

Program Stages

Testing program stages are explained below.

Stage	Description
Orientation	Get familiar with the testing program. Select testing staff.
Configuration	Provide access to materials and systems. Manage contact information and participation. needs for accommodations and/or supports. Perform site readiness for online testing.
Verification	Ensure nothing was missed. Verify student information, materials orders, technical site readiness, and requests for accommodations/supports.
Preparation	Prepare your facilities, staff, examinees, and test materials for testing.
Administration	Administer the test successfully.
Transportation	Return materials to ACT.
Interpretation	Receive score reports and data.

Common Terms

Common terms used with State testing are explained below.

Category	Term	Description
Planning	Manage Participation	The process by which your school and district is set up to participate in testing. The test coordinator provides information to ACT and agrees to the administration's terms and conditions.
	Off-site Testing	Testing at a location other than your school building.
Staffing	Test Coordinator (TC)	The individual at your school who is the primary point of contact for your school and who is responsible for all activities encompassing testing.
	System Test Coordinator (STC)	The individual at your system who is the primary point of contact for your school and who is responsible for the receipt of all testing materials from ACT.
	Substitute Test Coordinator	The individual at your school who assumes the place of the test coordinator if the test coordinator is not able to serve in this role.
	Test Accommodations Coordinator (TAC)	The individual(s) at your school who may assist the test coordinator by requesting or arranging accommodations and English learner supports, and coordinating that test administration.
Systems	PearsonAccess ^{next} ™	The web application used by testing staff for administrative tasks leading up to testing, like managing participation and ordering materials. Staff also use it to start and monitor the tests for taking the ACT [®] test online.
	TestNav™	The downloadable app or browser-based test delivery engine used by examinees to take the ACT online.
	Test Accessibility and Accommodations System (TAA)	The online system used for management of the ACT test accommodations and English learner (EL) supports. Requests are submitted and monitored with this system.
Accommodations and English Learner Supports	ACT-Approved Accommodations	Accommodations on the ACT requested by school staff and approved by ACT in compliance with the Americans with Disabilities Act (ADA) and the <i>Diagnostic and Statistical Manual of Mental Disorders</i> , 4th or 5th Edition. Scores achieved using these accommodations are college-reportable.
	English learner (EL) supports	English learner status is established from criteria identified in the federal Every Student Succeeds Act (ESSA). EL supports on the ACT result in college reportable

Category	Term	Description
		scores if approved by ACT in advance of testing.
Data Files	Student Data Upload (SDU)	This file identifies students eligible to test at participating schools, the test delivery mode selected for each student, and creates barcode labels for those testing with paper answer documents.
	Barcode Label	A label containing examinee information that the TC affixes to the answer document. The barcode is read when the answer document is scanned for scoring. It then translates back to the student code.
	Student Code	A unique identifying number that is assigned upon the creation of the student record in PearsonAccess ^{next} . It is used for matching purposes for score reporting. This code is on the barcode label. If a student does not have a barcode label, the student code needs to be gridded on the answer document.
Training	Training Resources	Resources developed to help prepare the test coordinator and testing staff.
	Q & A Session	A live webinar you may attend to ask questions.
Materials	Initial Shipment	A shipment to your system containing materials for the initial test date. It includes nonsecure and secure materials.
	Makeup Shipment	A shipment to your system containing materials specifically for the makeup test date.
	Nonsecure Materials	Includes unused answer documents, manuals, and supplements for testing.
	Administration Supplement	A document containing supplemental information to the administration manual(s), provided if applicable.
	Non-Cognitive, Non-Test	Demographic information that examinees enter, such as the address where to send their score reports. Refer to the <i>Administration Supplement</i> for instructions on completing this portion of the answer document.
	Secure Materials	Materials that must be kept secure with limited authorized access. Includes test booklets and alternate formats for paper testing and the <i>Non-test Information for Online Testing</i> document.
Testing	Standard Time Test Administration	The administration of tests using standard timing (i.e., no extended testing time, no extended breaks, or additional breaks).
	Online Testing Window	The range of test days designated for an online test administration.
	Initial Test Date	First test date scheduled for testing with paper materials.
	Makeup Test Date	Second test date scheduled for testing with paper materials, for examinees who missed the initial test date.
	Accommodations and EL Supports Testing Window	The range of test days designated for accommodations and EL supports testing with paper materials and alternate formats, such as braille or audio DVDs.
	Emergency Test Date	Third test date scheduled for testing with paper materials, for examinees who missed the initial and makeup test dates.