### Checklist for Success

**ACT Aspire Testing**

#### Purpose
This document contains tasks and timelines to help the Test Administrator, Technology Coordinator and Room Supervisor have a successful test administration. To view training documents, please visit the Wyoming Avocet training website. To view the training modules referenced, visit the Training Management System.

#### Tasks Checklist
Use the following checklists to mark off tasks as you complete them.

<table>
<thead>
<tr>
<th>Role Color Key</th>
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</thead>
<tbody>
<tr>
<td>Administrator Activity</td>
</tr>
<tr>
<td>Test Coordinator</td>
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<tr>
<td>Technology Coordinator Activity</td>
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<tr>
<td>Room Supervisor Activity</td>
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### Technology Set-Up and Configuration

- Attend a webinar to learn about technology requirements and how to use Proctor Cache and PreCache.
- Set up Proctor Cache by April 7, 2017.
- Download the TestNav application to all testing devices, to avoid issues with Java updates.
- Conduct technology readiness testing.

### April - May

- Paper-based accommodations shipment arrives at districts April 3 - 7, 2017. Verify all testing materials are accounted for.
- Conduct final technology readiness testing between March 6 - 31, 2017.
- View the training modules Creating, Editing and Viewing Test Sessions, Adding and Removing Students to Sessions, and Copy Test Sessions to learn about test session creation and management.
- Set up online test sessions and place students in test sessions by April 7, 2017.
- View the training module Printing Student Authentication Tickets to learn how to print student authorization tickets.
- Print student authorization tickets and store in a secure place for day of testing.

### Preparing Staff

- Use information from the testing manuals to conduct a staff training session.
- Provide room supervisors with relevant authorization tickets or paper-based accommodations.

### Testing Activities

- View the training module TestNav 8 Overview to learn how students will access TestNav 8 on test day.
- Start all test sessions in the portal, either the day testing begins or the day before.
- Administer the test April 10 - May 3, 2017.
- Record all testing irregularities in the portal.
- View the training module Reporting Irregularities & Closing Test Sessions to learn how to enter irregularities and close test sessions.
- After all students have completed testing, close test sessions.

### Packaging and Returning Materials

- Review instructions in the test Coordinator manual for packaging and returning paper materials and schedule a UPS pickup.
- Ship all paper materials. Paper answer documents will not be scored if received after May 12, 2017.

### July

#### Reports

- View the training module Accessing Summative Reports to learn how to view reports within the portal.
- View individual student reports in the ACT Aspire portal.
- View aggregate reports in the ACT Aspire portal.