



# QUICK START GUIDE Online Testing

PROGRAM: STATE | PRODUCT: THE ACT | AUDIENCE: TESTING STAFF

**ACT Test Online Testing:** Use this document to prepare in advance for the online testing of the ACT<sup>®</sup> test—especially if you plan to test paper initially and then transition to makeup testing online.

This document includes equipment required and a recommended timeline of tasks, which can be completed in a shorter timeline, if necessary. A list of online resources referenced in the timeline steps appears at the end in the Resources section.

## Equipment Needed

- Administrative computer for PearsonAccess<sup>next</sup> in each room
- Testing devices that meet TestNav requirements (See the ACT Online Testing Resources page, under Resources.)
- External mouse for testing computers/devices
- External keyboard for touchscreen testing computers/devices

## Timeline Recommendations

### 4 Weeks Prior to Testing

1. **Appoint** a technical coordinator.
2. **Review** software and network requirements, (see the ACT Online Testing Resources page):
  - If your institutions uses Chromebooks for testing, they must be MANAGED Chromebooks. (See “Confirming That Chromebooks are Managed” in the *ACT Technical Guide for Online Testing*, under Resources.)
  - 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. (See Download Test Nav under Resources.)
4. **Disable or close** the following on all testing devices:
  - **Software:**
    - 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.

**Note:** Failure to close applications will result in the examinee receiving an error when they attempt to log in to TestNav. The error will not be resolved until the applications are closed and no longer running in the background.
  - **Pop-up activators:** Anything that may cause a pop-up to launch, such as antivirus automatic updates, power management, screen savers, sticky keys, and software updates.
  - **Windows 10 or 11:** 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*.)
  - **Necessary URLs:** Exempt list applicable URLs for the testing computers

5. **Create** test sessions in PearsonAccess<sup>next</sup>. (See “Create Test Sessions” in the *ACT Administration Manual—Online Testing* on your ACT-hosted website under Step 5: Administration > Administer the Test > Administration Manuals.)
6. **Run** the app check and network check from TestNav. (See “Run the TestNav App Check” in the *ACT Technical Guide for Online Testing*.)
7. **Complete** a mock administration. (See the Mock Administration Guide on your ACT-hosted website under Step 2: Configuration> Complete Site Readiness for Online Testing.)

## 1 Week Prior to Testing

8. **Run** the app check and network checks in Test Nav on the testing computers/devices. (See “Run the TestNav App Check” in the *ACT Technical Guide for Online Testing*.)
9. **Lock down** testing devices. (See “Freezing the Test Environment” in the *ACT Technical Guide for Online Testing*.)

## 2 Business Days Prior to Testing

10. **Prepare** test sessions in PearsonAccess<sup>next</sup>. (See “Prepare Test Sessions” in the *ACT Administration Manual—Online Testing* on your ACT-hosted website under Step 5: Administration > Administer the Test > Administration Manuals.)

## During Testing

11. **Monitor** session status in PearsonAccess<sup>next</sup>. (See “To View Examinee Progress In a Session” in the *ACT Administration—Online Testing*.)
12. **Enter** irregularities, if needed, in PearsonAccess<sup>next</sup>. (See “Submit an Irregularity Report” in the *ACT Administration—Online Testing*.)

## After Each Testing Window

13. **Close out** test sessions in PearsonAccess<sup>next</sup>. (See “Stop a Test Session” in the *ACT Administration—Online Testing*.)

## Resources

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