

USAGE GUIDELINES

Video American Sign Language

Paper Testing

PROGRAM: STATE, DISTRICT | AUDIENCE: TESTING STAFF

Online Delivery of Video American Sign Language (VASL)

VASL will be administered via a secure URL, which will be provided by email. The video's static text may not match the exact verbiage from the administration instructions. Verbal instructions provided to the testing room and printed test directions are not recorded and must be signed by a local sign language interpreter.

Hardware/Playback Device Guidelines

- Use a desktop computer, laptop, or Chromebook with internet access.
- Ensure that there is no sound coming from the device.
- Ensure that a compatible internet browser is installed on the device. ACT recommends Chrome, Microsoft Edge, Safari, or Firefox.
- Each examinee must be able to control the playback of their video content.

Note: Examinees *MUST NOT* access the internet or any other application during the test administration. If they do, dismiss the examinee for prohibited behavior, prepare an irregularity, and follow your administration instructions.

Before Test Day

- Read these guidelines and ensure your technical support staff read them also.
- Work with your technical support staff to make sure the content plays correctly on the playback devices and browser you plan to use. Use the practice tests to verify. Examinees should not be present during this time.
- If you have a problem your technical support staff cannot resolve, call ACT (see page 2).

If you do not check the test content via the practice test at least 72 hours before test day, ACT staff may have limited ability to assist you on test day.

- Confirm with your technical support staff that you will use the same equipment and that no settings will be changed prior to the first test day.
- Make sure the test room(s) and all playback devices are set up properly.
- Exemptlist (or whitelist) the domain act.org to prevent issues in accessing test content.

How Online VASL Works

As the test date approaches you will receive an email when the test content has been assigned with an access URL and password. You will log in to the platform using your email address and the unique password from your email. The password is assigned by ACT.

Starting the Test

1. Access the URL provided in your email and log in using your email and the password provided to you.
2. Next, select the assigned form. You may have multiple forms available. Please be sure you select the correct form!
3. Once the content has loaded, verify the online form number matches the form number provided on your test booklet.

Playback

1. A new screen displaying a link to each test section will appear. Select the correct test section when ready to begin.

Note: Tests must be taken in the order provided in the administration instructions, beginning with the English test. Observe examinees carefully to ensure they are working on the correct test.

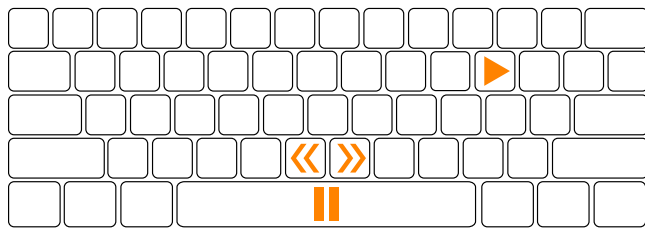
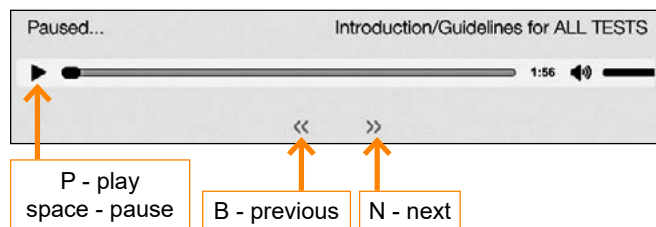


* A 0 1 1 9 7 0 2 5 0 *

2. The program goes from one track to the next automatically. Instruct examinees to use the double arrow icons to navigate to the previous (<<) or next (>>) track.
3. When the final track for a section is finished, or the examinee runs out of time, instruct the examinee to select Home and wait to proceed to the next section until directed. Remember that when the test is being administered standard time must elapse prior to beginning the next section, and all examinees in the group must begin each section at the same time.
4. Test directions do not include the spoken instructions given at the beginning of each session. Verbal instructions must be signed locally.

Each section is divided into tracks, or chapters, so examinees can repeat a passage or a question without listening to more text than necessary.

- Each question is on a separate track.
- Each paragraph is on a separate track.
- Specific directions for each test are on the first track of that test.



If There Are Technical Problems on Test Day

Stop testing and contact your technical support staff immediately. You may wish to restart your testing device at this time.

When calling ACT, it is best for you to be at the device that has the issue, so you can describe any error messages you receive when you attempt to play the tracks.

Interrupted or Delayed Testing

If ACT is unable to resolve your problem, we may offer you one of the following options:

1. Switching to Online testing
2. Having the examinee read the test to themselves
3. Switching to a human sign language interpreter

ACT may additionally advise you to reschedule testing for any affected examinees. All tests must be completed within the designated testing window.

Submit an irregularity using the instructions given to you by ACT and your technical support staff. Be sure to include your High School Code on the irregularity.

ACT Contact Information

ACT office hours are 7:00 a.m.–5:00 p.m., Central Time, Monday through Friday.
Contact ACT Customer Support at 800.553.6244, ext. 2800 if you have questions.