

Below is the recommended timeline to prepare for an online administration. These tasks can be completed in a shorter timeframe, if necessary. Use these guidelines to prepare in advance, especially if you plan to test paper initially and then transition to makeup testing online.

Equipment needed:

- Administrative computer for PearsonAccess^{next} in each room
- ProctorCache computer, if utilizing proctor caching
- Testing devices that meet TestNav Requirements (information in the resources section below)
- External mouse for testing computers/devices
- External keyboard for touchscreen testing computers/devices

4 weeks
prior to
testing

1. Appoint a technical coordinator.
2. Review software and network requirements located at the **ACT Online Testing Resources** page in the resources section below.
 - Chromebooks must be managed. See *Confirming That Chromebooks are Managed* in the **ACT Technical Guide for Online Testing**.
 - iPads and Linux devices are not supported.
 - Virtual environments and thin clients are not supported.

3 weeks
prior to
testing

3. Download and install the most current version of the TestNav software at <http://download.testnav.com> onto the testing computers/devices.
4. Download and install ProctorCache software on the ProctorCache computer, if utilizing proctor caching.
5. Disable or close the following on all testing devices:
 - Management software that would allow secure test content to be viewed on another device.
 - Software such as browsers, cameras, screen capture programs, email, instant messaging, application switching, media players, and printing capability.
 - Anything that may cause a pop-up to launch such as anti-virus automatic updates, power management, screen savers, sticky keys, and software updates.
 - Windows 10: Disable Cortana, Xbox Game Bar, Shared/Clipboard History. See *Preparing Devices to Ensure Test Content Security* in the **ACT Technical Guide for Online Testing**.
 - macOS: Disable Siri, Keyboard Dictation. See *Preparing Devices to Ensure Test Content Security* in the ACT Technical Guide for Online Testing.
 - Whitelist applicable URL's for the testing and ProctorCache computers.
6. Create test sessions in PearsonAccess^{next}. See *Create Test Sessions* in the **ACT Administration Manual – Online Testing** found on your ACT-hosted webpage under *Administration > Activity: Administer the Test > Administration manuals*.
7. Run the app check and network check from TestNav. See *Run the TestNav App Check* in the **ACT Technical Guide for Online Testing**.
8. Complete a mock administration. **The Mock Administration Guide** can be found under *Configuration > Activity: Site Readiness for Online Testing*.

2 weeks
prior to
testing

9. Set up TestNav Configurations in PearsonAccess^{next}. See *Configure Proctor Caching Computers* in the **ACT Technical Guide for Online Testing**.

1 week
prior to
testing

10. On the testing computers/devices, run the app check and network checks in TestNav. See the *Run the TestNav App Check* in the **ACT Technical Guide for Online Testing**.
11. Lockdown testing devices. See the *Freezing the Test Environment* section of the **ACT Technical Guide for Online Testing**.

Two
business
days
prior to
testing

12. Prepare test sessions in PearsonAccess^{next}. See the *Prepare Test Sessions* section of the **ACT Administration Manual – Online Testing** found on your ACT-hosted webpage under *Administration > Activity: Administer the Test > Administration manuals*.
13. If utilizing ProctorCache, precache test content in PearsonAccess^{next}. See the *Precache Test Content* section of the **ACT Technical Guide for Online Testing**.

During
testing

14. Monitor session status in PearsonAccess^{next}. See *To View Examinee Progress In a Session* in the **ACT Administration Manual – Online Testing**.
15. Enter irregularities, if needed, in PearsonAccess^{next}. See *Submit an Irregularity Report* in the **ACT Administration Manual – Online Testing**.

After
each
testing
window

16. Close out test sessions in PearsonAccess^{next}. See *Stop a Test Session* in the **ACT Administration Manual – Online Testing**.
17. If utilizing ProctorCache, Purge Cached Test Content in the ProctorCache software. See *Purge Cached Test Content* in the **ACT Technical Guide for Online Testing**.

Resources

- [ACT Technical Guide for Online Testing](#)
- [Download TestNav and ProctorCache](#)
- [ACT Online Testing Requirements](#)