



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. Complete batch loading tasks. Identify needs for accommodations and/or supports.
Verification	Ensure nothing was missed. Verify student information, materials orders, batch loading, 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.
	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.
Systems	PearsonAccess ^{next} ™	The web application used by testing staff for administrative tasks leading up to testing, like managing participation and ordering materials.
	TAO	The test delivery platform for ACT WorkKeys® Online tests.
	Validus	The Validus Virtual Test Center (VTC) is a web-based user interface used by testing staff to manage and access ACT WorkKeys Online tests.
Data Files	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 Resources	Resources developed to help prepare the test coordinator and testing staff.
Training	Q & A Session	A live webinar you may attend to ask questions.
	Initial Shipment	A shipment containing materials for the initial test date. It includes nonsecure and secure materials.
Materials	Makeup Shipment	A shipment containing materials specifically for the makeup test date.

Category	Term	Description
	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.
	Secure Materials	Materials that must be kept secure with limited authorized access. Includes test booklets and alternate formats for paper testing.
	Standard Time Test Administration	The administration of tests using standard timing (i.e., no extended testing time, no extended breaks, or additional breaks).
Testing	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.