ACT Aspire

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 these checklists to mark off tasks as you complete them.

Role Color Key

	Administrator Activity
	Test Coordinator
	Technology Coordinator Activity
	Room Supervisor Activity

January

- ☐ View the training module *Inviting and Managing Users* to learn how to invite new users and manage existing users.
- ☐ Delegate administrative tasks and verify users have the correct access. Invite additional users into the ACT Aspire portal, if needed.

February - March

Student Data

- ☐ View the training module *Student Data and Test Sessions Overview* to learn how to manage student data and test sessions.
- ☐ Confirm or make necessary edits to student data. Feb. 20 - Mar. 3, 2017

Test Administration Training

- ☐ Attend one of two Wyoming test administration Q&A training sessions.

Accessibility and Accommodations

- ☐ View the training module *Updating Personal Needs Profile for Accessibility Features* and *Creating and Importing PNP Extracts* to learn how to update Personal Needs Profiles (PNP's).
- ☐ Update accommodations in students' Personal Needs Profiles (PNP). You must confirm your student data file before beginning this task.
- ☐ Complete PNP's for all students (paper and online accommodations) by March 10, 2017.
- ☐ For students testing with paper accommodations, place paper-based test orders by March 6, 2017. To do this, you must complete all student PNP's and place students in paper test sessions.

Create Test Sessions

- ☐ Window to create paper test sessions. (March 6 - 17, 2017) View the training module *Student Data and Test Sessions Overview*.
- ☐ Create Online Test sessions (March 6 - April 7, 2017)

Create Groups (optional)

- ☐ View the training module *Creating and Using Groups* to learn how to create and manage groups in the portal.
- ☐ Create groups in the portal (optional). You must completed student Personal Needs Profile before beginning this task.

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.