

The ACT[®] Test
Mock Administration Guide
For Online Testing



Contact Information

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Introduction

In This Document

This document contains instructions for the test coordinator to use in preparing for and performing a mock administration.

In This Section

In this section, you will find information on:

- What is a mock administration?
- Process overview
- Mock administration requirements
- Sample examinees and mock tests
- Technical requirements
- Staffing
- Determining your approach

What is a Mock Administration?

A mock administration is a trial run of the online testing process. Performed under conditions similar to those that will occur on test day, it provides an indication of how your technical infrastructure and testing devices will interact with the testing software. ACT strongly recommends you run a mock administration. It is in you and your examinees' best interests to run a mock administration.

Process Overview

The following table shows an overview of the process.

Refer to the [PearsonAccess^{next} User Guide for the ACT Test](#) for detailed steps on how to create, edit, or delete user accounts. You may also refer to [The ACT Administration Manual – Online Testing](#) for detailed steps on how to create, edit, or delete test sessions and other test day activities.

Stage	Who	Does What
Preliminary setup	ACT	<ul style="list-style-type: none"> • Provides a PearsonAccess^{next}™ account to the test coordinator • Loads sample examinees to PearsonAccess^{next}
	Test coordinator and technical coordinator	<ul style="list-style-type: none"> • Uses the The ACT Test Technical Guide, State Testing and District Testing – Online to set up computers in the test rooms. This includes: <ul style="list-style-type: none"> ○ Checking system requirements ○ Installing and setting up proctor caching ○ Downloading the TestNav™ app to computers (recommended) ○ Sets up proctor caching
	Test coordinator	<ul style="list-style-type: none"> • Selects and trains any staff needed to help with the mock administration • Adds user accounts, if needed, to PearsonAccess^{next} • Creates test sessions and assigns examinees in PearsonAccess^{next} • Prints student authorization tickets in PearsonAccess^{next} • Prepares sessions

Stage	Who	Does What
Performing a mock administration	Test coordinator (and staff, if applicable)	<ul style="list-style-type: none"> • Unlocks the test sessions in PearsonAccess^{next} • Starts the test sessions in PearsonAccess^{next} • Retrieves seal codes in PearsonAccess^{next} • Distributes student authorization tickets (if applicable) • Runs through the tests on every testing computer in TestNav • Documents any issues that occur
After a mock administration	Test coordinator and technical coordinator	<ul style="list-style-type: none"> • Removes sample students from session who did not test • Updates students who partially tested as Marked Complete • Locks and stops test sessions in PearsonAccess^{next} • Contacts ACT for assistance to resolve issues (if applicable)

Mock Administration Requirements

For a successful mock administration, run it:

- On the same computers that you plan to use for test day
- In the same facility that you plan to use for test day
- On the same day of the week (e.g., Tuesday) that you're planning for test day
- At approximately the same time in the morning that you'll be running tests on test day
- Simultaneously on the same number of computers that you plan to use for test day (to the extent possible)

Sample Examinees and Mock Tests

ACT will give you access to testing systems used specifically for the mock administration, and we'll preload those systems with:

- **Sample Examinees:** We provide you with 300 sample examinee records for use during the mock administration. To add more sample students, use the Generate Sample Students task on the Students Screen. You (and your staff, if applicable) will perform the examinee activities on the testing computers, such as logging into TestNav and submitting tests.
- **Mock Tests:** We provide you with mock tests to use for the mock administration.

Note: Mock tests are not practice tests; they should not be used to provide practice questions to students.

Technical Requirements

Technical requirements for the mock administration are the same as those for the live administration. See the technical requirements and *The ACT Test Technical Guide* at <http://www.act.org/stateanddistrict/onlinetesting>.

Staffing

The table below gives guidelines for staffing the mock administration.

Role	Description
Test coordinator	Required: This person coordinates the mock administration and may also act as a room supervisor. This same person is test coordinator for the live administration.
Technical coordinator	Recommended: We highly recommend that your technical coordinator be available in case any technical issues occur during the mock administration.
Room supervisor(s)	Optional: You may recruit room supervisors to help you start test sessions in your test rooms.

Other staff	Optional: You may also want other staff to help you complete the mock administration. For example, you may recruit staff or students to act as examinees, allowing you to run more tests simultaneously, which better simulates a live administration.
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Determining Your Approach

The more closely the mock administration simulates your live administration, the more confident you can be that the live administration will go well. When making arrangements for the mock administration, consider the following:

- How many administrative and testing computers do you need?
- How many test rooms do you have available? If possible, use the same rooms you will use for the live administration.
- How many examinees will you assign to each test session (each test room)?
- How many staff do you have available?
- When will you run the mock administration? For example, if the live administration will be on a Tuesday at 9:00 a.m., ideally the mock administration will also be on a Tuesday at 9:00 a.m.

Preliminary System Setup

In This Section

You will need to perform some preliminary setup before you can perform a mock administration. This includes:

- Before beginning
- Test room setup
- Creating additional user accounts (if needed)
- Creating test sessions
- Assigning examinees to test sessions

You may or may not need to perform additional procedures for the mock administration. These include:

- Editing and deleting test sessions
- Editing, deleting, and restoring user accounts
- Removing examinees from test sessions
- Moving examinees from one test session to another

As you complete the sections below you will, refer to [PearsonAccess^{next} User Guide for the ACT Test](#) for detailed steps on how to create, edit, or delete user accounts. Refer to [The ACT Administration Manual – Online Testing](#) for detailed steps on how to create, edit, or delete test sessions and other test day activities.

Before Beginning

Before beginning, you will need to receive an email from PearsonAccess^{next} notifying you that your user account has been set up for the training website, <https://training.testadmin.act.org>. Once you receive your email, you can begin the mock administration simulation described below.

Test Room Setup

In each test room, you will need:

- An administrative computer the room supervisor will use to start and monitor tests (via PearsonAccess^{next})
- Testing computers used for taking the tests (via TestNav)
- Headphones (if utilizing Text-to-Speech)

Additionally, a proctor caching computer will need to be set up and the configurations will need to be entered into Pearson Access^{next}. Refer to the sections [Installing ProctorCache Software](#) and [Configuring Proctor Caching Computers](#) within *The ACT Test Technical Guide, State Testing and District Testing – Online* for directions on how to successfully install and configure proctor caching. It is recommended that you use the same proctor caching machine as the one you will use on test day.

Note: This TestNav Configuration is only for the Mock Administration, you will also need to set up the Test Configuration in the live testing environment

Creating Additional User Accounts

If you are working with a technical coordinator, create a user account for him or her. The technical coordinator needs a user account for assisting with the mock administration including setting up proctor caching and setting up computers.

As the test coordinator, you are able to start all test sessions as though you were a room supervisor. However, if you have other staff acting as room supervisors, you must create user accounts for them so they can start and manage their test sessions.

Creating Test Sessions

Refer to the section [How to Create Test Sessions](#) in *The ACT Administration Manual – Online Testing* for detailed steps on how to create, edit, or delete test sessions.

A test session in PearsonAccess^{next} and TestNav is a single test event for specific examinees to complete the ACT test.

For the mock administration, you will create one test session for each test room and then assign each examinee to a test session. For example, Ms. Jeffries' administration of the ACT to 12 examinees in computer lab #1 is one test session. Mr. Johnson's administration of the ACT to 8 examinees in computer lab #2 is another test session.

For standard administrations, a test session occurs on a single day. For examinees with accommodations approved by ACT to complete the test over multiple days, a test session spans multiple days.

Important! If your organization has examinees utilizing the text-to-speech option, ACT strongly recommends that you create a session using the Mock Administration -Text-to-Speech form group type and place the anticipated number of text-to-speech sample examinees (find by last name "TEXTTOSPEECH") in that session. If your organization is administering the text-to-speech format at the same time as other sessions on test day, the text-to-speech mock session should be administered at the same time as the other mock sessions.

Assigning Examinees to Test Sessions

Refer to the section [How to Assign Examinees to a Test Session](#) in *The ACT Administration Manual – Online Testing* for detailed steps on how to add examinees to a test session.

Note: For the mock administration, add the number of examinees to a test session that is anticipated to be in the room on the test day. This includes the number of text-to-speech students added to the text-to-speech test session, if applicable.

Performing the Mock Administration: Test Day Setup

In This Section

You are ready for test day setup when your preliminary setup is complete and the assigned test day or days have arrived. In this section you will find information about the test day setup. This includes:

- Printing student authorization tickets
- Retrieving seal codes
- Providing student authorization tickets and seal codes to room supervisors (if applicable)
- Launching test applications

[The ACT Administration Manual – Online Testing](#) provides details on printing student authorization tickets, retrieving seal codes, and other valuable information to review prior to test day.

Printing Student Authorization Tickets

The student authorization ticket is a printout that contains the examinee's individually assigned username and password.

For the mock administration, you will retrieve the usernames and passwords (student authorization tickets) from PearsonAccess^{next} and use them to log in to TestNav at each testing computer.

Refer to the section [Printing Student Authorization Tickets](#) in *The ACT Administration Manual – Online Testing* for detailed steps on how to print student authorization tickets in PearsonAccess^{next}.

Retrieving Seal Codes

Seal codes are numbers examinees must enter in TestNav at the beginning of each test section to start that particular section. Seal codes are unique to each test session.

On a live test day, you provide seal codes to examinees immediately prior to each test section, and no sooner. For the mock administration, you may want to print the list of seal codes so you can quickly move through each test section.

Refer to the section [How to Retrieve Seal Codes](#) in *The ACT Administration Manual – Online Testing* for detailed steps on how to retrieve seal codes in PearsonAccess^{next}.

Providing Student Authorization Tickets and Seal Codes to Room Supervisors

If you have room supervisors or others helping you with a test session, provide them with the following information:

- The student authorization tickets for that test session
- The seal codes for that test session

Note: Room supervisors can retrieve seal codes and student authorization tickets or the test coordinator can do it for them.

Launching Test Applications

Take the following steps in each test room.

1. On the administrative computer, open an approved browser and launch PearsonAccess^{next} at <https://training.testadmin.act.org>.

2. Use the following table to determine the next step.

If examinees are using ...	On the testing computers ...
Computers with browser-based TestNav	Open an approved browser and launch TestNav at https://tn.actonline.act.org
Computers with installable TestNav	Launch the TestNav application
Chromebooks	Launch the TestNav application

Performing the Mock Administration: Testing

In this Section

In this section you will find information on:

- Mock test process overview
- How to start and unlock a test session
- How to view examinee progress in a session
- How to complete the tests
- How to close a test session
- Closing out the mock administration

Mock Test Process Overview

The staff in each test room will perform the following activities:

Stage	Who	Does What
1	Room supervisor	Starts the test session in PearsonAccess ^{next} for his or her room
2	Room supervisor and/or room staff (acting as examinee)	At every testing computer: <ul style="list-style-type: none"> • Enters seal code and completes the English test • Enters seal code and completes the mathematics test • Enters seal code and completes the reading test • Enters seal code and completes the science test • Enters seal code and completes the writing test (if applicable) • Submits the test
3	Room supervisor	Closes the test session for his or her room.

How to Start and Unlock a Test Session

Test Sessions need to be started and unlocked prior to the examinees login on the testing computer. If the session is not started and unlocked, examinees will receive an error within TestNav and will not be able to log in.

Refer to the sections [How to Start a Test Session](#) and [How to Unlock/Lock a Test Session](#) in *The ACT Administration Manual – Online Testing* for detailed steps on how to start and unlock test sessions in PearsonAccess^{next}.

How to View Examinee Progress in a Session

The test coordinator or room supervisors have the ability to view examinee testing progress in PearsonAccess^{next}.

Refer to the section [How to View Examinee Progress in a Session](#) in *The ACT Administration Manual – Online Testing* for detailed steps on how to view examinee progress within PearsonAccess^{next}.

Examinee status is shown in the **Student Test Status** column of the list of examinees. The table below describes the possible status conditions.

Status	Description
Ready	The examinee has not yet started the test.
Active	The examinee has logged in and started the test. <i>Note: If the examinee exits the test, but the status remains set at “Active,” the examinee cannot resume testing unless the status is changed to “Resumed” or “Resumed Uploaded.”</i>
Exited	The examinee has exited TestNav but has not submitted test responses. <i>Note: The examinee cannot resume testing unless the status is changed to “Resumed” or “Resumed Uploaded.”</i>
Resumed	The examinee has been authorized to resume the test, but has not yet logged in.
Resumed Uploaded	The examinee has been authorized to resume the test, but has not yet logged in.
Completed	The test has been submitted by the examinee through TestNav.
Marked Complete	The examinee has exited TestNav and will not resume the same test.

Select an examinee’s status while viewing the list to see more detailed information about that examinee’s test and item progress.

How to Complete the Tests

To complete the tests, take the following steps in TestNav on each testing computer.

Getting Started

Note: Before proceeding, refer to [“How to Start and Unlock Test Session,” page 9](#), to start the session.

1. Sign in to **TestNav** using an examinee’s username and password from the student authorization ticket. The Welcome screen appears and the browser is locked down.

Note: Usernames and passwords on the student authorization ticket are composed of uppercase letters and numbers. Be sure to distinguish between zero and capital “O” and between the number 1 and capital “l.” Seal codes are numeric only.

Note: For text-to-speech sessions, ensure that the text-to-speech functionality is working properly (i.e. voice is coming across clear, content is loading in a timely manner, etc.)

Note: When the browser locks down; any attempt to click outside of TestNav will log you out of the test.

2. Select the **Start Test Now** button. The Non-Test Information and Test Security Statement screen appears.
3. Select the **Start Section** button. The Contact Information screen appears.
4. Skip entering any data and select the **Forward** (arrow) button. The School Use Only—State Questions appear.
5. Skip entering any data and select the **Forward** (arrow) button. The Test Security Statement appears.
6. Select the button beside **I agree** and then select the **Forward** (arrow) button at the top of the screen. The End of Non-Test Information and Test Security Statement section screen appears with a message saying you have finished that section.
7. Select the **Submit Section** button. A Section Exit Warning pops up.
8. Select the **Yes** button. The English screen appears.

Completing English

Note: Before proceeding, all testing computers should be on the English screen.

9. Enter the **English (test 1) seal code** and select the **Start Section** button. The Instructions screen and test questions will appear in “Lorem Ipsum” (random text).
10. Select the **Forward** (arrow) button. The first test item appears.
11. Select the **button next to a (random) answer** and then select the **Forward** (arrow) button to move to the next test item.
12. Repeat step 11 to move through three to five test items.
13. Select the **Review** button. The Test Overview screen appears. Scroll down to **End of Section**.
14. Select the **End of Section** button. The End of Section screen appears.
15. Select the **Submit Section** button. The Section Exit Warning appears.
16. Select the **Yes** button. The screen for the next test appears.

Completing Mathematics

Note: Before proceeding, all testing computers should be on the Mathematics screen.

17. Enter the **mathematics (test 2) seal code** and select the **Start Section** button.
18. Repeat steps 10–16.

Completing Reading

Note: Before proceeding, all testing computers should be on the Reading screen.

19. Enter the **reading (test 3) seal code** and select the **Start Section** button.
20. Repeat steps 10–16.

Completing Science

Note: Before proceeding, all testing computers should be on the Science screen.

21. Enter the **science (test 4) seal code** and select the **Start Section** button.
22. Use this table to determine your next steps:

If your institution/school is taking...	Take these steps...
The ACT (no writing)	<ol style="list-style-type: none"> 1. Repeat steps 10–13. 2. Select the End Section button. A screen saying, “Congratulations! You have reached the end of the test.” appears. 3. Select the Submit Final Answers button. The Test Submit Warning appears. 4. Select the Yes, Submit Final Answers button. The user is automatically signed out of TestNav. 5. End the test session by following the steps for “How to Close a Test Session,” page 12. <p><i>Note: Before proceeding, all testing computers should be logged out of TestNav.</i></p>
The ACT with writing	<ol style="list-style-type: none"> 1. Repeat steps 10–15 2. Follow the steps for “Completing Writing” below.

Completing Writing

Note: Before proceeding, all testing computers should be on the Writing screen.

23. Enter the **writing (test 5) seal code** and select the **Start Section** button.
24. Use the **Forward** (arrow) to advance through the Instructions and Planning screens. The writing item appears.
25. In the essay field, you may enter some text or leave it blank. Select the **Forward** (arrow) button. A screen saying, "Congratulations! You have reached the end of the test." appears.
26. Select the **Submit Final Answers** button. The Test Submit Warning appears.
27. Select the **Yes, Submit Final Answers** button. The user is automatically signed out of TestNav.
28. End the test session by following the steps for "How to Close a Test Session" below.

Note: Before proceeding, all testing computers should be logged out of TestNav.

How to Close a Test Session

Once all testing has been completed testing staff will need to stop and lock all test sessions.

*Note: If you haven't submitted final answers for all examinees in the session, the "Student Test Status" for those examinees will not be "Completed." Before you can close the test session, you will need to remove these students from the Test Session. Refer to the section [How to Remove Examinees from a Test Session](#) in *The ACT Administration Manual – Online Testing* for detailed steps on how to remove examinees who never logged into TestNav from the session within PearsonAccess^{next}.*

Refer to the section [How to Stop a Test Session](#) in *The ACT Administration Manual – Online Testing* for detailed steps on how to stop a test session within PearsonAccess^{next}.

Refer to the section [How to Unlock/Lock a Test Session](#) in *The ACT Administration Manual – Online Testing* for detailed steps on how to unlock test sessions in PearsonAccess^{next}.

Closing Out the Mock Administration

The mock administration is ended when:

- The tests are submitted
- All testing computers are logged out of TestNav
- All test sessions are closed in PearsonAccess^{next}
- All administrative computers are logged out of PearsonAccess^{next}
- All proctor caching data is removed from the proctor-caching computer (if applicable)

Use the results of the mock administration to make any necessary adjustments to your plans and systems for test day.

Thank you for participating!

