the list, it shows '5 Sessions | Clear'. The main area features a blue header with 'Sessions' and a red-bordered button 'Go to Students in Sessions »'. Below this is a 'Tasks' section with '0 Selected', a 'Select Tasks' dropdown, and a 'Start' button. At the bottom, a status bar shows a 'Ready' indicator, a green 'Start Session' button (highlighted with a red border), and a blue 'Refresh' button. A speaker icon is visible in the bottom right corner.

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 circle and the text 'Ready'. To the right of this bar 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 circle and the text 'In Progress'. To the right of this bar are two buttons: a grey 'Stop Session' button and a blue 'Refresh' button with a circular arrow icon.

In the center, there is a section titled 'PEG'S TEST SESSION (6 Student Tests)'. Below the title is a grey progress bar. To the right of the progress bar is a lock icon, a blue circle with a white arrow pointing right, and another lock icon. A mouse cursor is pointing at the blue circle.

On the right side, there is a 'Student Test Status Key' section with a list of status indicators:

- 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

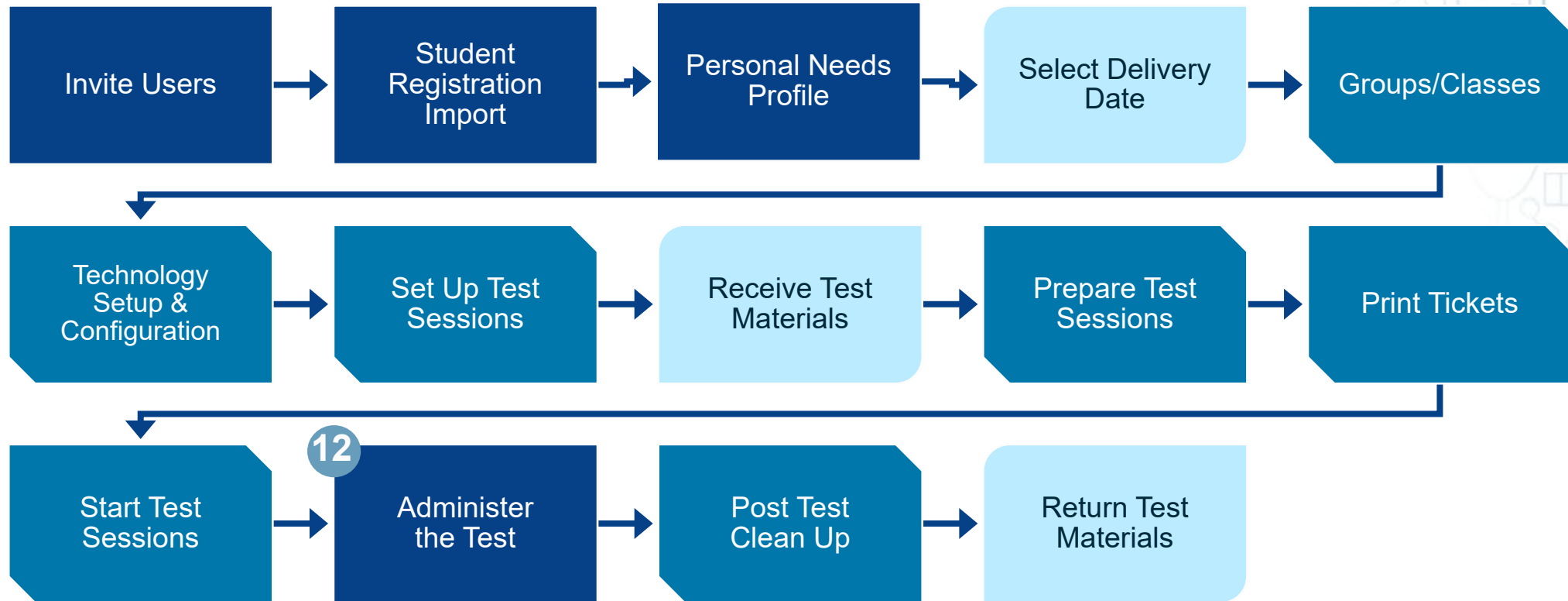
The screenshot displays the ACT Aspire testing interface. At the top, a grey bar shows a 'Ready' status with a grey dot and two buttons: a green 'Start Session' button and a blue 'Refresh' button with a circular arrow icon. Below this, a larger grey bar shows an 'In Progress' status with a green dot. On the right side of this bar are a grey 'Stop Session' button and a blue 'Refresh' button with a circular arrow icon. The main area contains a card for 'PEG'S TEST SESSION (6 Student Tests)'. To the right of the card is a lock icon, a slider control with a blue knob, and an unlock icon. A mouse cursor is pointing at the blue knob. Below the card is a grey progress bar. On the right side of the interface 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

12 ADMINISTER THE TEST



- Shared process
- Paper
- Online

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

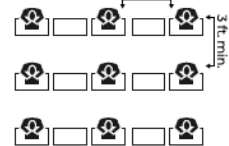
Level Seating with Movable Desks

3 ft. min. plus room to circulate



Level Seating with Stationary Desks

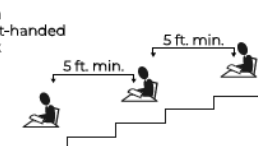
3 ft. min.



Left handed Examinees



Left-handed Examinees at Right-handed Desks



Multiple-level Seating

Unacceptable

Seating Arrangement Examples



Examinees Facing the Wall or Each Other



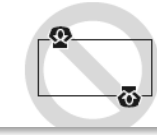
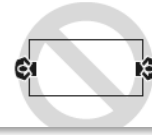
Desk Surface Too Small



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

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

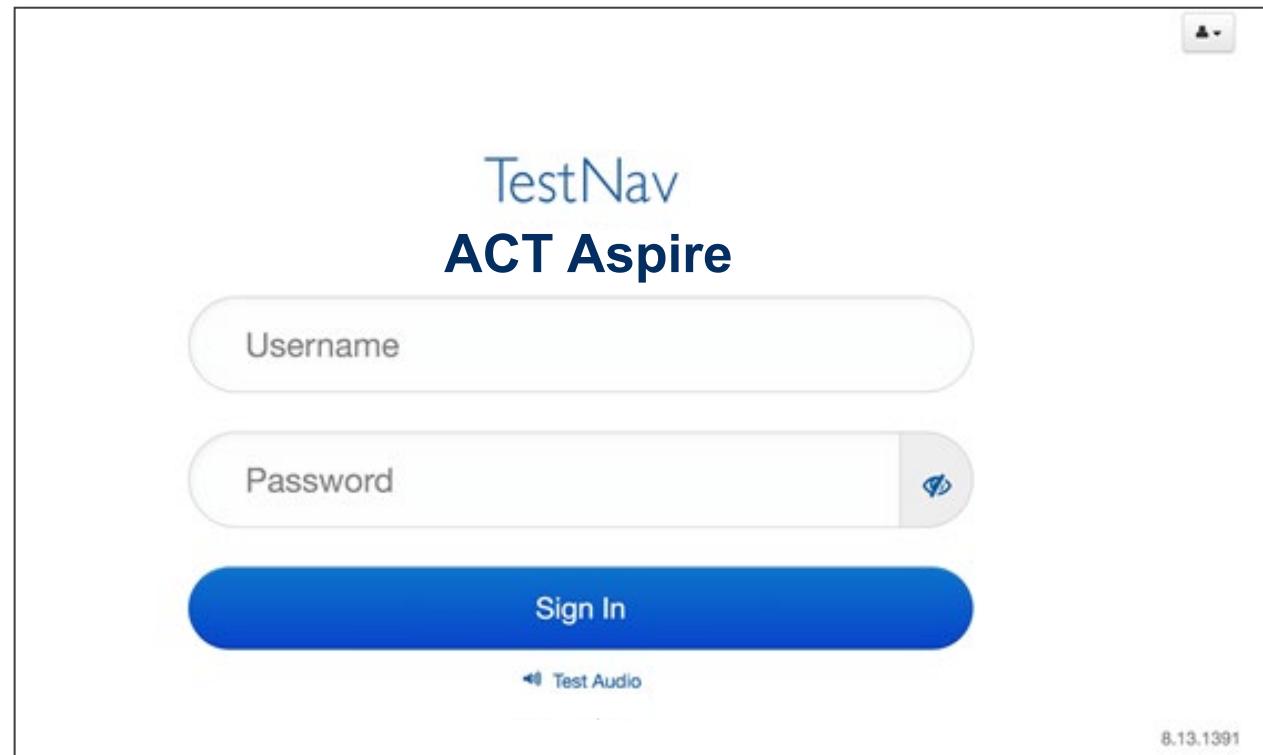
START **5 minutes remaining** **STOP**

- If an examinee finishes their tests before others, instruct them to sit quietly 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 displayed in a light blue font, with "ACT Aspire" below it in a bold, dark blue font. Below the text are two input fields: "Username" and "Password". The "Password" field has a small eye icon on the right side to toggle visibility. Below the input fields is a large, rounded blue button with the text "Sign In" in white. At the bottom center, there is a small speaker icon followed by the text "Test Audio". In the bottom right corner of the page, the version number "8.13.1391" is visible. The entire interface is enclosed in a thin black border.

ACT ASPIRE TESTING PROCESS



12 ADMINISTER THE TEST ONLINE

▪ STUDENT TEST MANAGEMENT

<input type="checkbox"/>	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input type="checkbox"/>	02024091003 ⓘ	ZFOLNAMEBMO	ZFOFNAMEBMO	O	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input type="checkbox"/>	02024091005 ⓘ	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input type="checkbox"/>	02024091006 ⓘ	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
<input type="checkbox"/>	02024091008 ⓘ	ZFOLNAMEBMT	ZFOFNAMEBMT	T	0204312641	● GRADE 9 ENGLISH (EHS 9 English)	Exited ▾	Main
<input type="checkbox"/>	02024091009 ⓘ	ZFOLNAMEBMU	ZFOFNAMEBMU	U	4661177281	● GRADE 9 ENGLISH (EHS 9 English)	Active ▾	Main

A+



ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ONLINE

▪ STUDENT TEST MANAGEMENT

<input type="checkbox"/>	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input type="checkbox"/>	02024091003	ZFOLNAMEBMO	ZFOFNAMEBMO	O	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input type="checkbox"/>	02024091005	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input type="checkbox"/>	02024091006	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
<input type="checkbox"/>	02024091008	ZFOLNAMEBMT	ZFOFNAMEBMT	T	0204312641	● GRADE 9 ENGLISH (EHS 9 English)	Exited	Main
<input type="checkbox"/>	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

<input type="checkbox"/>	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input type="checkbox"/>	02024091003 ⓘ	ZFOLNAMEBMO	ZFOFNAMEBMO	O	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	🔒 Completed	Main
<input type="checkbox"/>	02024091005 ⓘ	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	🔒 Completed	Main
<input type="checkbox"/>	02024091006 ⓘ	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● GRADE 9 ENGLISH (EHS 9 English)	🔒 Ready	Main
<input type="checkbox"/>	02024091008 ⓘ	ZFOLNAMEBMT	ZFOFNAMEBMT	T	0204312641	● GRADE 9 ENGLISH (EHS 9 English)	🔒 Exited ▾	Main
<input type="checkbox"/>	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

<input type="checkbox"/>	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input type="checkbox"/>	02024091003	ZFOLNAMEBMO	ZFOFNAMEBMO	O	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input type="checkbox"/>	02024091005	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input type="checkbox"/>	02024091006	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
<input type="checkbox"/>	02024091008	ZFOLNAMEBMT	ZFOFNAMEBMT	T	0204312641	● GRADE 9 ENGLISH (EHS 9 English)	Exited	Main
<input type="checkbox"/>	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

<input type="checkbox"/>	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input type="checkbox"/>	02024091003	ZFOLNAMEBMO	ZFOFNAMEBMO	O	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input type="checkbox"/>	02024091005	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input type="checkbox"/>	02024091006	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
<input type="checkbox"/>	02024091008	ZFOLNAMEBMT	ZFOFNAMEBMT	T	0204312641	● GRADE 9 ENGLISH (EHS 9 English)	Exited	Main
<input type="checkbox"/>	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

<input checked="" type="checkbox"/>	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input checked="" type="checkbox"/>	02024091003 ⓘ	ZFOLNAMEBMO	ZFOFNAMEBMO	O	8418853077	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input checked="" type="checkbox"/>	02024091005 ⓘ	ZFOLNAMEBMQ	ZFOFNAMEBMQ	Q	8948609965	● GRADE 9 ENGLISH (EHS 9 English)	Completed	Main
<input checked="" type="checkbox"/>	02024091006 ⓘ	ZFOLNAMEBMR	ZFOFNAMEBMR	R	8967675955	● GRADE 9 ENGLISH (EHS 9 English)	Ready	Main
<input checked="" type="checkbox"/>	02024091008 ⓘ	ZFOLNAMEBMT	ZFOFNAMEBMT	T	0204312641	● GRADE 9 ENGLISH (EHS 9 English)	Exited ▾	Main
<input checked="" type="checkbox"/>	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 ID	Name	Session ID	Task	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

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)	DETAILS
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST) STUDENT TEST STATUS
<input checked="" type="checkbox"/> ZFOLNAMEBMO, ZFOFNAMEBMO O (02024091003) ⓘ	● GRADE 9 ENGLISH (EHS 9 English) Completed
<input checked="" type="checkbox"/> ZFOLNAMEBMQ, ZFOFNAMEBMQ Q (02024091005) ⓘ	● GRADE 9 ENGLISH (EHS 9 English) Completed
<input checked="" type="checkbox"/> ZFOLNAMEBMR, ZFOFNAMEBMR R (02024091006) ⓘ	● GRADE 9 ENGLISH (EHS 9 English) Ready
<input type="checkbox"/> ZFOLNAMEBMT, ZFOFNAMEBMT T (02024091008) ⓘ	● GRADE 9 ENGLISH (EHS 9 English) Resumed
<input type="checkbox"/> 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 'GRADE 9 ENGLISH' testing interface. At the top, there are links for 'Resources', 'Details', and 'Edit'. Below this, a green dot indicates the test is 'In Progress'. A 'Stop Session' button is highlighted with a red rectangular box. To its right is a 'Refresh' button. Below the 'In Progress' indicator, there is a section for 'EHS 9 English (5 Student Tests)' with a 'Monitor Test' link and a lock icon. A progress bar shows 5 tests completed. On the right side, a 'Student Test Status Key' legend is visible, listing: Ready (grey), Resumed, Resumed Upload (orange), Active (green), Exited (red), Completed, Marked Complete (blue), and a speaker icon.

ACT ASPIRE TESTING PROCESS

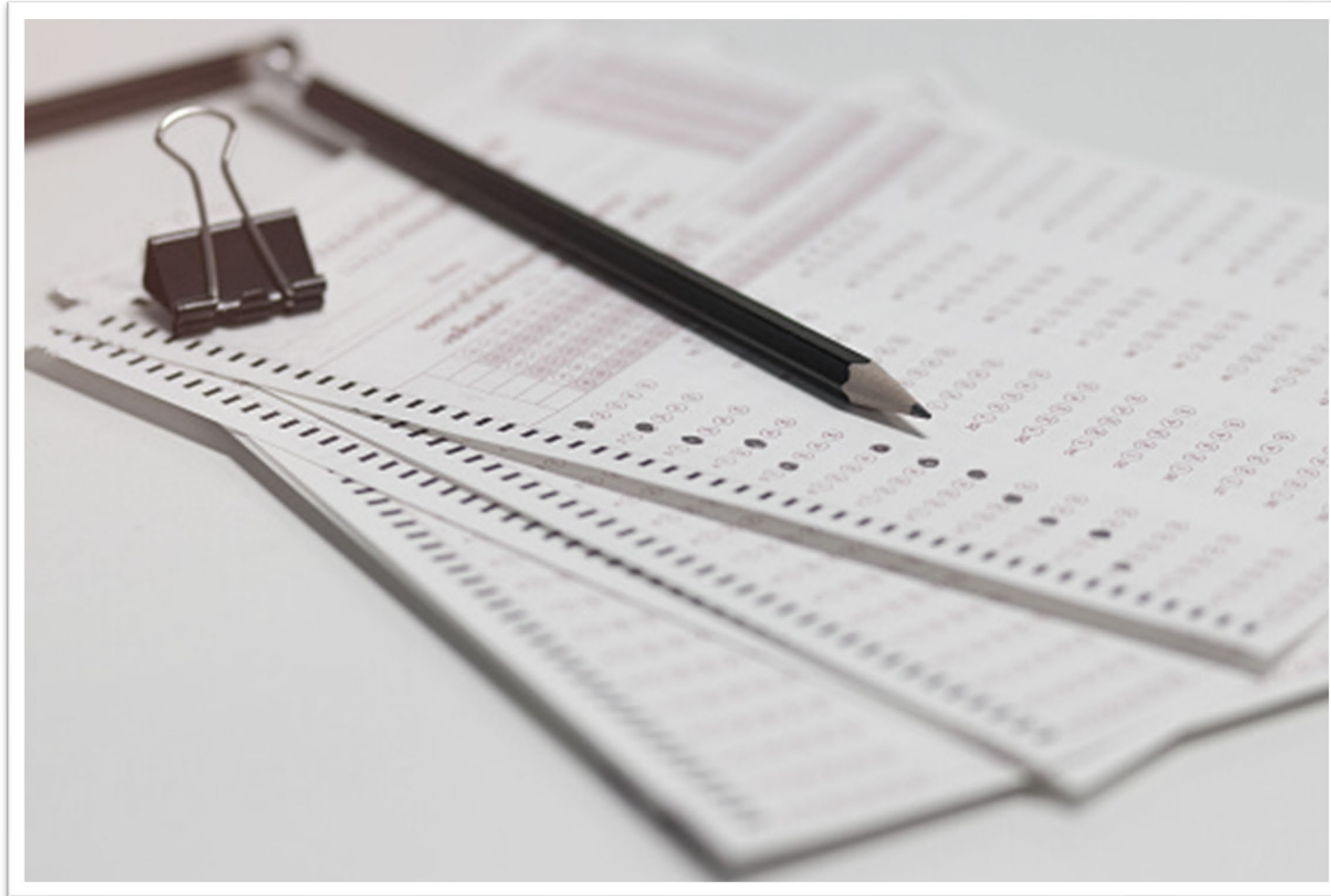
12 ADMINISTER THE TEST ONLINE

- STOP A TEST SESSION

The screenshot displays the ACT Aspire testing interface for a Grade 9 English test 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. There are two buttons: "Restart Session" (green) and "Refresh" (purple). A progress bar shows "EHS 9 English (5 Student Tests)" with a "Monitor Test" button and a lock icon. The progress bar is filled with blue and has the number "5" in the center. To the right, a "Student Test Status Key" legend lists: Ready (grey), Resumed, Resumed Upload (orange), Active (green), Exited (red), Completed, Marked Complete (blue). A speaker icon is visible in the bottom right corner of the interface.

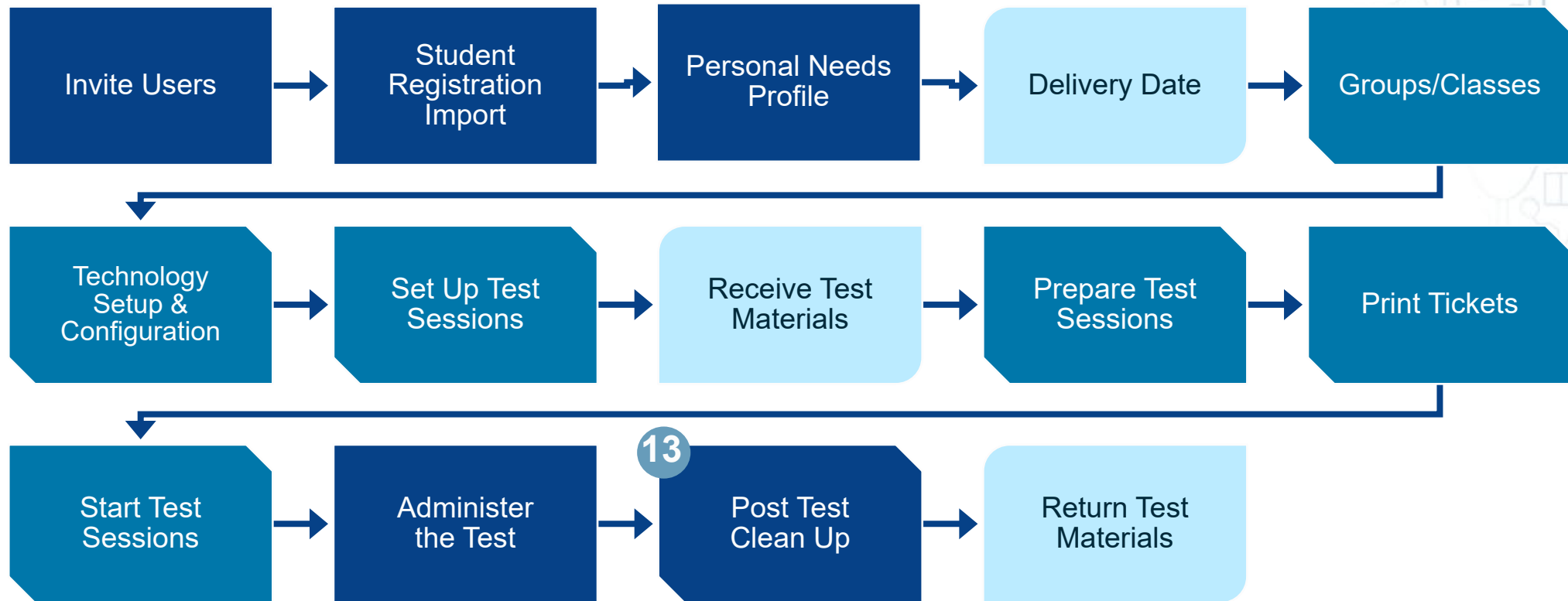
ACT ASPIRE TESTING PROCESS

12 ADMINISTER THE TEST ON PAPER



ACT ASPIRE TESTING PROCESS

13 POST TEST CLEAN UP



- Shared process
- Paper
- Online

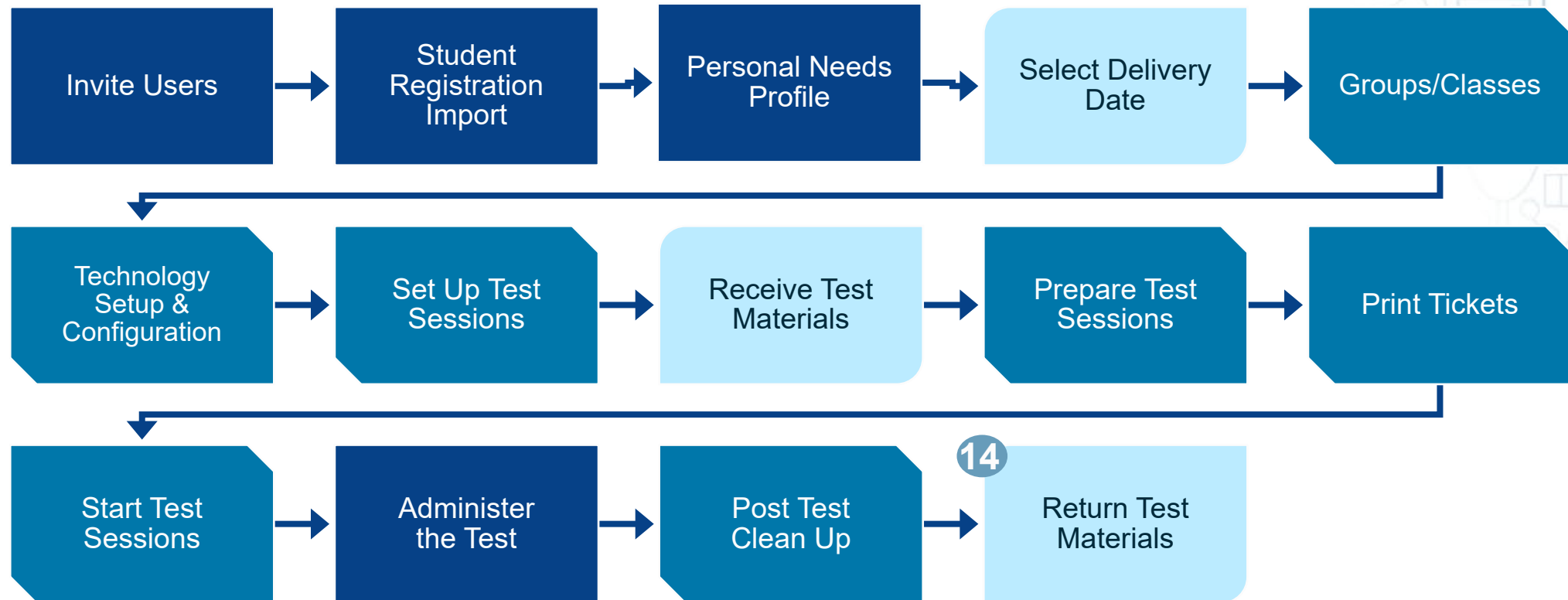
ACT ASPIRE TESTING PROCESS

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



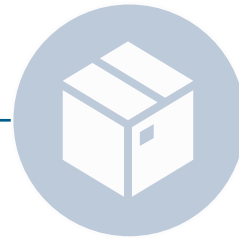
- Shared process
- Paper
- Online

ACT ASPIRE TESTING PROCESS

14 RETURN TEST MATERIALS



Protect
Materials



Use Boxes
and Labels
Provided



Follow
Instructions
in Manual

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

