Instructions for Running Readiness Tests in ACT Unity

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The ACT International Subject Test (AIST) readiness tests are required for test centers to verify ACT Unity is correctly installed and configured on their testing devices before test day. ACT will offer four-day readiness windows now through test day. The specific readiness windows will be listed in the registration system (see the registration instructions below).

Important Reminders

- ACT has moved from two-day to four-day readiness testing windows. This change impacts only the readiness tests.
- A single registration can be used to test multiple testing devices if a test is not submitted for that registration.
- Make sure the time on each of your testing devices is within five minutes of the actual time. We have found that devices with a larger than five-minute variance have experienced issues communicating with the ACT Unity platform, resulting in technical issues on test day. The easiest way to do this is turn on automated clock syncing. You can also visit https://time.is/ to see the correct time in your area.
- You may access your readiness rosters at your convenience at https://qa-aist-admin.act-et.org/signin?returnUrl=%2F. You will need to login to the platform with the username and password you use to access your test day rosters. ACT will not email your readiness roster to you.

Prerequisites

- The most current version of ACT Unity is installed and configured on all your testing devices. The readiness email you receive from ACT three to four weeks before test day will list the most current version number
- All system issues identified by the in-app device check have been resolved.

Register for the Readiness Test

1. Navigate to the examinee login screen in the AIST registration system. https://qa-aist.act-et.org/
2. Follow the on-screen prompts to create a MyACT “examinee” account.
3. Log in to your account and register for a test session.
   - Register to test at your own test center.
   - The system will list the actual test titles (e.g., Biology, Math 1). The content presented during the readiness test will be made up of practice test questions that will not be administered to examinees.
   - Use the following fake credit card information to pay for the registration.
     - Credit Card Number: 4242 4242 4242 4242.
     - Expiration Date: 01/24
4. The system will email a copy of your admission ticket. Save this email. You will need the Registration Code printed on the ticket to access the test.
5. Log out of the registration system.

Obtain Roster and Launch Codes
1. Navigate to the AIST Administration Dashboard. Note, this is a different version of the dashboard for readiness tests only. [https://qa-aist-admin.act-et.org/signin?returnUrl=%2F](https://qa-aist-admin.act-et.org/signin?returnUrl=%2F)
2. From the Choose Administration Window dropdown list, select the readiness test window you registered for.
3. Click Download Roster to download a CSV version of the roster with the Launch Code needed to log into the test.

Take the Readiness Test (the day after registering to test).
1. Launch the ACT Unity application on the test device.
2. Enter the test center code created for the readiness test.
   - From the list of options on the left-hand side of the screen, select the option to change the test center code.
   - Enter test center code 90999 and click Register Device.
   - Verify the new test center code is listed in the upper right corner of the Launch page.
   
   Note: Test center code 90999 is set up specifically for the readiness test. It will not work on test day. Before test day, you must change the test center code back to the code ACT previously provided via email.

3. Click the Launch button.
   - The in-app device check will run automatically. If any system issues are identified, resolve them.
   - If the device check finds no issue, it will take you to the examinee login screen.
4. Enter the Registration Code printed on the admission ticket the system emailed to your account.
5. Enter the 8-digit Launch Code from the roster.
6. Confirm launch of the test and close the Unity application.
   - You can reuse the same registration to run the readiness check if you have not submitted the test for that registration.
   - Users who wish to become familiar with the testing interface may take and submit the test. Once the test is submitted, the registration is consumed and cannot be used to test any devices.

Contact Us with Questions or Feedback
If you have any questions or feedback throughout this process, contact ACT at +1 319-337-1993 or osus@act.org.