

COMPASS[®]



User Guide

Module 6: Administering a COMPASS Test

Module 6 provides the Test Proctor instructions to administer Local and Remote COMPASS tests. This guide applies to Test Proctors, Test Administrators and Campus Administrators (all have the rights to administer tests).

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The following explains the differences between Local Tests and Remote Tests:

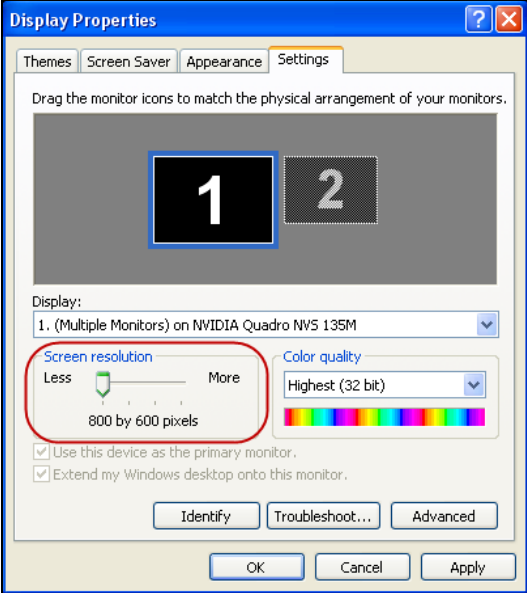
- **Local Tests** – A Local Test is a COMPASS/ESL test that an institution administers to its students at a Test Center located on its own Campus or in a local area high school. The institution uses its own units to pay for the local test and it retains the student test results at its Campus.
- **Remote Tests** – A Remote Test is a COMPASS/ESL test that is administered at the request of one institution but actually taken at a Test Center owned by a different, licensed institution. (Preview sites are not eligible to administer remote tests.)

Remote testing allows students, who may live far from the schools that they plan to attend, to take the test at a Test Center located closer to where they live. The institution requesting the test receives the results and uses its units to pay for the testing, while the institution whose Test Center administers the test does not retain the results nor use any of its units.

NOTE: Tests administered at high school outreach centers or other centers affiliated with local institutions are *not* Remote Tests.



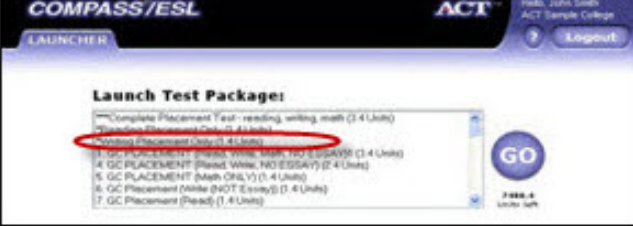
Part I Setting the Screen Resolution

Complete the following tasks prior to launching either a Local Test or a Remote Test.

Step	Action
1	Right-click on the Desktop and click Properties . Click the Settings tab.
2	<p>Under Screen resolution, change the setting to 800 x 600 pixels. Click OK.</p>  <p><i>Result.</i> The Monitor Settings window displays.</p>
3	Click Yes .

Part II Administering a Local Test

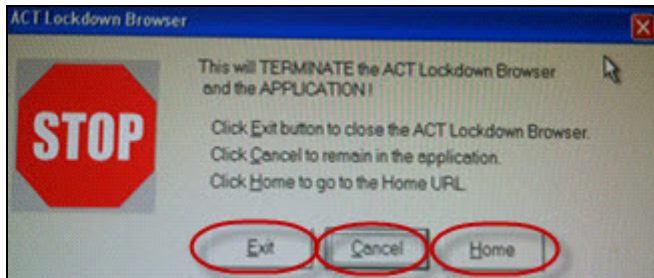
Complete the following to launch the COMPASS test engine.

Step	Action
1	<p>On the Desktop, double-click the Test Launcher icon.</p> 
2	<p>On the Staff Login to Test Launcher screen, type your Staff ID and Password. Click Login.</p>
3	<p>If there is more than one Test Center associated with your Campus, select where the testing will take place.</p> <p>NOTE: If there is only one Test Center at your site, you will <i>not</i> see this screen.</p> 
4	<p>Click a test package from the Launch Test Package list. Click GO.</p>  <p><i>Result:</i> The Student Login screen displays and the workstation is ready to begin testing. (If your workstation has not been updated with the latest item pools for the package you wish to launch, you will be prompted with further instructions how to proceed.)</p> <p>NOTE: The student must have their Student ID to begin testing.</p>

Interrupting and Resuming a Test

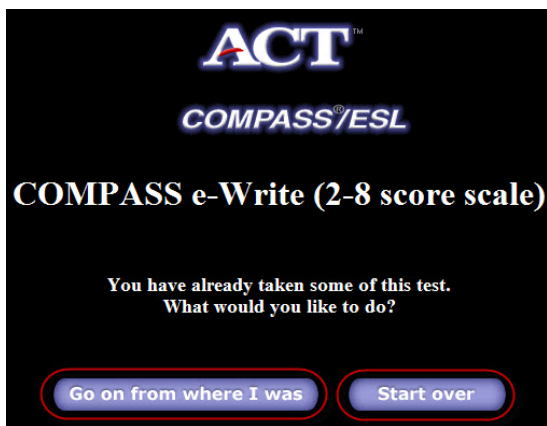
The system allows you to stop a test in progress and resume the test at a later time. COMPASS saves the student's answers up to that point.

- To interrupt a test: Press **CTRL+ALT+Q**. *Result:* The **Lockdown Browser** displays. Select the appropriate option:
 - Click **Exit** to close the Test Launcher and return to the Desktop.
 - Click **Cancel** to go back to the previous screen.
 - Click **Home** to close this window and go to the **Staff Login** screen.



- To resume an interrupted test for a specific student: repeat the [Administering a Local Test](#) steps. Click the same Test Package the student was in when the session was interrupted. Have the student log in and click **Go on from where I was**. This allows the student to continue testing from the point of the interruption without losing any of the student's previous work.

IMPORTANT: Clicking **Start over** starts a *new* set of tests and the student's previously saved work is lost.




- To select a different Test Package for the next student on the same workstation: press **CTRL+ALT+Q**. *Result:* The **Lockdown Browser** displays. Click **Home**.

Post-Testing Notes for Local Testing


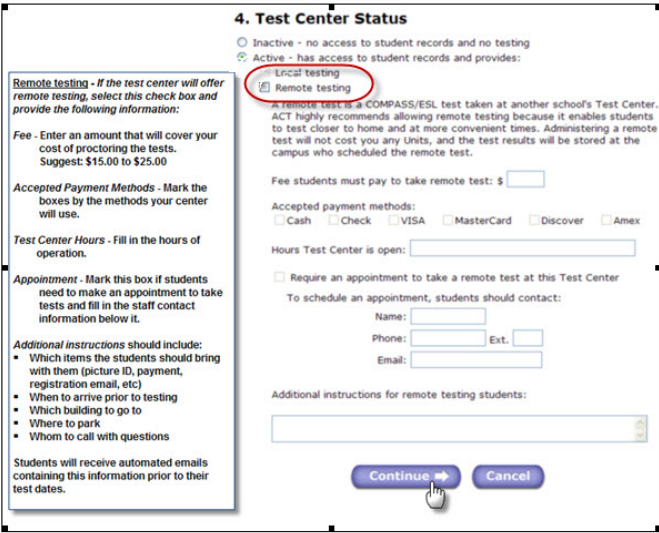
- If the Test Center selected the **Print Immediate Report** feature as part of the Test Package, a report prints at your printer.
- When the test is over, a **STOP** screen displays for 30 seconds allowing the student time to exit the computer. After that, COMPASS automatically resets the workstation to administer the same Test Package to the next student.

Part III Administering a Remote Test

You must enable Remote Testing if it was not selected during the initial setup of your Campus. Complete the following to see if Remote Testing is enabled at your Test Center. (Preview sites are not eligible for remote testing.)

Step	Action
1	Go to the URL for the COMPASS Internet that you received in the <i>Welcome</i> email from ACT. The Staff Login window displays.
2	<p>Type your Staff ID and Password. Click Login.</p> <p><i>Result:</i> If your site is set up for remote testing, you will see a section titled Remote Testing on the SESSIONS tab.</p> 
3	<ul style="list-style-type: none"> • If the Remote Testing section displays, then go to Page 6. • If the Remote Testing section does <i>not</i> display, then go to Page 7.

Complete the following to Enable Remote Testing at your Test Center.



Step	Action
1	<p>Log in to the COMPASS URL and click the SITES tab.</p>
2	<p>Find your Test Center in the list and click Edit.</p> 
3	<p>Scroll down to the Test Center Status section and select the checkbox for Remote Testing.</p> 
4	<p>Fill out the information requested for this section (cost of testing, method of payment, Test Center hours, contact information, and additional instructions) and click OK.</p>
5	<p>Log out of COMPASS/ESL. <i>Result.</i> The window closes.</p>
6	<p>NOTE: To have your remote testing site listed in ACT's remote testing directory, email ACT at compass@act.org with your request and site information or call (800) 645-1992 during regular ACT business hours. Follow the prompts to reach ACT's Customer Service staff.</p> <p>An ACT staff person will ensure you are set up for remote testing and have your site added to the directory: www.act.org/compass/advant/remote.html</p>

Student Actions for Remote Testing

- The student must have registered with the institution that they plan to attend. That institution will have emailed the student the registration number that is required for login.
- If the student did not bring the registration number, you can look it up by following the instructions in [Step 4](#).
- If your college collects a proctoring fee, collect it from the student.

NOTE: You do not need to collect the test fee from students who take remote tests at ACT Centers. They prepay their fee when they register through the ACT call center.

Complete the following to launch the COMPASS test engine.

Step	Action
1	<p>On the Desktop, double-click the Test Launcher icon.</p> 
2	<p>On the Staff Login to Test Launcher screen, type your Staff ID and Password. Click Login.</p>
3	<p>If there is more than one Test Center associated with your Campus, select where the testing will take place.</p> <p>NOTE: If there is only one Test Center at your site, you will not see this screen.</p> 

Step	Action
4	<p data-bbox="412 296 1289 363">Under Remote Testing, click Launch a Test Package for another campus.</p> <div data-bbox="412 396 1289 995"> </div> <p data-bbox="412 1031 1341 1129">NOTE: For Remote Testing, do <i>not</i> administer a Test Package from the list at the top of the screen. Use only the options under Remote Testing.</p> <p data-bbox="412 1194 1213 1228"><i>Result:</i> The Remote Testing Student Login screen displays.</p> <div data-bbox="412 1243 971 1780"> </div> <p data-bbox="412 1797 1284 1864">NOTE: After the student logs in, the test selected by the requesting college automatically displays.</p>

Interrupting and Resuming a Test

The system allows you to stop a test in progress and resume the test at a later time. COMPASS saves the student's answers up to that point. See [Page 4](#).

Post-Testing Notes for Remote Testing

- If the requesting institution selected the **Print Immediate Report** for the test package, the system prints a student **Advising Report** when the student finishes the test. The report contains the name of the requesting institution, the cut scores, and course placement messages.
- Test Centers that administer Remote Tests do *not* have access to the Remote Testing student's COMPASS record and can *not* print additional Student Advising Reports. For an additional copy of the results, the student should contact the requesting institution.
- When the test is over, a **STOP** screen displays for 30 seconds, allowing the student time to exit the computer.