
ARCHDIOCESE OF CHICAGO



ACT[®] **Aspire**[™]

Test Administration Webinar

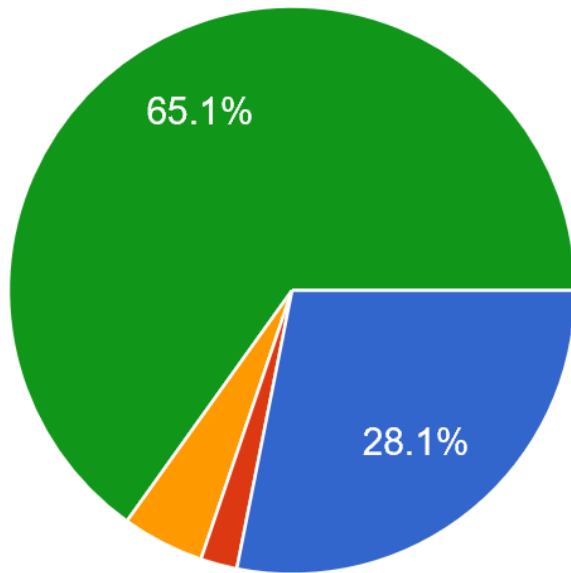
Computer-based Tests

Spring 2017

Webinar date: 2-28-17



Spring 2017 Test Administration Windows



- Window 1: Monday, April 3 through Thursday, April 6; make-up tests/ accommodations Friday, April 7 thr...
- Window 2: Monday, April 10 through Thursday, April 13; make-up tests/ accommodations Monday, April 17 t...
- Window 3: Tuesday, April 18 through Friday, April 21; make-up tests/acco...
- Window 4: Tuesday, April 25 through Friday, April 28; make-up tests/acco...

Test Administration

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.

Test Administration Manuals

- Test Coordinator Manual
- Technical Readiness Manual
- Portal Users Guide
- Accessibility User's Guide
- Room Supervisor Manual:
 - Paper-based Testing
 - Computer-based Testing

Standardized Procedures

- Administering the test in a standardized manner
- Relatives or guardians of students taking the test should not serve in the role of 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

School and Individual Violations

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

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
- Creating a mock account to access test items

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, but a calculator tool will also be available within the online testing system.
- 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

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.

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.

Room Supervisors Responsibilities

- Read and thoroughly understand the policies, procedures, and instructions in the *Room Supervisor Manual* and other materials provided
- Supervise a test room
- Start a test session
- Help students sign in to the online testing system
- Read test instructions
- Properly time tests
- Monitor the online testing system
- Pay careful attention to monitoring students' behavior during the entire testing session
- Collect and account for all scratch paper before dismissing students
- Ensure students have stopped testing and have correctly signed out of the online testing system
- Complete documentation of any testing irregularities

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

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 13), but the first test to be administered in reading (page 33).
- Develop and share the contingency plan for handling unexpected situations that may arise that could affect testing

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.

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**

After the test

- Test Coordinator must close all test sessions on the ACT Aspire Portal after all students assigned to the test session have completed testing.
- Once test sessions are closed, they cannot be reopened.

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 computer/device screen display
 - Using any tool not contained in the online testing system, including notes or other unauthorized aids
 - 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 Grades 6- Early High School (Grades 9-10) Mathematics test

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.**

Reporting Irregularities in Test Administration

- Recording an irregularity is not the same as voiding his or her test and dismissing him or her for prohibited behavior
- Room supervisors should enter test irregularities directly into the reporting tool in the ACT Aspire Portal
- If room supervisors do not have access to the Portal, they should use the Testing Irregularity Report located at the end of the *Room Supervisor Manual*
- All Testing Irregularity Reports should be forward to the test coordinator after testing and be entered into the ACT Aspire Portal

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 mentioned in this webinar
 - 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
 - A student has a technical issue that interrupts testing

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
- Encourage students to do their best on the tests

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)

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

Room and Seating Arrangements

- If computers can be moved, arrange them in such a way that students will not be able to see 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.

Room and Seating Arrangements

- 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.
- Room Supervisors are to circulate around the room regularly to discourage students from any prohibited behaviors.
- TestNav 8 does not allow students to keep responding to questions after time has expired. Room Supervisors are to be aware of when the test time for a test will end so they can announce this to students

ACT Aspire Portal and TestNav 8

- Room supervisors will need to use the online testing system to enable student testing
- Step-by-step instructions on using the system are on the Portal User Guide
- Room supervisors will use:
 - ACT Aspire Portal (www.actaspire.org): this is where they will perform administrative and proctoring tasks
 - TestNav 8 (tn.actaspire.org): This is where students will sign in to take tests (this link is not accessible through Chrome)

Materials Provided by the School

- Pencils and pens: Students are allowed to use pencils or pens to mark on their scratch paper. You may instruct students ahead of time to bring pencils or pens, but is generally advisable to provide a supply in each testing room. A pencil sharpener should also be available in each room.
- Scratch paper: students may be given sheets of scratch paper at their request. Room supervisors should collect the scratch paper after testing and destroy them (shred)
- Calculators: The school may choose to provide calculators to students or the students may bring their own calculator to the test (grades 6-10 only). There is an online calculator for the math test students can use.

Online Testing Guidelines

- If computers can be moved, arrange them in such a way that students will not be able to 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
- 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.
- **Reinstating** allows the student to test that subject again this year. **Invalidating** means the student is not able to test again and the test attempt will not be scored.
- Testing staff should circulate around the room regularly. This will discourage students from any prohibited behaviors.
- TestNav 8 does not allow students to keep responding to questions after time has expired. Staff should be aware of when the set time for a subject test will end so they can announce this to students

Post-test Instruction

- 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 84); 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.

Review Next Steps

1. Verify that all students are in the ACT Aspire portal; and add any new students to the ACT Aspire portal. [Click here for directions](#)
2. Edit the Personal Needs Profile for students that require accommodations for the test: students in grade 3, transfer students with an IEP/ICEP, students that received an IEP/ICEP this academic year. The Personal Needs Profile that were edited last year carry over to this year.
3. Create test sessions. Page 17 in the [Portal User's Guide](#)
 - A. Window 1 Create test sessions on or before Thursday, March 2
 - B. Window 2 Create test sessions on or before Thursday, March 9
 - C. Window 3 Create test sessions on or before Thursday, March 16
 - D. Window 4 Create test sessions on or before Thursday, March 23

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Grazie Danke Ευχαριστίες Dalu
Thank You Köszönöm
Tack
Спасибо Dank Gracias
谢谢 **Merci** Seé
ありがとう

Prayers are with you in this
season of Lent

