The ACT® Test
Mock Administration Guide
For Online Testing
Contact Information
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Introduction

In this Document

This document contains instructions the test coordinator will use to prepare for and perform a mock administration.

In this Section

In this section, you will find information on:

- what a mock administration is
- a process overview
- the requirements for a mock administration
- sample examinees and mock tests
- technical requirements
- staffing
- determining your approach

What a Mock Administration Is

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 processes and testing devices will interact with the testing software. It is in your and your examinees’ best interests to run a mock administration.

Process Overview

The following table shows an overview of the process.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Who</th>
<th>Does What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Setup</td>
<td>ACT</td>
<td>• Provides a PearsonAccessnext™ account to the test coordinator.</td>
</tr>
<tr>
<td></td>
<td>Test coordinator (and technical coordinator, if applicable)</td>
<td>• Uses the Technical Guide to set up computers in the test rooms. This includes:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Checking system requirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Setting up proctor caching, if applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Downloading the TestNav™ app to computers, if applicable</td>
</tr>
<tr>
<td></td>
<td>Test coordinator</td>
<td>• Selects and trains staff, if needed, to help with the mock administration.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Adds user accounts, if needed, to PearsonAccessnext.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assigns sample examinees to test sessions in PearsonAccessnext.</td>
</tr>
<tr>
<td>Performing a mock administration</td>
<td>Test coordinator (and staff, if applicable)</td>
<td>• Starts test sessions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Runs through the tests on every testing computer in TestNav.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Documents any issues that occur.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Stops test sessions.</td>
</tr>
<tr>
<td>After a mock administration</td>
<td>Test coordinator and technical coordinator</td>
<td>• Reports results to ACT, if applicable.</td>
</tr>
</tbody>
</table>
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

We’ll 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 sample examinee records for use during the mock administration. 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.

Technical Requirements

Technical requirements for the mock administration are the same as those for the live administration. See the technical requirements at [act.org/aap/tech/tech-act-taken-online.html](http://act.org/aap/tech/tech-act-taken-online.html).

Staffing

The table below gives guidelines for staffing the mock administration.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test coordinator</td>
<td>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.</td>
</tr>
<tr>
<td>Technical coordinator</td>
<td>Recommended: We highly recommend that your technical coordinator be available in case any technical issues occur during the mock administration.</td>
</tr>
<tr>
<td>Room supervisor(s)</td>
<td>Optional: You may recruit room supervisors to help you start test sessions in your test rooms.</td>
</tr>
<tr>
<td>Other staff</td>
<td>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.</td>
</tr>
</tbody>
</table>

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)? Refer to the “Summary of Requirements” document to determine test room capacities.
- 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:

- accessing PearsonAccess\textsuperscript{next} and TestNav
- setting up test rooms
- creating user accounts, if needed
- creating test sessions
- assigning examinees to test sessions

PearsonAccess\textsuperscript{next} and TestNav

PearsonAccess\textsuperscript{next} is the web application used by testing staff (i.e., test coordinators, room supervisors) to start and monitor tests. The training version used for the mock administration is located at \texttt{training.actonline.act.org}.

TestNav is the secure test delivery engine used by examinees to take the tests. The mock administration is located at \texttt{tn.actonline.act.org}.

Before Beginning
Before beginning any of the procedures in this section, you must receive notification from ACT that your test coordinator account has been created.

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\textsuperscript{next})
- testing computers used for taking the tests (via TestNav)

Technical Coordinator Account
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 and setting up computers.

Room Supervisor Accounts
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.

How to Create User Accounts
To create a user account, take the following steps in PearsonAccess\textsuperscript{next}.

1. Select the Setup icon.
Preliminary System Setup

2. Select the **Users** title.

![Image showing the Users title being selected]

The Users screen appears.

3. In the **Select Tasks** menu, select the checkbox beside **Create / Edit Users** and then select the **Start** button.

![Image showing the Select Tasks menu with the checkbox selected and the Start button highlighted]

The Create / Edit Users screen appears.

4. In the **Selected Roles** field, select the appropriate role, (e.g., room supervisor or technical coordinator).

5. Complete all required fields and select the **Create** button. The account is created. The system sends a welcome email to the user you just created. The user will need to follow the instructions in that email to finish the account creation.

   *Note: Usernames must be unique with a minimum of 8 characters and no spaces.*

6. To create another user account, repeat step 5.

7. When you have finished, select the **Exit Tasks** button at the top of the screen to return to the Users screen.

---

**Test Sessions**

A test session in PearsonAccess and TestNav is a single test event for specific examinees to complete the ACT® test.

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 approved by ACT to complete the test over multiple days, a test session spans multiple days.

---

**How to Create Test Sessions**

To create a test session, take the following steps in PearsonAccess.

1. Select the **Testing** icon.

2. Select the **Sessions** title.

![Image showing the Sessions title being selected]

The Sessions screen appears.
3. In the **Select Tasks** menu, select the checkbox beside **Create / Edit Sessions** and then select the **Start** button.

![Select Tasks Menu](image)

The Create / Edit Sessions screen appears.

4. Use the following table to complete all required fields.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Name</td>
<td>Enter a name for this session. We recommend that you include elements in the session names that make them easily identifiable (e.g., Lab 212 Jeffries).</td>
</tr>
<tr>
<td>Organization</td>
<td>Your organization/school should already be selected; if not, select it.</td>
</tr>
<tr>
<td>Test Assigned</td>
<td>Select the test you will deliver during this session (e.g., “The ACT” or “The ACT with Writing.”)</td>
</tr>
<tr>
<td>Form Group Type</td>
<td>Select the form group that matches the test assigned.</td>
</tr>
<tr>
<td>Scheduled Start Date</td>
<td>Select a date for this test session that is within the mock administration window assigned to your organization.</td>
</tr>
<tr>
<td>Scheduled Start Time</td>
<td>Leave this at the default of 1:00 a.m.</td>
</tr>
</tbody>
</table>
| Use Custom TestNav Settings | Contact your technical coordinator to determine what to enter in these fields.  
*Note: You can complete these fields while creating the session or by editing the session later.* |
| Precaching Computer       |                                                                                                                                              |

*Note: You can assign examinees now or create the test session without examinees and then add them later. If you want to assign examinees to the test session now, jump to step A-2 in “Assigning Examinees to Test Sessions.”*

5. Select the **Create** button. The test session is created.

6. To create another test session, repeat step 4.

7. When you have finished, select the **Exit Tasks** button at the top of the screen to return to the Sessions screen.

### How to Assign Examinees to Test Sessions

There are two ways to assign examinees to test sessions.

**A. To assign examinees while creating or editing a test session, take the following steps.**

1. Follow steps 1–4 in “Creating a Test Session” or steps 1–6 in “Editing Test Sessions.” The Create / Edit Sessions screen appears for the session you are creating or editing.
Preliminary System Setup

2. Place your cursor in the Students field and select an examinee from the list that appears.

<table>
<thead>
<tr>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW STUDENT (3200814669)</td>
</tr>
<tr>
<td>NEW STUDENT (1461031412)</td>
</tr>
<tr>
<td>NEW STUDENT (5564485194)</td>
</tr>
</tbody>
</table>

The examinee is added to the session.

Note: If no examinees appear in the list, be sure you selected the correct Test Assigned for your institution/school when creating or editing the session.

<table>
<thead>
<tr>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW STUDENT (3200814669)</td>
</tr>
</tbody>
</table>

3. To add additional examinees to this session, repeat step 2.

4. To remove an examinee that has been added, select the X beside the examinee’s name.

5. If you are creating a session, select the Create button. If you are editing a session, select the Save button. Examinees are assigned to that session.

6. When you have finished, select the Exit Tasks button at the top of the screen to return to the Sessions screen.

B. To add a group of examinees to a test session all at once, take the following steps.

1. Sign in to PearsonAccessnext. The Home screen appears.

2. In the Testing menu, select Students in Sessions.

The Students in Sessions screen appears.

3. Select a session from the Session List.

Note: If the session you want to work with is not already displayed in the Session List, you can add it. Click inside the field and begin typing to find sessions to add.
4. In the Select Tasks menu, select the checkbox beside Add Students to Sessions and then select Start.

![Students in Sessions](image)

The Add Students to Sessions screen appears.

5. In the Session field, select a session.

![Session](image)

6. In the Search menu, select the checkbox beside Show all results, OR use Find Available Students and the Search button to find students.

![Search](image)

The results are listed in a table.

7. In the results table, select the checkbox(es) beside the examinee(s) you want to add to this session and then select the Add button.

![Add button](image)

The selected examinees are added to the session.

8. Repeat steps 3–7 to add students to another test session.

9. When you have finished, select the Exit Tasks button at the top of the screen to return to the Students in Sessions screen.
Preliminary System Setup: Additional Procedures

In this Section

This section covers additional procedures that you may or may not need to follow 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

How to Edit Test Sessions

To edit an existing test session, take the following steps in PearsonAccessnext.

1. Select the Testing icon.
2. Select the Sessions title.

The Sessions screen appears.

3. In the Search menu, select the checkbox beside Show all results to display all available test sessions, OR use Find Sessions, the Filters options, and the Search button to find sessions.

The results are listed in a table.

Note: In the table, you can click on a column header to sort by that column.

4. In the results table, select the checkbox(es) beside the session(s) you want to work with.

5. In the Select Tasks menu, select the checkbox beside Create / Edit Sessions and then select the Start button.
The Create / Edit Sessions screen appears.

6. Select the session you want to edit.

![SESSIONS (2)]

The details for that test session are displayed.

7. Make your changes and select the **Save** button. The changes are saved.

8. To edit another session from the list, repeat steps 6 and 7.

9. When you have finished, select the **Exit Tasks** button at the top of the screen to return to the Sessions screen.

**How to Delete Test Sessions**

To delete a test session, take the following steps in PearsonAccessnext.

*Note: If examinees are assigned to the session, you must first remove them. Follow the steps for “How to Remove Examinees from a Session.”*

1. Select the **Testing** icon.

2. Select the **Sessions** title.

![Sessions screen]

The Sessions screen appears.

3. In the **Search** menu, select the checkbox beside **Show all results** to display all available sessions, OR use **Find Sessions**, the **Filters** options, and the **Search** button to find sessions.

![Search menu]

The results are listed in a table.

*Note: In the table, you can click on a column header to sort by that column.*

4. In the results table, select the checkbox(es) beside the session(s) you want to work with.
5. In the Select Tasks menu, select the checkbox beside Delete Sessions and then select the Start button.

![Select Tasks Menu](image)

The Delete Sessions screen appears.

6. Select the checkbox(es) beside the session(s) you want to delete and then select the Delete button.

![Delete Sessions Screen](image)

The selected test sessions are deleted.

7. When you have finished, select the Exit Tasks button at the top of the screen to return to the Sessions screen.

---

**How to Edit User Accounts**

To edit an existing user account, take the following steps in PearsonAccess

1. Select the Setup icon.

2. Select the Users title.

![Users Screen](image)

The Users screen appears.

3. Use Search and/or Filters to find user account(s). The results are listed on the screen.

4. In the list, select the checkbox(es) beside the account(s) you want to work with.
5. In the **Select Tasks** menu, select the checkbox beside **Create / Edit Users** and then select the **Start** button.

   ![Create / Edit Users](image)

   The Create / Edit Users screen appears.

6. Select a name from the Users list on the left side of the screen.

   ![Users](image)

   The account record is displayed.

7. Make your changes to the account and select the **Save** button. The changes are saved.

8. To edit another account from the list, repeat steps 6 and 7.

9. When you have finished, select the **Exit Tasks** button at the top of the screen to return to the Users screen.

**How to Delete User Accounts**

If someone is no longer employed or no longer has responsibility for testing, delete his or her account. To delete a user account, take the following steps in PearsonAccess<sup>next</sup>.

1. Select the **Setup** icon.

2. Select the **Users** title.

3. Find the User by entering the last name, email, or select **Search** and the checkbox next to the **Show all results** title.

4. Select the checkbox next to the user.

   ![Delete / Restore Users](image)

5. In the **Tasks** window, select the checkbox next to **Delete / Restore Users** and then select the **Start** button.

   The user's name appears in a list.
6. Select the checkbox next to the user’s name and then the **Delete / Restore** button.

The user’s name now has a red X next to their account.

7. When you have finished, select the **Exit Tasks** button.

### How to Restore a Deleted User Account

To restore a deleted user account, take the following steps in PearsonAccess**next**.

1. Select the Setup icon.
2. Select the Users title.
3. Using the **Filters**, from the **Account Status** drop down, select **Deleted**.
   
   The users with deleted accounts are displayed.
4. Select the checkbox next to the user.
5. In the Tasks window, select the checkbox next to **Delete / Restore Users** and then select the **Start** button.
   
   The user’s name appears in a list.
6. Select the checkbox next to the user’s name and then the Delete / Restore button.
   
   The user’s name no longer has a red X next to their account.
7. When you have finished, select the Exit Tasks button.
How to Remove Examinees from Test Sessions

To remove assigned examinees from a test session, take the following steps in PearsonAccess

1. Select the Testing icon.
2. Select the Students in Sessions title.

The Students in Sessions screen appears.

3. Select a session from the Session List.

A results table showing the examinees assigned to that session appears.

Note: If the session you want to work with is not already displayed in the Session List, you can add it. Click inside the field and begin typing to find sessions to add.

Note: In the Search menu, select the checkbox beside Show all results, or use Search and/or Filters to refine the list.

4. In the results table, select the checkbox(es) beside the examinee(s) you want to work with.

Note: To select all examinees, you can select the checkbox at the top, next to the column titles.
5. In the **Select Tasks** menu, select the checkbox beside **Remove Students from Sessions** and then select the **Start** button.

![Select Tasks Menu](image)

The Remove Students from Sessions screen appears.

6. Select the checkbox(es) beside the name(s) of the examinee(s) you want to remove and then select the **Remove** button.

![Remove Students from Sessions](image)

The selected examinees are removed from that session.

*Note: To select all examinees, you can select the checkbox at the top, next to the “Student Name (Code)” title.*

7. When you have finished, select the **Exit Tasks** button at the top of the screen to return to the Students in Sessions screen.

---

**How to Move Examinees from One Test Session to Another**

To move examinees between test sessions (reassign them), take the following steps.

1. Follow the steps for “How to Remove Examinees from Test Sessions.” The examinees are removed from the session.

2. Follow the steps for “How to Add Examinees to Test Sessions.” The examinees are added to the session.

*Note: Although there is a “Move Students between Sessions” task on the Select Tasks menu, instructions for that procedure are not in this document.*
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 from PearsonAccessnext
- retrieving seal codes from PearsonAccessnext
- providing examinee logins and seal codes to room supervisors, if applicable
- setting up the computers in each test room

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 user names and passwords (student authorization tickets) from PearsonAccessnext and use them to log in to TestNav at each testing computer.

How to Print Student Authorization Tickets

To print student authorization tickets, take the following steps in PearsonAccessnext.

1. Select the Testing icon.
2. Select the Students in Sessions title.
   
   ![Students in Sessions screen]
   
   The Students in Sessions screen appears.
3. In the Session List field, select the session you want to work with.
   
   *Note: When you begin typing, a list of selections appears.*
   
   ![Session List]
   
   The information for that session appears.
Performing the Mock Administration: Test Day Setup

4. In the Download Resources menu, select the Detail View – 1 per page under the Student Authorization Tickets section.

   ![Screenshot of Download Resources menu]

   The student authorization tickets for that test session appears.

5. Print the tickets.

6. Repeat steps 3–5 to retrieve student authorization tickets for any other test sessions.

**Seal Codes**

Seal codes are a combination of letters and 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.

**How to Retrieve Seal Codes**

To retrieve seal codes, take the following steps in PearsonAccessnext.

1. Select the Testing icon.

2. Select the Students in Sessions title.

   ![Screenshot of Students in Sessions]

3. In the Session List field, select the session you want to work with.

   *Note: When you begin typing, a list of selections appears. Confirm the one you want by selecting it.*
4. In the **Download Resources** menu, select **Seal Codes**.

A table showing the seal codes for that test session appears.

5. Print the list (optional).

6. Repeat steps 3–5 to retrieve seal codes for any other test session.

**Providing Examinee Logins 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 (examinee logins) 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.*

**How to Set up the Computers**

To set up the computers, take the following steps in each test room.

1. On the administrative computer, open an approved browser and launch PearsonAccess\textsuperscript{next} at \url{training.actonline.act.org}

2. Use this table to determine the next step.

<table>
<thead>
<tr>
<th>If examinees are using …</th>
<th>On the testing computers …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers with browser-based TestNav</td>
<td>Open an approved browser and launch TestNav at \url{tn.actonline.act.org}</td>
</tr>
<tr>
<td>Computers with installable TestNav</td>
<td>Launch the TestNav application</td>
</tr>
<tr>
<td>Chromebooks</td>
<td>Launch the TestNav application</td>
</tr>
</tbody>
</table>
Performing the Mock Administration: Testing

In this Section

In this section you will find information on:

- a mock test process overview
- starting a test session
- viewing examinee progress in a test session
- completing the tests
- closing a test session
- closing out the mock administration

Mock Test Process Overview

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

<table>
<thead>
<tr>
<th>Stage</th>
<th>Who</th>
<th>Does What</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Room supervisor</td>
<td>Starts the test session for his or her room</td>
</tr>
</tbody>
</table>
| 2     | Room supervisor and/or room staff | At every testing computer:  
• 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 a Test Session

At the administrative workstation, take the following steps in PearsonAccess\textsuperscript{next} to start a test session.

1. Select the Testing icon.
2. Select the Sessions title.
3. In the Search menu, select the checkbox beside Show all results to find all sessions. The results appear in a table.
4. In the table, select the checkbox beside the session(s) that you will start today.
5. In the Select Tasks menu, select Show Students in Sessions & Control Sessions. The Students in Sessions screen appears.
6. In the Session List, select the session you want to start. That session’s information appears.

*Note: In the examinee table, “Student Test Status” for all examinees should be “Ready.”*
7. Select the **Start** button.

The test session is now started. The **Start** button becomes a **Stop** button.

*Note: In the table of examinees, it is not necessary to select specific examinees.*

8. Leave PearsonAccess\textsuperscript{\textregistered}next running on the administrative computer during the test session. Do not log out or turn the computer off.

### How to View Examinee Progress in a Session

At the administrative workstation, take the following steps in PearsonAccess\textsuperscript{\textregistered}next to view an examinee’s progress during testing.

1. In the **Testing** menu, select **Sessions**. The Sessions screen appears.
2. In the **Search** menu, select the checkbox beside **Show all results** to find all sessions. The results appear in a table.
3. In the table, select the checkbox beside each session you want to view.
4. In the **Select Tasks** menu, select **Show Students in Sessions & Control Sessions**. The Students in Sessions screen appears.
5. In the Session List, select the session you want to work with. That session's information appears.
6. Search to find the examinee(s) whose status you want to view. The list of examinees appears.
7. Examinee status is shown in the **Student Test Status** column of the list of examinees. The table below describes the possible status conditions.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready</td>
<td>The examinee has not yet started the test.</td>
</tr>
<tr>
<td>Active</td>
<td>The examinee has logged in and started the test.</td>
</tr>
<tr>
<td></td>
<td><em>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 Uploaded.</em></td>
</tr>
<tr>
<td>Exited</td>
<td>The examinee has exited TestNav but has not submitted test responses.</td>
</tr>
<tr>
<td></td>
<td><em>Note: The examinee cannot resume testing unless the status is changed to Resumed or Resumed Uploaded.</em></td>
</tr>
<tr>
<td>Resumed</td>
<td>The examinee has been authorized to resume the test, but has not yet logged in.</td>
</tr>
<tr>
<td>Resumed Uploaded</td>
<td>The examinee has been authorized to resume the test, but has not yet logged in.</td>
</tr>
<tr>
<td>Completed</td>
<td>The test has been submitted by the examinee through TestNav.</td>
</tr>
<tr>
<td>Marked Complete</td>
<td>The examinee has exited TestNav and will not resume the same test, or has never logged in to a test, but the test session needs to be stopped.</td>
</tr>
</tbody>
</table>

8. Select an examinee’s status while viewing the list to view 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.

Note: Usernames, passwords, and seal codes are composed of uppercase letters and numbers. Be sure to distinguish between zero and capital “O” and between the number 1 and capital “I.”

Getting Started

Note: Before proceeding, follow the steps for “How to Start a Test Session” to start the session.

1. Sign in to TestNav using an examinee’s username and password (from the Student Authorization Ticket). The browser is locked down and the Welcome screen appears.
2. Select the Start Test Now button. The Pretest 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 Pretest 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.
Performing the Mock Administration: Testing

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:

<table>
<thead>
<tr>
<th>If your institution/school is taking...</th>
<th>Take these steps...</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ACT (no writing)</td>
<td>a. Repeat steps 10-13.</td>
</tr>
<tr>
<td></td>
<td>b. Select the End Section button. A screen saying, “Congratulations! You have reached the end of the test.” appears.</td>
</tr>
<tr>
<td></td>
<td>c. Select the Submit Final Answers button. The Test Submit Warning appears.</td>
</tr>
<tr>
<td></td>
<td>d. Select the Yes, Submit Final Answers button. The user is automatically signed out of TestNav.</td>
</tr>
</tbody>
</table>
|                                        | e. End the test session by following the steps for “Closing a Test Session.”

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

The ACT with writing

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 “Closing a Test Session.”

Note: Before proceeding, all testing computers should be logged out of TestNav.
Performing the Mock Administration: Testing

**How to Close a Test Session**

At the administrative workstation, take the following steps in PearsonAccess\textsuperscript{next} to close a test session.

*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 mark those examinees as “Completed.”*

1. If all examinees in the session have a “Student Test Status” of “Completed” or “Marked Complete,” skip to step 7.
2. On the Students in Sessions screen, select the checkbox(es) beside the student(s) you want to mark as completed.
3. On the **Select Tasks** menu, select **Mark Student Tests Complete** and then select the **Start** button.

![Mark Student Tests Complete](image)

The Mark Student Tests Complete screen appears.

4. Again, select the checkbox(es) next to the student(s) you want to mark as completed.
5. Enter a reason in the **Reason** field and select the **Mark Complete** button. A “Success, changes saved” message appears.
6. Select the **Exit Tasks** button to return to the Students in Sessions screen. The “Student Test Status” for those students is “Marked Complete.”
7. Select the **Stop** button.

![Stop](image)

The session is stopped. The button becomes a Restart button.

8. If you have finished all test sessions for the day, sign out of PearsonAccess\textsuperscript{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\textsuperscript{next}
- all administrative computers are logged out of PearsonAccess\textsuperscript{next}, and
- 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. If you have been instructed to submit the results of your mock administration to ACT, please do so promptly.

Thank you for participating!