# Paper-Based Testing

**Objective:** The below table outlines the 11 administration steps for ACT Aspire Summative paper-based testing. Each step includes a description and associated TMS modules for further information.

<table>
<thead>
<tr>
<th>Steps for Paper-Based Testing</th>
<th>Online Session on Training Management System Link to TMS: <a href="https://actaspire.tms.pearson.com/">https://actaspire.tms.pearson.com/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1: Implementation Training:</strong> (Oct 2nd – 8th, 2015)</td>
<td>ACT Aspire overview training which covers technology requirements as well as portal administration.</td>
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</tbody>
</table>
| **Step 2: Invite Additional Users to the Portal:** (Nov 24th, 2015 –> ) | Invite additional personnel to delegate administrative tasks & setup.  
- Inviting & Managing Users, 6 mins |
| **Step 3: Student Data:** (Jan 1st, 2016 – Mar 3rd, 2016) | Review uploaded student data to the ACT Aspire Portal.  
- Student Data & Test Sessions Overview, 19 mins  
- Manually Entering & Updating Student Data, 4 mins |
| **Step 4: Accessibility & Accommodations (Optional, but recommended):** (Feb 19th, 2016 – Mar 4th, 2016) | Complete personal needs profiles (PNP) for students who require accommodations.  
- Updating Personal Needs Profile for Accessibility Features, 10 mins |
| **Step 5: Create Groups (Optional, but recommended):** (Feb 1st, 2016 – Mar 4th, 2016) | Place students into groups to help organize & expedite test session setup.  
- Creating & Using Groups, 4 mins |
| **Step 6: Test Session Setup:** (Feb 1st, 2016 – Mar 4th, 2016) | Build test sessions in the Portal.  
- Creating, Editing, & Viewing Test Sessions, 9 mins  
- Adding, Removing, & Moving Students to Sessions, 6 mins  
- Copy Test Sessions, 5 mins  
- Transferring Students, 5 mins |
| **Step 7: Receive & Organize Test Materials:** (Mar 29th, 2016 – Apr 1st, 2016) | Ensure all materials are accounted for and organized for distribution to test sessions.  
- Paper-Based Testing, 43 mins |
| **Step 8: Start Test Sessions In the Portal:** (Apr 11th, 2016 Optional, but needed to record irregularities online) | Start test sessions in the Portal when test session status appears as “Ready”.  
- Room Supervisor Training: Paper-Based Testing, 33 mins |
| **Step 9: Administer the Test:** (Apr 11th, 2016 – Mar 3rd, 2016) | Distribute test books and answer documents, read test directions, and proctor assessments.  
- Monitoring Test Sessions, 7 mins |
| **Step 10: Post-Test Clean Up:** (Apr 12th, 2016 – Mar 10th, 2016) | Collect test materials and scratch paper, record irregularities in the Portal, and close test sessions.  
- Reporting Irregularities & Closing Test Sessions, 9 mins |
| **Step 11: Return Test Materials to ACT Aspire:** (Apr 12th, 2016 – Mar 10th, 2016) | Separately pack and ship all scorable and non-scorable test materials to ACT Aspire  
- Paper-Based Testing Post Assessment Steps, 10 mins |

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Updated: February 5, 2016