Agenda

ADE DTC Training

November 2015

• Introduction
• Test Dates
  ▪ Paper Testing April 18 – April 29, 2016
  ▪ Online Testing April 11 – May 13, 2016
• Resources & Materials for Districts/Schools
• Portal – test process
Test Assessment Basics

• Required tests: math, reading, English, science and writing
• Maximum of 3 tests per day
• No order required for testing
• Test Times

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Writing</th>
<th>Reading</th>
<th>Math</th>
<th>Science</th>
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<td>60</td>
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<table>
<thead>
<tr>
<th>Timing</th>
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<tr>
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<tr>
<td>4 hours, 5 minutes</td>
</tr>
<tr>
<td>4 hours, 10 minutes</td>
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</tbody>
</table>
Resources & Materials for Districts/Schools
Color Coding

Training will cross several phases of testing; slides will change to reflect the phases they represent:

- General Information
- Pre-Test Tech Readiness
- Assessment Preparation
- Assessment Administration
- Post-Assessment Steps
- Reporting & Data Usage
ACT Aspire Assessment Landing Page

http://actaspire.pearson.com
...and Training

Training Management System (TMS)

- Enables convenient self-paced training
- Requires email to login
- Transcript feature tracks training
- Mobile-ready
- [http://actaspire.tms.pearson.com/](http://actaspire.tms.pearson.com/)
# Training Calendar of Events

![Calendrier des événements d'entraînement](image)

**ACT Aspire Calendar of Training Events (times shown in CT)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, November 2</strong></td>
<td></td>
</tr>
<tr>
<td>11:15am</td>
<td>RETURNING Organizational File and Reverse Student Data Upload File</td>
</tr>
<tr>
<td>1:15pm</td>
<td>CBT NEW: Technology Requirements and Readiness</td>
</tr>
<tr>
<td><strong>Tuesday, November 3</strong></td>
<td></td>
</tr>
<tr>
<td>1:15pm</td>
<td>NEW: Creating Personal Needs Profiles, Groups, and Test Sessions</td>
</tr>
<tr>
<td>2:30pm</td>
<td>RETURNING Creating Personal Needs Profiles, Groups, and Test Sessions</td>
</tr>
<tr>
<td><strong>Wednesday, November 4</strong></td>
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</tr>
<tr>
<td>10:00am</td>
<td>ALL: Management Reports, Widget Dashboard and Authorization Tickets</td>
</tr>
<tr>
<td>11:30am</td>
<td>PBT SUM: Paper Material Receiving and Return Guidelines</td>
</tr>
<tr>
<td>1:15pm</td>
<td>PBT SUM: Irregularities, Transfers, Invalidations and Reinstatements</td>
</tr>
<tr>
<td>2:30pm</td>
<td>PBT SUM RS: Room Supervisor Role and Responsibilities</td>
</tr>
<tr>
<td><strong>Thursday, November 5</strong></td>
<td></td>
</tr>
<tr>
<td>10:00am</td>
<td>CBT SUM: Irregularities, Transfers, Invalidations and Reinstatements</td>
</tr>
<tr>
<td>11:15am</td>
<td>CBT SUM RS: Room Supervisor Role and Responsibilities</td>
</tr>
<tr>
<td>12:30pm</td>
<td>PER: Irregularities, Transfers, and Invalidations</td>
</tr>
<tr>
<td>1:45pm</td>
<td>PER RS: Room Supervisor Role and Responsibilities</td>
</tr>
<tr>
<td>3:00pm</td>
<td>PER: Accessing Your ACT Aspire Reports Interim and Classroom</td>
</tr>
<tr>
<td><strong>Monday, November 9</strong></td>
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</tr>
<tr>
<td>10:00am</td>
<td>NEW: Organizational File and Student Data Upload File</td>
</tr>
<tr>
<td>1:15pm</td>
<td>CBT NEW: Technology Requirements and Readiness</td>
</tr>
</tbody>
</table>

*Not AR specific*
Testing Step-by-Step

- Access the Step-by-Step training resources on the ACT Aspire Landing Page > Training and Manuals
Testing Flowchart

• Access the End-to-End Flowchart on the ACT Aspire Landing Page > Training and Manuals
Testing Flowchart

1. Pre-Test Tech Readiness
   - Complete the Technology Readiness training (SystemCheck and Proctor Caching).
   - Mode: CBT, Roles: TC, Tech

2. General Information
   - Review administration manuals and training modules.
   - Attend LIVE WebEx training events. (Multiple sessions for each event are listed on the Calendar of Events.)
   - Mode: CBT & PBT, Roles: TC, RS, Tech

3. Assessment Preparation
   - Locate the Organizational (Org) file and Student Data Upload (SDU) file layouts and templates on Avocet.
   - Mode: CBT & PBT, Roles: TC

4. Assessment Preparation
   - Populate the Org File template and send it to ACT Aspire.
   - Mode: CBT & PBT, Roles: TC

5. Assessment Preparation
   - ACT Aspire will upload the Org File to the ACT Aspire Portal.
   - Mode: CBT & PBT, Roles: TC

6. Assessment Preparation
   - ACT Aspire will send an ACT Aspire Portal email invitation to the contacts listed on the Org File.
   - Mode: CBT & PBT, Roles: TC

7. Assessment Preparation
   - Use the link embedded in the ACT Aspire Portal Invitation email to access the Portal and invite administrative colleagues as needed.
   - Mode: CBT & PBT, Roles: TC

8. Assessment Preparation
   - Populate and upload a completed SDU file directly to the ACT Aspire Portal.
   - Mode: CBT & PBT, Roles: TC

9. Assessment Preparation
   - Enter any information related to a student’s Personal Needs Profile (PNP) in the ACT Aspire Portal prior to building test sessions.
   - Mode: CBT & PBT, Roles: TC

10. Assessment Preparation
    - Customer creates groups and test sessions in the ACT Aspire Portal.
    - Mode: CBT & PBT, Roles: TC

11. Pre-Test Tech Readiness
    - Pre-Cache test content if computer-based testing.
    - Mode: CBT, Roles: TC, Tech

12. Relevant Information and Links
    - TMS Resources
      - ACT Aspire TMS
    - Updating Personal Needs Profile for Accessibility Features
    - Avocet Resources
      - Avocet
      - Accessibility Users Guide
      - Printing PNP Information
      - Updating Personal Needs Profile
    - Additional Resources
      - ACT Aspire - Training and Manuals

13. Assessment Preparation

14. Assessment Preparation

ADE DTC Training - November 2015
Information...

Avocet

- Online indexing of ancillaries, manuals, program resources
- Only the latest version will be posted
- Requires no login
- Mobile-ready
- [http://actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com)
ACT Arkansas website


ACT Aspire

Test Dates

For 3rd through 10th Grade Students

- April 11 - May 13, 2016 - Online Testing
- April 18 - 29, 2016 - Paper Testing

Click the ACT Aspire Landing Page for manuals, exemplar items, the ACT Aspire Portal, and other resources.

- Manuals and Supplements
- Training
- Score Reporting

Contact Us

General Inquiries
Phone: 888.802.7502 Monday – Friday 6:00 a.m. – 7:30 p.m. (CT)
Email: ACTAspire_Implementation@ACTAspire.org

Visit the ACT Aspire website.
Portal and User Roles
What is the Portal

- The ACT Aspire portal is a secure online data management system used to collect test site information, student information, special accommodation needs, test session information, session monitoring and provides reporting.

- The ACT Aspire portal is accessible only to approved users.
User Roles Learning Points

Tenant Roles determine what a user can do within ACT Aspire –

- Add organizations and upload student data
- View Members
- Manage User permissions
- Invite/delete users
- Associate users to Orgs
- Create test sessions
- View/edit student profiles
Test Session roles determine what a user can do within a Test Session

- Add/remove users/proctors
- Add/remove students
- Edit test session details like dates, times, and titles.
- Add/Edit Test Session roles for users
- Print authorization tickets or rosters
- Start/end a test session
Portal User Role Matrix

- Portal User Role matrix
  - P: Portal User Roles

### Test Coordinator User Role Matrix (Tenant-Level)

There are two permission levels in a tenant that are typically assigned to Test Coordinators:

- **Administrator**: The highest-level permission in a tenant; complete access to the Portal’s functionality.
- **Test Coordinator**: The second highest-level permission in a tenant; similar functionality with limited editing ability.

*Please note: Administrators and Test Coordinators can see all reports for an organization.*

<table>
<thead>
<tr>
<th>Actions</th>
<th>Administrator</th>
<th>Test Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>View org data upload log</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View an individual org and its metadata</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add an individual org via UI</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Edit an individual org’s metadata via UI</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Delete an individual org</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View all org data</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Data</strong></td>
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<td></td>
</tr>
<tr>
<td>Add student data file (SDU) into the system.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Edit student data file (SDU) into the system.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Delete student data file (SDU) into the system.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View SDU import results</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Find Students (Search for students)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View an individual student profile</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Portal User Roles – Administrator

• **Administrator** - The highest level of organization permissions. Ability to manage users assigned to the various organizations in your tenant. You can invite new members, control their access to the organizations within the tenant, or delete them from the tenant completely.
  
  – **Student Information** - The Administrator user role has access to all student information
  
  – **Test Sessions** - Ability to manage all aspects of the Test Session: creation, copying, editing, printing student login tickets, assigning proctors and starting a test.
  
  – **Student Transfers** - only level with the ability to transfer students between schools
  
  – **Monitoring Testing** - Only the Administrator role has access to Monitoring Dashboard information
  
  – **Reporting** - Complete access to all reports
Portal User Roles – Test Coordinator

- **Test Coordinator** - High level access. Access to view individual organization data. You can invite new members, control their access to the organizations within the tenant, or delete them from the tenant completely.
  - **Student Information** - The Test Coordinator role has access to all student information including the ability to import, add or delete students and edit confidential student data.
  - **Test Sessions** - Ability to manage all aspects of the Test Session: creation, copying, editing, printing student login tickets, assigning proctors and starting a test.
  - **Student Transfers** – Limited access
  - **Reporting** - Complete access to all reports
Portal User Roles

- **Room Supervisor** – responsible for the secure administration of the assessment in a designated room. This role requires an understanding of testing procedures and instructions to properly administer the assessment in a standard manner.

- **Technology Coordinator** – main technology contact for his or her organization. This role requires a broad understanding of the technology needs for the ACT Aspire assessment.
Student Data Upload (SDU) Files
Student Data Upload Overview

- Create student profile import via COGNOS
- Upload to Portal for validation and processing
- Guidelines and template available
- Student records will be added to Portal
Student Data Upload File Template

- The SDU File template is an Excel spreadsheet with all file fields, both required and optional.
- Hovering over a header field provides information about the data input requirements.
- **Do not delete any columns**, even if left blank; this will cause errors in processing.
Groups and Teachers

- **Groups:** columns S – AB
  - Recommended for creating test sessions
  - Can be used to generate dynamic reports by group

- **Teachers:** columns AP – AY
  - Teacher email address will link students to the teacher
  - Provides Educator role and permissions; this will enable teachers to generate dynamic Educator reports for their own students

- **COGNOS file will create 5 groups automatically**
  - More information will come during Technology Trainings
SDU Deadlines

- Periodic Testers – December 2, 2015
- Summative Testers – January 29, 2016
Student Personal Needs Profile (PNP)
Accessibility

Computer Delivered Levels of Support:
ACT’s computer-based test (CBT) delivery system includes a selection of integrated accessibility supports that can be made available to users throughout the test, all of which preserve the intended constructs in a secure and controlled manner.

Open Access Tools

Locally Delivered Levels of Support:
Local schools, teachers and test administrators provide accessibility supports designed to preserve the intended constructs through carefully structured and secure procedures, either instead of, or in addition to CBT supports.

4. Modifications are not permitted.

Width of the triangle above shows the proportionate number of students who use that set of accessibility tools.
The Personal Needs Profile (PNP) defines a student’s specific test supports for testing. Keep in mind:

- PNP supports apply to all subjects
- Some PNP supports cannot be edited if the student is in a test session
- Orders must be placed prior to the testing window for necessary paper-based materials
- Students with PNP supports do not always require a separate test session
- Individual settings are recommended for some PNP supports
Creating PNP Extract

Go to Students > Student Extracts

Select **Create PNP Extract** to generate a spreadsheet
Updating PNP Supports

Contains all students; add or remove supports as needed

Do not edit Student IDs, First and Last Name, Date of Birth, or Pearson ID

Complete form-specific supports before students are added to test sessions
Importing PNP Updates

Go to Students > Import Student Data

Select PNP-DU Imports, then **Import PNP Updates**

In case of errors, able to download and view messages
PNP Deadline

• Paper
  – February 18 and
  – PRIOR to creating test sessions
  – Applies to accommodated forms and paper based schools

• Online
  – One week prior to testing
  – PRIOR to creating test sessions
Creating, Editing, and Viewing Test Sessions
Test Session Overview

Students must be placed into test sessions for both computer and paper-based testing. By creating test sessions:

- **Online**
  - Students receive the correct form type dictated by their PNP
  - Students are able to log into TestNav

- **Paper**
  - type of paper materials for your students
  - ACT Aspire is able to generate and pre-print the student’s answer document
Test Session Overview

• Test Sessions can be:
  – Created one at a time
  – Copied
  – Built on Groups
  – Created for multiple grades and subjects simultaneously
Multiple Sessions

Test Admin
- Test: Summative Fall 2015 (QC)

Test Mode
- Paper
- Online

Testing Schedule
- Start Date: 09/21/2015
- End Date: 05/31/2016
- Daily Test Window
  - 24-hour testing: Off
  - Start Time: 08:00 AM
  - End Time: 04:00 PM

Daily Test Schedule

Grade / Subject Selection

<table>
<thead>
<tr>
<th>Actual Grade</th>
<th>Number of Students</th>
<th>English</th>
<th>Reading</th>
<th>Writing</th>
<th>Science</th>
<th>Mathematics</th>
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<td>53</td>
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</tr>
</tbody>
</table>
Students and Paper-based Testing

• Students must be added to sessions by the administration deadline in order to receive pre-printed materials

• Students added late will need to be manually gridded
Test Session Setup Deadline

• Paper – February 18, 2016

• Online – 1 week prior to the first day of testing
ProctorCache
ProctorCache Overview

ProctorCache is software that is used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content.

Proctor caching:

• allows you to pre-cache test content to your local network before a test;

• reduces the burden on your internet service provider (ISP) by eliminating redundancy in requests for test content; and

• stores an encrypted local copy of all pre-cached tests.

Proctor caching is highly recommended due to its benefits.
ProctorCache – Portal Overview

Manage Proctor Cache in the portal:

- No need to configure individual workstations
- TestNav will detect and use entered settings
- Set proctor caching settings for district or schools
- Default settings can be applied to test sessions
PreCaching Tests

- PreCaching gathers all of the test content that students will need
- PreCaching should be completed at the organization level where the proctor caching settings were created
- Test content is encrypted and stored locally
Proctor Caching and PreCaching Deadlines

- Proctor Caching - February 2016
- PreCaching - minimum of 1 week prior to test date
Student Data:
Transferring Students
Transfer Overview

- Transfer process for students that have transferred schools
- Transfers initiated by the student’s new school, and completed by the student’s previous school
- Student’s scores will be reported to the school he/she resides in at the time of reporting
- Options to see requests sent and received by a school
Transfers

• Students can be transferred between any schools in the tenant

• Originating schools is unknown – contact ADE

• Originating school won’t release student – contact ADE
Transfers

- New school initiates the transfer; go to Students > Student Transfer Request
- Complete required fields and then click Request for Transfer
Student Request History

- Go to Students > Student Request History; able to sort, search, review status and comments
- Cancel action available for pending requests

ADE DTC Training - November 2015
Starting and Managing Test Sessions
Test Sessions

- Grade 8 Reading - Session 1: Scheduled, Students: 30
- Grade 7 Math - Session 2: Ready, Students: 8
- Grade 7 Math - Session 3: In Progress, Students: 6
- Q4test: Students: 0, Ready
- Grade 7 Math - Session 1: Closed

Status:
- Students Added
- Auth/Roster Printed
- PNP Printed
- Started
- Closed
Reporting Irregularities Overview

Irregularity flow:

Document circumstances that affect student scores

Must be completed by school personnel

Should first be recorded by Room Supervisors

Test Coordinators should be notified of the irregularity
Irregularity Categories

• Examinee
  – Cell phone use, arriving late

• Environment/Materials
  – Power outage, emergency evacuation
  – Contact ADE if testing is impacted

• Technical
  – Kicked out of test, login issues

• Staff
  – Test procedures, irregular staff behavior
  – Contact ADE
Invalidate and Reinstate

**Invalidate**

- Counts as a test attempt, therefore, student cannot take same grade/subject again
- Will display this test attempt on reports such as ISR; will show “Invalidate” message in lieu of score
- Test attempt will display in SPF data files as INV to indicate this attempt was invalidated

**Reinstate**

- Allows student to have another attempt at the grade/subject
- The original test attempt will not display on the ISR
- The original test attempt will not display in the SPF
What is an Infrastructure Trial?

• An Infrastructure Trial is a “dress rehearsal” of a computer-based assessment. It does not use real student information.

• Name of site will be INFRASTRUCTURE TRIAL

• This is low-stakes, dry run for final confirmation that:
  – TestNav is configured correctly
  – Devices can successfully run TestNav
  – Network will bear the full load
  – Participating staff know what to do for computer-based assessment
Infrastructure Trial (INFT)
## Live System

### Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Peg Thomsen</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mobile Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Account Status</strong></td>
<td>Active</td>
</tr>
<tr>
<td><strong>Member Since</strong></td>
<td>11/11/2014 09:57 AM</td>
</tr>
<tr>
<td><strong>Last Signed In</strong></td>
<td>10/27/2015 07:49 AM</td>
</tr>
<tr>
<td><strong>Member of</strong></td>
<td>Organization: IA (CustomerSupport2)</td>
</tr>
<tr>
<td><strong>Default Tenant</strong></td>
<td>Arkansas</td>
</tr>
</tbody>
</table>
Infrastructure Trial Webinars

• Combined with Technical Readiness
• 1.5 – 2 hours
• February 9 - 9:00 a.m.
• February 10 – 2:00 p.m.

Statewide Infrastructure Trial

• February 17 & 18
Paper Testers
Materials Overview

• Test Coordinators are responsible for the management and handling of materials

• Materials are secure, and must be handled according to security protocol and procedure, as outlined in the *Test Coordinator* manual

• ADE and ACT Aspire require all testing staff receive local Security of Test Material overview training prior to testing
Storing Test Materials

After you have verified receipt of all materials:

- Reseal the boxes
- Lock them in a secure place such as a storage room, closet, cabinet, or school vault that is not accessible to unauthorized personnel
- Protect the materials in such a way as to avoid accidental damage, possible theft or loss, and any conditions that could allow prior knowledge of the tests by students, teachers or others
- Immediately after testing, return materials to secure storage until they are shipped back for processing
- Exercise vigilance concerning the security and handling of all test materials before, during, and after the tests are administered
After Testing – Handling Materials

• All test booklets and other materials provided by ACT Aspire must be returned to the DTC within two days after testing is complete.

• You will need to prepare, package, and return the test materials; this includes returning all nonscorable materials.

• All **paper pencil** schools must return material to Pearson by May 6\(^{th}\).

• All **computer based** schools must return materials to Pearson by May 20\(^{th}\).
Support
Support Contacts

ACT Aspire Customer Service

888-802-7502
Monday – Friday, 6am – 7:30pm CT

ACTAspire_implementation@actaspire.org