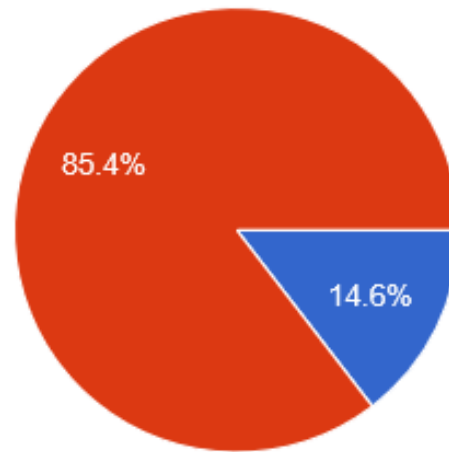**ARCHDIOCESE OF CHICAGO**

ACT Aspire Summative
Computer-based Test Administration

Webinar
Spring 2018
Webinar date: 3-21-18

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Spring 2018 Test Administration

ACT Aspire Testing Window

103 responses

85.4%

14.6%

- Window 1: Tuesday, April 10 through Friday, April 13; Make-up tests/ accommodations Monday, April 16 through Thursday, April 19
- Window 2: Tuesday, April 17 through Friday, April 20; Make-up tests/ accommodations Monday, April 23 through Thursday, April 26

Webinar Objectives

Objective 1- Procedures before test administration

Objective 2- Procedures during test administration

Objective 3- Procedures after test administration

Test Administration Manuals

1. [Test Coordinator Manual](#)
2. [Portal Users Guide](#)
3. [Accessibility User's Guide](#)
4. Room Supervisor Manuals
   - [Paper-based Testing](#)
   - [Computer-based Testing](#)

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Create Test Administration Schedule

Paper- and Computer-based Test Administration Schedule				
Grade	Day 1	Day 2	Day 3	Day 4
3	Reading: 65 min.	Math: 65 min.	English/Writing: 40 min./45 min	Science: 60 min.
4	Reading: 65 min.	Math: 65 min.	English/Writing: 40 min./45 min	Science: 60 min.
5	Reading: 65 min.	Math: 65 min.	English/Writing: 40 min./45 min	Science: 60 min.
6	Reading: 65 min.	Math: 75 min.	English/Writing: 40 min./40 min	Science: 60 min.
7	Reading: 65 min.	Math: 75 min.	English/Writing: 40 min./40 min	Science: 60 min.
8	Reading: 65 min.	Math: 75 min.	English/Writing: 40 min./40 min	Science: 60 min.
EHS	Reading: 65 min.	Math: 75 min.	English/Writing: 45 min./40 min	Science: 60 min.

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Standardized Procedures

- Administering the test in a standardized process
- Relatives or guardians of students taking the test should not serve in the role of test coordinator
- Relatives of students taking the test should not serve in the role of room supervisor in the same testing room as the student relative

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Room Supervisors

- Typically, teachers administer the tests to students during regular class periods.

- Be sure everyone involved in test administration has access to the *Room Supervisor Manual* and is familiar with its contents

- A Room Supervisor is needed in each testing room to read directions and monitor students

- Before the test day, all testing personnel should read all of the testing instructions carefully, particularly the verbal instructions, which will be read aloud to students on the test day.

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Room Supervisor Responsibilities

- Read and thoroughly understand the policies, procedures, and instructions in the *Room Supervisor Manual* and other materials provided

- Supervise a test room

- Distribute test materials

- Read test instructions

- Properly time tests

- Walk around the testing room during testing to be sure students are working on the correct test and to observe student behavior

- Pay careful attention to monitoring students' behavior during the entire testing session

- Collect and account for all answer documents, test booklets, and scratch paper before dismissing students

- Ensure students have stopped testing

- Complete documentation of any testing irregularities

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Activities Before the Test

- Determine which set of verbal instructions room supervisors are to follow. Room supervisors should clearly mark those instructions in their manuals. For example, in the Room Supervisor Manual provides the first set of instructions is for the English test (page 15), but the first test to be administered is reading (page 28).

- Develop and share the contingency plan for handling unexpected situations that may arise that could affect testing

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Instructions to Students Prior to Testing

- Inform students that they will be taking a test to measure what they know about certain subjects

- Students in grades 6 and above should be instructed to bring a calculator to class for the mathematics test, there is an online calculator tool

- Encourage students to do their best on the tests

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Prohibited Student Behavior

Room Supervisor is to document all instances of the following behaviors on the Testing Irregularity Report provided in the *Room Supervisor Manual*

Prohibited student actions and violations:

- Looking at someone else's test booklet or answer document
- Giving or receiving assistance
- Disturbing other students
- Using notes or other unauthorized aids (scratch paper is allowed to do figuring, organize thoughts, etc.)
- Using calculators on any test other than the Grade 6-Early High School (Grades 9-10) Mathematics test

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Prohibited Student Behavior

Prohibited student actions and violations (con't):

- Sharing a calculator with another student
- Using any device, including calculators, to share or exchange information at any time during the tests or during breaks
- Attempting to remove test materials, including test questions or answers, from the test room by any means
- Filling in circles or answering questions after time has been called, even with the test booklet closed
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the test room. **Recommendation: collect cell phones from students prior to test.**

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School and Individual Violations

- Accessing or obtaining a test booklet or test questions prior to the test for any reason
- Photocopying, making an electronic copy, taking a photo, or keeping a personal copy of the test or of any test items
- Taking notes about test questions or any paraphrase of test questions
- Aiding or assisting a student with a response or answer to a test item, including providing formulas
- Rephrasing test questions for students

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School and Individual Violations

- Creating an answer key or "crib sheet" of answers to test questions

- Editing or changing student answers after completion of the test, with or without the student's permission

- Allowing students to test in an unsupervised setting

- Leaving test materials in an unsecured place or unattended

- Failing to properly report and document incidents of prohibited behavior involving students, staff, or others

- Allowing students to test longer than the permitted time (does not apply to students with extra time as an accommodation)

- Failing to return and account for all testing materials after the testing session has ended

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Use of Calculators on ACT Aspire

- Students taking the Grades 3-5 Mathematics subject tests **cannot** use a calculator. All problems can be solved without a calculator

- Students are allowed, but not required, to use an approved calculator on the Grades 6- Early High School (Grades 9-10) Mathematics tests. Students are encouraged to use a personal calculator they are familiar with.

- Students are not allowed to share calculators during testing

- Calculators are not permitted on any other subject test

- Confirm that all calculators used by students are approved before testing

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Prohibited Calculators

Calculators with built-in or downloaded computer algebra system functionality
Prohibited calculators in this category include:

- Texas Instruments:
  - All model numbers that begin with TI-89 or TI-92
  - TI-Nspire CAS—Note: The TI-Nspire (non-CAS) is permitted.
- Hewlett-Packard:
  - HP Prime
  - HP 48GII
  - All model numbers that begin with HP 40G, HP 49G, or HP 50G
- Casio:
  - fx-CP400 (ClassPad 400)
  - ClassPad 300
  - ClassPad 330
  - Algebra fx 2.0
  - All model numbers that begin with CFX-9970G

Handheld, tablet, or laptop computers, including PDAs

Electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.

Calculators built into cell phones or any other electronic communication devices

Calculators with a typewriter keypad (letter keys in QWERTY format)—Note: Letter keys *not* in QWERTY format are permitted.

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Security of Test Materials

- Ensure all Room Supervisors have login access to the ACT Aspire Portal

- Authorization tickets should be printed in advanced and stored in a secure location

- Room Supervisors must collect used and unused scratch paper and authorization tickets after testing

- Room Supervisors should never leave a test room unattended

- Test sessions must be started in the ACT Aspire Portal before students can sign in to the test

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Materials Provided by the School

- Time piece: each room supervisor should have access to an accurate timepiece in order to time each test

- Scratch paper: Students are instructed to do scratch work for the tests in their test booklet. However, students may be given additional sheets of scratch paper if they request it. Room Supervisors should collect the scratch paper after testing and destroy them (shred)

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Prepare for ACT Aspire

- Ensure the school's equipment and network meet the minimum technical requirements

- Ensure equipment and network meets system requirements: click here for requirements

- Ensure that room and seating arrangements follow the guidelines in the Test Coordinator Manual on page 26

- Train Room Supervisors on the use of the ACT Aspire Portal and TestNav 8 (the online testing system)

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Prepare for ACT Aspire

- Prepare students for online testing using the [Student Sandbox](#) (hyperlink)

- Student Sandbox presents questions as they are presented in the format of the live test, example questions are not intended to be a practice test for content, rather the purpose is to familiarize students with the functions and presentation of test items in TestNav 8 to prevent delays or mistakes due to an unfamiliar interface

Webinar Objectives

Objective 1- Procedures before test administration

Objective 2- Procedures during test administration

Objective 3- Procedures after test administration

Test Days

- Determine when and where staff members are to report on the test days

- No one may be admitted to the testing room once the timed tests have begun. Determine how to handle late arrivals

- Verbal instructions for the tests must be read in verbatim

- **Login credentials should not be distributed prior to admitting students**

- The online system will display a countdown timer set to the appropriate amount of time for the subject test the student is taking. The subject test automatically ends when time runs out, displaying a "Time Expired" message.

- Room Supervisors must not read (other than the *Room Supervisor Manual*), correct papers, or do anything unrelated to administering the test. Their attention should be focused on the students.

- Students who finish before the end of the testing period should be encouraged to review their work. **Students must sit quietly after completing the test session and may not work/read on anything else.**

Test Days

- Conversations among staff must be quite and kept to a minimum. Even whispered conversations can be distracting to students while testing.

- Room Supervisors administering the math test in grade 6 to grade 10 are to check for approved calculators before testing to ensure the calculators meet ACT Aspire standards.

- During the test, Room Supervisors should walk around the room, be available to respond to students' questions, assist in the case of illness, and check that students are signed in to the correct test and assist them with technical or system navigation issues.

- Determine procedures for a student leaving during the test to go to the restroom; **pause the test for students that go to the restroom**.

- Determine what actions to take if staff observe prohibited behavior. Review plans for dismissing students (for example, where they are to be sent, how to maintain vigilance in the test room, documenting actions taken)

Test Days

- Discuss what actions to take in the case of a group irregularity (for example, a power outage) or an emergency (fire alarm)

- Discuss potential individual irregularities and actions to take

- Review the Testing Irregularity Report (located at the end of the *Room Supervisor Manual*)

- **In each testing room, remove or cover all maps, posters, charts, and bulletin board materials related to the subject being tested**

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Test Days

- TestNav 8 must be the only application running on the computer during testing. If a student has exited the test by exhibiting prohibited behavior, reinstate or invalidate the test and record an irregularity in the ACT Aspire Portal.

- **Reinstate**: allows the student to test the same subject again; the student's answers are not scored and the student would have to start the test from the beginning.

- **Invalidate**: the student is not able to test again and the test attempt will not be scored.

- Room Supervisors are to circulate around the room regularly to discourage students from any prohibited behaviors.

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Toggle Timer – new forms only

DEFAULT
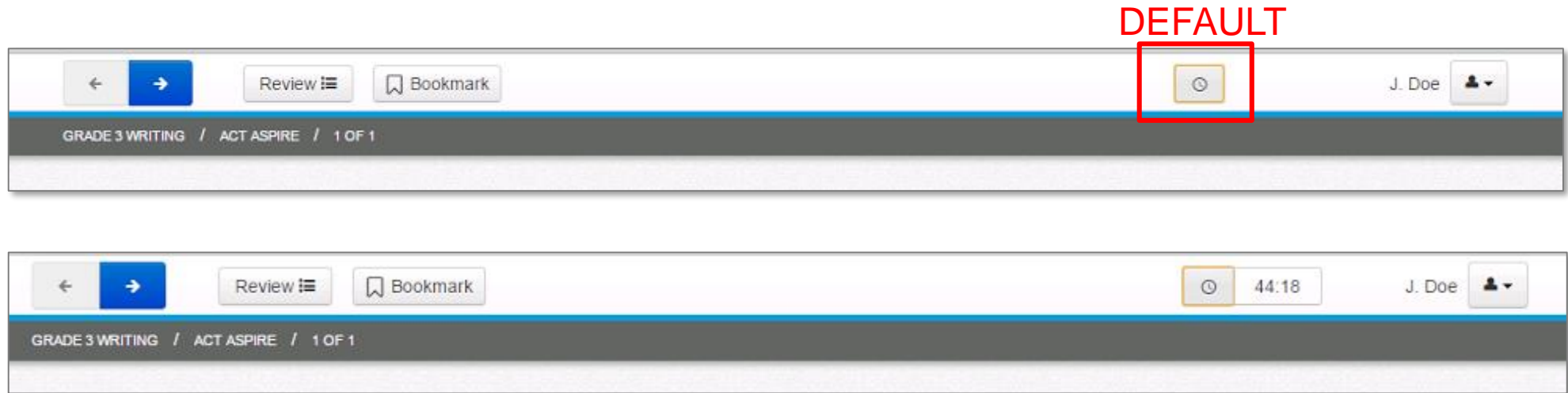
If timer is toggled off, the time continues to run in the background. The student can return the timer to view by clicking on it.
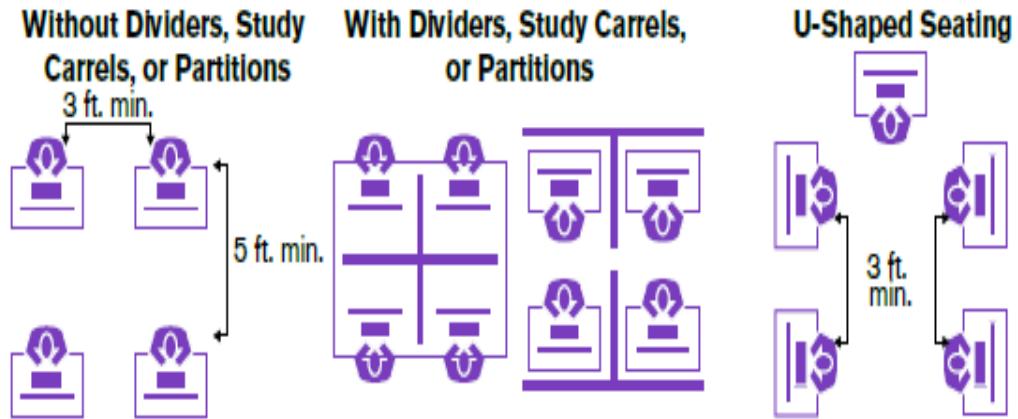
Room and Seating Arrangements

- If computers can be moved, arrange them in such a way that students will not be able to se another student's work (computer screen or scratch paper)

- If computers cannot be moved, take steps to seat students in such a way that they cannot see another student's work. U-shaped seating arrangements are acceptable if they meet this guideline.

- If available, place privacy guards on the sides of computer monitors to provide additional privacy.

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Seating Arrangements
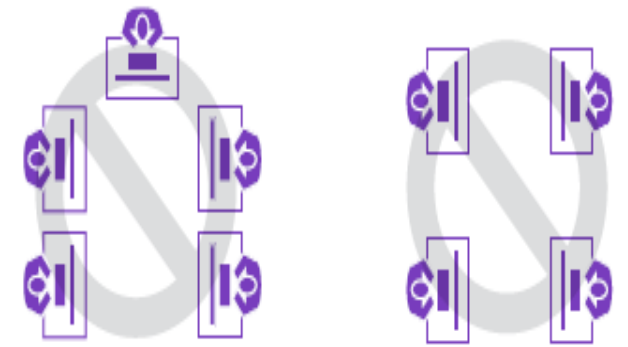
Webinar Objectives

Objective 1- Procedures before test administration

Objective 2- Procedures during test administration

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Reporting Irregularities in Test Administration

- After testing, the Room Supervisor or the Test Coordinator must sign in to the ACT Aspire Portal and check the status of each student's test in the session that just concluded

- If necessary, submit a student's test on behalf of the student if the student did not already do so, by closing the test session in the ACT Aspire Portal following these steps:
  - Finish recording and submitting any irregularities that occurred during the testing session
  - Close the test session according to the instructions in the ACT Aspire Portal User Guide (page 92); be sure all students have completed testing or the allotted time has expired before closing the test session. Once test sessions are closed, they cannot be reopened.

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Reporting Irregularities in Test Administration

Room Supervisors should document any of the following occurrences during administration:

- A student engages in any instance of prohibited behavior as previously mentioned
- A student becomes ill or leaves the room during testing
- A student fails to follow instructions
- A general disturbance or distraction occurs which could affect one or more students' results
- A student questions the accuracy or validity of an item

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Review Next Steps

1. Create test administration schedule (morning testing only)

2. Determine actions to take in the case of a group irregularity (power outage) or emergency (fire alarm)

3. Share manuals with Room Supervisors

4. Review test administration procedures with staff and students

If you have any questions, you may contact **ACT Aspire Customer Service at 888-802-7502**, 6:00 a.m.–7:30 p.m. Central Time, Monday through Friday, or by email at **actaspire@act.org**.

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