Mock Administration Guide

Contents

Contacting ACT and Accessing the Training Instance

Hours of Operation

*   Monday–Friday: 7:00 a.m. – 5:00 p.m. Central Time

Contact Information and Link to the Training Instance

*   Phone: 800.553.6244, ext. 2800
*   Contact Form: act.org/stateanddistrict/contactus
*   PearsonAccess^next Training Instance: https://training.testadmin.act.org

Introduction to a Mock Administration

If performed under conditions similar to test day, a mock administration provides an indication of how your technical infrastructure and testing devices will interact with the testing software during a live administration. It provides a chance for your school to simulate online testing to ensure you're ready. During a mock administration, the test coordinator (and other staff, if applicable) perform the examinee activities on testing computers, such as logging in to TestNav and submitting tests.

For any issues encountered, note these specific details to assist the technical coordinator in resolving them:

*   The brand and operating system of the computer
*   The test room in which the computer is located
*   Whether the network connection is wired or wireless
*   If the network connection is wireless, the location of the nearest wireless router
*   Other areas of the school where heavy network use might affect testing

ACT strongly recommends that the test coordinator run a mock administration. It is in your and your examinees' best interest. A mock administration should be completed by the deadline in the *Schedule of Events*.

Planning a Mock Administration

Performing a mock administration is an important activity to prepare for your upcoming administration. Please note the setup tasks performed in the training instance of PearsonAccess^next apply only to the mock administration and do not carry over to live testing.

Training Instance Setup

For the mock administration, the test coordinator sets up user accounts, assigns sample examinees, and manages mock test sessions in the training instance of PearsonAccess^next, at https://training.testadmin.act.org, instead of working in the live instance.

The test coordinator is sent an email from noreply@testadmin.act.org when the training instance is ready to use.

The training instance provides:

*   A user account for the test coordinator
*   Sample examinees
*   Mock tests

Note:

*   Mock tests are not practice tests. They should not be used to provide practice questions to examinees.

Plan Your Approach

The more closely the mock administration is to your live administration, the more confident you can be that the live administration will go well. To ensure a successful test administration, run the mock administration under conditions that closely match those under which examinees will be testing, including:

- In the same rooms and using the same computers you plan to use on test day
- On the same day of the week and at the same time of the morning as on test day
- Using the same number of simultaneous examinees as on test day

If your organization plans to administer the text-to-speech format at the same time as other sessions on the live test day, the text-to-speech mock session should be administered at the same time as the other mock sessions.

Staff Guidelines for a Mock Administration

Minimum staff for running a mock administration includes the test coordinator and technical coordinator. If available, additional staff or examinees can participate by playing the role of examinees taking tests.

Table 1: Staff Guidelines for a Mock Administration

Role	Description
Test coordinator **Required**	• Serves as the test coordinator for the mock administration and for the live administration • Coordinates the mock administration • Starts test sessions • May act as a room supervisor if one is not appointed
Technical coordinator **Required**	Assists with any technical issues that occur during the mock administration
Room supervisor(s) **Optional**	• Unlocks the test session in the test room • Launches tests on every testing computer (with the assistance of other staff members or examinees, if applicable) • Documents any issues that occur • Stops and locks the test sessions
Other staff **Optional**	Help complete the mock administration You can recruit staff or examinees to act as mock examinees, allowing you to run more tests simultaneously, which better simulates a live administration.

Key Questions to Consider for a Mock Administration

- How many administrative computers do you need?

  You should have one administrative computer per room. There should be at least one for the technical coordinator and one for the test coordinator (if the test coordinator is not in a test room).

- How many test rooms are available?

  If possible, use the same rooms you will use for the live administration.
- How many mock examinees will you assign to each test session (each test room)?

  The number of mock examinees assigned to each test session should match what you will have in sessions for the live administration.
- How many staff are available?

  While the number of staff members available may vary, you should have enough staff or examinees available to help successfully complete the mock administration.
- When will you run the mock administration?

  If the live administration will be on a Tuesday at 9:00 a.m., ideally the mock administration will also be on a Tuesday at 9:00 a.m.

Mock Administration Process Overview

Table 2: Process Overview of a Mock Administration

Stage	Who	Does What
Preliminary Setup	ACT	• Provides a training instance account for the test coordinator • Loads sample examinees

Preliminary Setup	Test Coordinator	• Selects and trains staff needed to help with the mock administration
		• In the training instance of PearsonAccess[next]:
		  • Adds user accounts
		  • Creates additional sample students, if needed
		  • Creates test sessions and assigns examinees

Preliminary Setup	Technical Coordinator	• Sets up computers that will be used for testing, including:
		  • Checking system requirements
		  • Downloading the TestNav app to computers (see the Technical Guide for instructions)

Mock Test Day Setup	Test Coordinator	• Prints student authorization tickets • Prepares sessions
Performing the Mock Administration	Test Coordinator	• Starts and unlocks the test sessions • Retrieves seal codes • Distributes student authorization tickets to staff assisting with the mock administration, if applicable
Performing the Mock Administration	Room Supervisor or Test Coordinator	• Launches tests on every testing computer (with the assistance of other staff members or examinees, if applicable) • Documents any issues that occur • Stops and locks the test sessions

Stage	Who	Does What

Closing Out the Mock Administration	Test Coordinator	• Resolves any open test sessions, including:
		
		  • Removing examinees who did not test
		  • Updating examinees who partially tested to Marked Complete
		  • Stopping and locking the test sessions

Closing Out the Mock Administration	Test Coordinator or Technical Coordinator	• Contacts ACT for assistance to resolve any issues • Adjusts plans and systems for test day based on the results of the mock administration

Preliminary Setup for the Mock Administration

Before beginning preliminary system setup for a mock administration, the test coordinator will receive an email from PearsonAccess^{next}, noreply@testadmin.act.org, confirming that the training instance user account is ready.

Prior to the mock test day, the test coordinator needs to perform these preliminary setup activities:

1. Set up the test room computers

   IMPORTANT: All setup tasks described in this section are for the mock administration only.
2. Create user accounts for the technical coordinator and room supervisors for the current year (e.g., training 2023-2024), as needed
3. Create test sessions
4. Assign examinees to test sessions

Set Up Test Room Computers

Technical requirements for the mock administration are the same as those for the live administration.

Ensure that each room used for testing includes the following:

• A computer for the room supervisor to start and monitor tests
• Testing computers with TestNav installed
• Headphones, if using text-to-speech

For the technical specifications, refer to the *ACT Technical Guide for Online Testing* found on your ACT-hosted testing web page under the Configuration section.

Create User Accounts for the Mock Administration

Create user accounts for staff who assist with the mock administration in the training instance, https://training.testadmin.act.org. The technical coordinator may need a user account to assist with set up. The test coordinator is able to start all test sessions. Creating user accounts for room supervisors enables others to start and manage the test session for a room.

For more information, refer to the *PearsonAccess^{next} User Guide*.

Create a User Account

The school test coordinator creates user accounts for room supervisors and the technical coordinator for online testing.

1. Select the **Setup** icon, then **Users**.
   The **Users** screen appears.
2. Select the drop-down on the **Start** button, then **Create/Edit Users**.
   The **Create/Edit Users** screen appears.
3. Select the **Organization** name.
4. Select the role in the **Selected Roles** field.
5. Leave the **Account** as **Enabled**.
6. Enter the new user's email address.
   The email address auto-populates the **Username** field.
7. Enter the new user's first and last name.
8. Leave the **Active Begin Date** and **Active End Date** fields blank.
9. Select the **Create** button.
   A **Changes saved** message appears. The new user will receive a "new account" email invitation to the system from noreply@testadmin.act.org and will need to follow those instructions to set a password for the account.
10. Select the **Exit Tasks** button.

Create Mock Test Sessions

Create one test session for each test room in the training instance, https://training.testadmin.act.org.

A test session is a single test event for specific examinees to complete the ACT test. For example, Ms. Jeffries' administration of the ACT to 12 examinees in computer lab #1 is one test session. Mr. Johnson's administration of the ACT to 8 examinees in computer lab #2 is another test session.

Create Test Sessions

Completed by: Test coordinator, district test coordinator

Note: Room supervisors cannot create test sessions.

System: PearsonAccess^next training environment

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. In the **Tasks** pane, check the box next to **Create / Edit Sessions** in the drop-down menu, and select the **Start** button.
4. Complete all required fields.

   • **Session Name**: Name the session so it can be easily identified (e.g., "Double Time with writing," "standard time").
   • **Organization**: If the organization is not already selected, select it from the drop-down menu.
   • **Test Assigned**: Select the test to be administered: "The ACT (mc)" or "The ACT with writing (mw)." This should match the test that you will administer on test day.
   • **Form Group Type**: Select the Mock Administration form group type. This is the only Form Group Type available in the training instance.
   • **Scheduled Start Date**: Select the date of the mock administration session.
   • **Scheduled Start Time**: Leave this as the default (1:00 AM).

     Note: To use the Scheduled Start Time field for internal scheduling purposes, change it to the actual test start time.
   • The **Precaching Computer** field will be left blank.

     Note: Examinees can be assigned now, or test sessions can be created without examinees and added later.

5. To add examinees at this time, follow the steps below. If adding examinees later, proceed to step 6.
   a) Select inside the **Students** field. A list of available examinees appears.
   b) Select an examinee from the list to add them to the session.
   c) To add additional examinees, repeat these steps.

   Note: To remove an examinee, select the "**x**" next to the examinee's name within the **Students** field.
6. Select the **Create** button.
7. To create additional sessions, repeat the steps above.
8. When finished, select the **Exit Tasks** button.

For more information refer to the *ACT Administration Manual - Online Testing*, found under the Administration section on your ACT-hosted testing web page.

Assign Examinees to Mock Test Sessions

325 mock examinees have been created, including 25 mock text-to-speech examinees. You can add more mock examinees to meet your needs using the Generate Sample Students task on the Students Screen.

Text-to-Speech Only: If your organization has examinees using the text-to-speech option, it is strongly recommended that you create a session and place the anticipated number of text-to-speech mock examinees in that session. The last name for mock text-to-speech examinees created for you is "TEXTTOSPEECH".

Assign each mock examinee to a test session in the training instance, https://training.testadmin.act.org.

Refer to Assign Examinees to a Test Session. For more information, refer to the *ACT Administration Manual - Online Testing*, found under the Administration section on your ACT-hosted testing web page.

Assign Examinees to a Test Session

Completed by: Test coordinator, District test coordinator

System: PearsonAccess^next training environment

Note: These steps are required only if examinees were not assigned when sessions were created.

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the test session to which examinees are to be added.
   Note: If an examinee is approved to test with accommodations over multiple days, assign the examinee to one test session; that one test session will span multiple days (multiple sittings).
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears, and the sessions you selected will be displayed in the **Session List**.
5. In the **Tasks** pane, check the box next to the **Add Students to Sessions** title in the drop-down menu. Then select the **Start** button. The Add Students to Sessions screen appears.
6. Select the session to which examinees are to be added from the **Session** drop-down menu.
7. In the **Search** menu, check the box next to **Show all results**.
8. Check the box next to each examinee to be added to this session. Then select the **Add** button.
9. When finished, select the **Exit Tasks** button.

Test Day Setup for the Mock Administration

On the mock test day, the test coordinator will need to perform these additional setup activities:

1. Prepare test sessions

2. Print student authorization tickets
3. Retrieve seal codes (if serving as the room supervisor)
4. Launch test applications (if serving as the room supervisor)

Note: Unless otherwise noted, all activities related to Test Day Setup for the Mock Administration on page 9 are performed by the test coordinator.

Prepare Mock Test Sessions

Test sessions will be unlocked and started by the room supervisor.

Prepare test sessions in the training instance of PearsonAccess[next], https://training.testadmin.act.org.

Prepare Test Sessions

Completed by: Test coordinator or district test coordinator from an administrative computer

System: PearsonAccess[next] training environment

Note: These steps are performed once for each test session. Test sessions should be prepared 1–2 days before test day. For multiple-day testing, this is performed the day before the first sitting.

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the session(s) that will be administered in the upcoming days.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. Use the following table to determine the next step.

To prepare…	Then…
All sessions	In the **Session List** pane, to select multiple sessions, select the **Combined View** button. Then select the **Prepare All Sessions** button.
An individual session	In the **Session List**, select a session. Then select the **Prepare Session** button.

6. Allow a few minutes, depending on the numbers of sessions and size of the sessions being prepared. Then select the **Refresh** button.

Note: The session is now marked as "Ready." Do not start the test session until the day of the mock administration.

For more information, refer to the *ACT Administration Manual - Online Testing*, found under the Administration section on your ACT-hosted testing web page.

Print Student Authorization Tickets for the Mock Administration

The student authorization ticket is a printout that contains the examinee's individually assigned username and password.

Print authorization tickets from the training instance, https://training.testadmin.act.org.

Print Student Authorization Tickets

1. Select the **Testing** icon.

2. Select the **Sessions** title to activate the **Sessions** screen.

3. Check the box next to the session(s) that you want to print Student Authorization Tickets for.

4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.

5. Select the session from the Session List, if more than one was selected.

6. Use the following table to determine your next step.

To print Student Authorization Tickets for…	Then...
All examinees in a session	a. Open the **Resources** drop-down menu. Then select **Print all for this session** under the **Student Authorization Tickets** section. b. Select a print format of 1 per page (default).
An individual examinee (or small group of examinees)	a. Select the examinee(s) for whom to print a ticket. b. In the **Resources** menu, select **Print selected for this session**, which is under the **Student Authorization Tickets** section. c. Select a print format of 1 per page (default).

7. Print the tickets using your browser.

   Note: Make sure the printer properties are not set to print 2-sided.

8. Repeat the steps above to retrieve and print Student Authorization Tickets for any other sessions.

Retrieve Seal Codes for the Mock Administration

Seal codes are numbers examinees must enter in TestNav at the beginning of each test section to start that section. Seal codes are unique to each test session.

Retrieve the list of seal codes from the training instance, https://training.testadmin.act.org.

Retrieve Seal Codes

Completed by: Room supervisor

System: PearsonAccess^next training environment

1. Select the **Testing** icon.

2. Select the **Sessions** title to access the Sessions screen.

3. Check the box next to the session(s) that you want to retrieve seal codes for.

4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.

5. In the Session List, select the session to work with.

6. In the **Resources** menu, select **Seal Codes**. The Seal Codes window appears.

7. Repeat steps 5–6 to retrieve seal codes for other test sessions if necessary.

Launch Test Applications

Launch the test applications in each test room.

a) On the administrative computer, open an approved browser and launch the training instance of PearsonAccess^next at https://training.testadmin.act.org.

b) Launch the TestNav application on all testing computers.

Performing the Mock Administration

On the mock test day, staff in each test room will perform the following activities:

1. The room supervisor unlocks the room's test session
2. At every test computer, testing staff (acting as examinees, or with examinees who are assisting):

   - Logs in to TestNav using the information on the Student Authorization Ticket
   - Enters the seal code to open each test
   - Completes and submits each test
3. The room supervisor locks the room's test session
4. The room supervisor documents any issues that occur

Gather Required Materials

Gather the following resources and make them available to each test room:

- *Mock Administration Guide* (this document)
- *PearsonAccess^next User Guide*, located under the Configuration section of your ACT-hosted testing web page
- *ACT Administration Manual - Online Testing*, located under the Administration section of your ACT-hosted testing web page
- Student Authorization Tickets for the assigned test session
- List of seal codes for the assigned test session (or the ability to retrieve seal codes in test rooms)

Start and Unlock Mock Test Sessions

Test sessions need to be started and unlocked in the training instance, https://training.testadmin.act.org before mock examinees can log in to TestNav.

Start and unlock test sessions in each test room.

Start Test Sessions

Completed by: Test coordinator, District test coordinator

System: PearsonAccess^next training environment

Note: On the morning of test day, this task is performed once for each test session. It must be done before room supervisors can unlock their sessions. For multiple day testing, this is performed on the day of the first sitting.

1. Select the **Testing** icon.
2. Select the **Sessions** title to activate the Sessions screen.
3. Check the box next to the session(s) that will be administered today.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The **Students in Sessions** screen appears.
5. Choose the session from the left-hand side of the screen; the **Start Session** button appears.
6. Select the **Start Session** button for each test session on each day of testing.

   Note:

   - The test session is now marked as In Progress.
   - The **Start Session** button becomes a Stop Session button. You now have a padlock next to the test.
   - In the examinee pane, notice the **Student Test Status** is marked as Ready but has a padlock. This means the test is locked. See Unlock/Lock a Test Session on page 13 for instructions.

Unlock/Lock a Test Session

Completed by: Room supervisor

System: PearsonAccess^next training environment

Before examinees can log in to the test session in TestNav, the test session must be unlocked. Take the following steps to unlock a test session.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the session you will be administering today.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. Locate the padlock on the Students in Sessions screen (near the Student Test Status Key). Slide the button to the right to unlock the test. Allow a minute or two for the system to process this activity. The **Student Test Status** now appears without a padlock.

   Note: If this step is not performed, examinees cannot access the test session in TestNav. An error message will appear indicating it is locked.
6. To lock the test session, slide the button to the left. The **Student Test Status** now appears with a padlock.

Complete the Mock Test

Each mock examinee will proceed through a number of questions in each test section, selecting any of the available answer options. At the end of each test section, ensure that all mock examinees have completed and submitted their responses prior to continuing to the next section.

Sign in to TestNav as a Mock Examinee

Mock examinees in each test room sign in to TestNav using information provided on the student authorization ticket.

For text-to-speech only—Turn the volume on prior to logging in to TestNav. Once logged in, ensure text-to-speech functionality is working properly (e.g., voice is clear and content loads in a timely manner).

1. Sign in to **TestNav** using the Student Authorization Ticket.
   The **Welcome** screen appears and the computer is locked down, that is, examinees are prevented from clicking outside the testing application.
2. Select the **Start** button.
   The **Pretest Information** screen appears.
3. Select the **Start** button.
   The **Contact Information** screen appears.
4. Skip entering any data and select the **Next** (arrow) button.
   The **School Use Only—State Questions** appear.
5. Skip entering any data and select the **Next** (arrow) button.
   The **End of Pretest Information** screen appears.
6. Select **Submit**.
   A **Section Exit Warning** appears.
7. Select **Yes**.
   The **Examinee Statement** screen appears.
8. Select the **Start** button, then select the button beside **I agree**, then select the **Next** (arrow) button at the top of the screen.
   The **End of Examinee Statement** section appears.

9. Select the **Submit** button.
A **Section Exit Warning** appears.

10. Select the **Yes** button.
The English screen appears.

Do not proceed until all testing computers are on the **English** screen.

Complete the Mock English Test

The instructions and test items appear in "Lorum Ipsum" which is not actual test content. Choose any (random) response for the mock items.

1. Enter the **English (test 1) seal code** and select the **Start** button.
The **Instructions** screen appears.

2. Select the **Next** (arrow) button.
The mock item appears.

3. Select the button beside **any** answer and then select the **Next** (arrow) button to move to the next test item.

4. Complete the previous steps for as many as five mock items.

5. Select the **Review** button.
The **Test Overview** screen appears.

6. Scroll down to **End of Section**, then select the **End Section** button.
The **End of Section** screen appears.

7. Select the **Submit** button.
The **Section Exit Warning** appears.

8. Select the **Yes** button.
The screen for the next test appears.

Do not proceed until all testing computers are on the **Mathematics** screen.

Complete the Mock Mathematics Test

Choose any (random) response for the mock items.

1. Enter the **mathematics (test 2) seal code** and select the **Start** button.

2. Select the **Next** (arrow) button.
The mock item appears.

3. Select the button beside **any** answer and then select the **Next** (arrow) button to move to the next test item.

4. Complete the previous steps for as many as five mock test items.

5. Select the **Review** button.
The **Test Overview** screen appears.

6. Scroll down to **End of Section**, then select the **End Section** button.
The **End of Section** screen appears.

7. Select the **Submit** button.
The **Section Exit Warning** appears.

8. Select the **Yes** button.
The screen for the next test appears.

Do not proceed until all testing computers are on the **Reading** screen.

Complete the Mock Reading Test

Choose any (random) response for the mock items.

1. Enter the **reading (test 3) seal code** and select the **Start** button.
2. Select the **Next** (arrow) button.
   The mock item appears.
3. Select the button beside **any** answer and then select the **Next** (arrow) button to move to the next test item.
4. Complete the previous steps for as many as five mock test items.
5. Select the **Review** button.
   The **Test Overview** screen appears.
6. Scroll down to **End of Section**, then select the **End Section** button.
   The **End of Section** screen appears.
7. Select the **Submit** button.
   The **Section Exit Warning** appears.
8. Select the **Yes** button.
   The screen for the next test appears.

Do not proceed until all testing computers are on the **Science** screen.

Complete the Mock Science Test

Choose any (random) response for the mock items.

1. Enter the **science (test 4) seal code** and select the **Start** button.
2. Select the **Next** (arrow) button.
   The mock item appears.
3. Select the button beside **any** answer and then select the **Next** (arrow) button to move to the next test item.
4. Complete the previous steps for as many as five mock test items.
5. Select the **Review** button.
   The **Test Overview** screen appears.
6. Scroll down to **End of Section**, then select the **End Section** button.

   The next message and the steps that follow depend on whether your institution is taking the ACT with writing.

   If your organization is taking the ACT (no writing), a screen saying, "Congratulations! You have finished!" appears.

   a) Select the **Submit Final Answers** button.
      The **Test Submit Warning** appears.
   b) Select the Yes, Submit Final Answers button.
      The user is automatically signed out of TestNav. Testing for this mock examinee is completed.

   If your organization is taking the ACT with writing, the **End of Section** screen appears.

   a) Select the **Submit** button.
      The **Section Exit Warning** appears.
   b) Select the **Yes** button.
      The screen for the next test appears.

If your organization is taking the ACT with writing, do not proceed until all testing computers are on the **Writing** screen.

Complete the Mock Writing Test

You can enter anything (or nothing) for this mock item.

1. Enter the **writing (test 5) seal code** and select the **Start** button.

2. Use the **Next** arrow to advance through the **Instructions and Planning** screens.
   The writing item appears.

3. In the essay field, you may enter text or leave it blank. Then, select the **Next** (arrow) button.
   A screen saying, "Congratulations! You have reached the end of the test!" appears.

4. Select the **Submit Final Answers** button.
   The user is automatically signed out of TestNav. Testing for this mock examinee is completed.

Stop and Lock Mock Test Sessions

Once all mock testing is completed, the room supervisor or test coordinator stops and locks the test session in the training instance of PearsonAccess[next], https://training.testadmin.act.org.

IMPORTANT: Before you can stop a test session, all examinees assigned to the test session need to have submitted the last test and all testing computers need to be logged out of TestNav.

- If an examinee logged in but did not submit the last test, change the examinee's test status to "Marked Complete."
- If an examinee never logged in to TestNav, remove that examinee from the test session.

Stop and lock all open sessions.

Refer to the following instructions:

- Remove Examinees from a Test Session
- Mark an Examinee's Test Complete
- Stop a Test Session
- Unlock/Lock a Test Session

For more information, refer to the *ACT Administration Manual - Online Testing*.

Remove Examinees from a Test Session

Completed by: Test coordinator, District test coordinator

System: PearsonAccess[next]training environment

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the session(s) that you want to remove students from.
4. In the Tasks pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. If multiple sessions were selected, select a session from the Session List or Combined View to see student tests in all selected sessions.
6. Check the box next to the examinee(s) to be removed.
7. In the **Tasks** pane, check the box next to **Remove Students from Sessions**. Then select the **Start** button. The Remove Students from Sessions screen appears.
8. Check the box next to the examinee to be removed. Then select the **Remove** button.
9. When finished, select the **Exit Tasks** button.

Mark an Examinee's Test Complete

Completed by: Room supervisor

System: PearsonAccess[next] training environment

When an examinee submits the last test, the examinee's status is automatically updated to Completed. If an examinee does not finish testing (e.g., dismissal, illness), the room supervisor must manually mark the examinee's test complete.

Take the following steps to mark an examinee's test complete.

1. Select the **Testing** icon.
2. Select **Sessions** title to access the Sessions screen.
3. Check the box next to the test session(s) that has students who will not complete testing.
4. In the select tasks drop-down, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. On the Students in Sessions screen, check the box next to each student to be marked complete.
6. In the Tasks pane, select **Mark Student Tests Complete**. Then select the **Start** button. The Mark Student Tests Complete screen appears.
7. Again, check the box next to each student to be marked as completed.
8. Enter a reason in the **Reason** field. Then select the **Mark Complete** button. A "Success – Changes saved" message appears.
9. When finished, select the **Exit Tasks** button to return to the Students in Sessions screen. The Student Test Status for those students is **Marked Complete**.

Stop a Test Session

Completed by: Room supervisor

System: PearsonAccess^next training environment

Take the following steps to stop the test session after all examinees have completed the last test.

1. Select the **Testing** icon.
2. Select **Sessions** title to access the Sessions screen.
3. Check the box next to the test session(s) to be stopped.
4. In the Tasks pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. On the Students in Sessions screen, verify that all examinees in the session have a Student Test Status of **Completed** or **Marked Complete**.

   If not, determine the steps to take before proceeding.

If the examinee…	Then…
Did not begin testing **(e.g. absent, not admitted)**	The test coordinator must remove the examinee's name from the test session. See Remove Examinees from a Test Session on page 16.
Began testing but did not finish and will not resume **(e.g., dismissed, illness)**	Mark the examinee's test complete.

6. Select the **Stop Session** button.
   The session is stopped. The button becomes a **Restart Session** button.

Document Any Issues

Document issues that could affect examinee testing, especially any issues with:

- Significant delays in displaying or refreshing the screen
- Insufficient volume for any text-to-speech items

1. Detail any issues encountered during the mock administration and work with your technical coordinator to resolve them.

   For any issues encountered, note these specific details to assist the technical coordinator in resolving them:

   - The brand and operating system of the computer
   - The test room in which the computer is located
   - Whether the network connection is wired or wireless
   - If the network connection is wireless, the location of the nearest wireless router
   - Other areas of the school where heavy network use might affect testing

2. Use the results of the mock administration to make any necessary adjustments to your plans and systems for test day.

Closing Out the Mock Administration

Before the mock administration is closed out, the test coordinator must ensure that these actions are completed:

1. Complete the steps in the Stop and Lock Test Sessions section.
2. Log all administrative computers out of the training instance, https://training.testadmin.act.org.