

# **The ACT<sup>®</sup> Test**

# **Mock Administration Guide**

## **Online Testing**



# Contact Information

Please direct all questions to **ACT State and District Testing**, 7:00 a.m.–5:00 p.m., central time, Monday–Friday  
 Phone .....800.553.6244 ext. 2800  
 Contact Us Website ..... [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)  
 PearsonAccess<sup>next</sup>™ Training Instance ..... <https://training.testadmin.act.org>

# Contents

Contact Information	i
Contents	i
Introduction	1
Planning a Mock Administration	1
Training Instance Setup	1
Plan Your Approach	1
Staffing Guidelines	2
Key Questions	2
Process Overview	2
Preliminary Setup	3
Set Up Test Room Computers	3
Set Up Proctor Caching Computer	4
Create Additional User Accounts	4
Create user accounts for technical coordinators	4
Create user accounts for room supervisors	4
Create Test Sessions	4
Assign Examinees to Test Sessions	4
Test Day Setup	5
Prepare Test Sessions	5
Print Student Authorization Tickets	5
Retrieve Seal Codes	5
Launch Test Applications	5
Performing the Mock Administration	6
Gather Required Materials	6
Start and Unlock the Test Session	6
Complete the Tests	6
Sign in to TestNav	7
Complete the English test	7
Complete the mathematics test	8
Complete the reading test	8
Complete the science test	8
Complete the writing test (if applicable)	9

Contents

Stop and Lock Test Sessions	9
Document any Issues	10
Closing Out the Mock Administration	10

## Introduction

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 real 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 the testing computers, such as logging in to TestNav and submitting tests.

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 prior to the proctor caching deadline referenced in the Schedule of Events.

## Planning a Mock Administration

Performing a mock administration is an important activity in order to prepare for your upcoming administration, but please note the setup tasks you perform in the training instance of PearsonAccess<sup>next</sup>™ apply only to the mock administration.

*Note: Unless otherwise noted, all activities related to Test Day Setup are performed by the test coordinator.*

### □ Training Instance Setup

For the mock administration you will set up user accounts, assign sample examinees, and manage mock test sessions in the training instance of PearsonAccess<sup>next</sup>, at [training.testadmin.act.org](http://training.testadmin.act.org), instead of working in the live instance.

When the training instance is set up, the test coordinator is sent an email. 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 students.*

### □ Plan Your Approach

The more closely the mock administration simulates your real administration, the more confident you can be that the real administration will go well. To ensure a successful test administration, run the mock administration under conditions that closely match those under which students 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

**Text-to-Speech Only:** If your organization plans to administer the text-to-speech format at the same time as other sessions on the real test day, the text-to-speech mock session should be administered at the same time as the other mock sessions.

## □ Staffing Guidelines

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

The table below provides guidelines for staffing the mock administration.

Role	Description
Test coordinator <b>Required</b>	Coordinates the mock administration and may also act as a room supervisor. This same person is test coordinator for the real administration.
Technical coordinator <b>Recommended</b>	Assists with any technical issues that occur during the mock administration.
Room supervisor(s) <b>Optional</b>	Start test sessions in your test rooms.
Other staff <b>Optional</b>	Help you complete the mock administration. For example, you can recruit staff or students to act as examinees, allowing you to run more tests simultaneously, which better simulates a real administration.

## □ Key Questions

When planning for the mock administration, consider the following questions:

- How many administrative and testing computers do you need?  
You should have one administrative computer per room. There should also be at least one for the technical coordinator and the test coordinator (if the test coordinator is not in a testing room).
- How many test rooms do you have available? If possible, use the same rooms you will use for the real administration.
- How many examinees will you assign to each test session (each test room)?
- How many staff do you have available?
- When will you run the mock administration? For example, if the real 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.

## □ Process Overview

The following table provides an overview of the process, including the major stages, who is involved, and their main tasks.

Stage	Who	Does What
Preliminary Setup	ACT	<ul style="list-style-type: none"> <li>• Provides a training instance account for the test coordinator.</li> <li>• Loads sample examinees</li> </ul>
	Test Coordinator or Technical Coordinator	<ul style="list-style-type: none"> <li>• Set up computers that will be used for testing, including:                             <ul style="list-style-type: none"> <li>○ Checking system requirements</li> <li>○ Installing and setting up proctor caching</li> <li>○ Downloading the TestNav™ app to computers</li> </ul> </li> </ul>
	Test Coordinator	<ul style="list-style-type: none"> <li>• Selects and trains staff needed to help with the mock administration.</li> <li>• In the training instance of PearsonAccess<sup>next</sup>:                             <ul style="list-style-type: none"> <li>○ Adds user accounts</li> <li>○ Creates additional sample students, if needed</li> <li>○ Creates test sessions and assigns examinees</li> </ul> </li> </ul>

Stage	Who	Does What
Test Day Setup	Test Coordinator	<ul style="list-style-type: none"> <li>Prints student authorization tickets</li> <li>Prepares sessions</li> </ul>
Performing the Mock Administration	Test Coordinator	<ul style="list-style-type: none"> <li>Starts and unlocks the test sessions</li> <li>Retrieves seal codes</li> <li>Distributes student authorization tickets to staff assisting with the mock administration (if applicable)</li> </ul>
	Test Coordinator or Available Testing Staff	<ul style="list-style-type: none"> <li>Runs through the tests on every testing computer</li> <li>Documents any issues that occur.</li> </ul>
Closing Out the Mock Administration	Test Coordinator or Technical Coordinator	<ul style="list-style-type: none"> <li>Resolves any open test sessions, including: <ul style="list-style-type: none"> <li>Removing examinees who did not test from sessions</li> <li>Updating examinees who partially tested as Marked Complete</li> </ul> </li> <li>Stops and locks the test sessions</li> <li>Contacts ACT for assistance to resolve any issues</li> <li>Adjusts plans and systems for test day based on the results of the mock administration</li> </ul>

## Preliminary Setup

Before beginning preliminary system setup for a mock administration, the test coordinator will need to receive the email from PearsonAccess<sup>next</sup> confirming that his or her training instance user account has been set up.

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

- Set up the test room computers
- Set up the proctor cache computer
- Create user accounts for the technical coordinator and room supervisors for the current year (e.g., training spring 2019), if needed
- Create test sessions
- Assign examinees to test sessions

*Note: Unless otherwise noted, all activities related to Test Day Setup are performed by the test coordinator or technical coordinator.*

**Important!** All setup tasks described in this section are for the mock administration only. You will need to set up proctor caching for the real administration and enter the configurations in the live instance of PearsonAccess<sup>next</sup>.

### Set Up Test Room Computers

**Task:** Ensure that each room used for testing includes the following:

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

**Details:** Technical requirements for the mock administration are the same as those for the real administration. Headphones should be used in any test rooms in which examinees will be using the text-to-speech option.

**More Information:** For the technical specifications, refer to *The ACT Test Technical Guide*.

## □ Set Up Proctor Caching Computer

**Task:** Install the ProctorCache software and configure proctor caching on a computer for the mock administration, and enter the configurations into the training instance of PearsonAccess<sup>next</sup>, [training.testadmin.act.org](http://training.testadmin.act.org).

**Details:** It is strongly recommended that you use the same proctor caching machine as the one you will use on the real test day. Proctor caching must be configured in the training instance for the mock administration, and again in the live instance for the real administration.

**More Information:** Refer to *The ACT Administration Manual – Online Testing*.

## □ Create Additional User Accounts

Create additional accounts for technical coordinators and other staff—who will be assisting with the mock administration—in the training instance, [training.testadmin.act.org](http://training.testadmin.act.org).

### □ Create user accounts for technical coordinators

---

**Task:** If you are working with a technical coordinator, create a user account for him or her in the training instance, [training.testadmin.act.org](http://training.testadmin.act.org).

**Details:** The technical coordinator needs a user account for assisting with the mock administration including setting up proctor caching and setting up computers.

**More Information:** Refer to *The ACT Administration Manual – Online Testing*.

### □ Create user accounts for room supervisors

---

**Task:** If you have other staff acting as room supervisors, create user accounts for them in the training instance, [training.testadmin.act.org](http://training.testadmin.act.org).

**Details:** As the test coordinator, you are able to start all test sessions as though you were a room supervisor. Creating user accounts for room supervisors enables others to start and manage test sessions.

**More Information:** Refer to *The ACT Administration Manual – Online Testing*.

## □ Create Test Sessions

**Task:** Create one test session for each test room on the training instance, [training.testadmin.act.org](http://training.testadmin.act.org).

**Details:** 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.

**More Information:** Refer to the Create Test Sessions section in *The ACT Administration Manual – Online Testing*.

## □ Assign Examinees to Test Sessions

**Task:** Assign each mock examinee to a test session on the training instance, [training.testadmin.act.org](http://training.testadmin.act.org).

**Details:** Three hundred mock student accounts have already been created. You can add more mock student accounts to meet your needs using the use 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".

**More Information:** Refer to the Assigning Examinees to a Test Sessions section in *The ACT Administration Manual – Online Testing*.

# Test Day Setup

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
4. Launch test applications

*Note: Unless otherwise noted, all activities related to Test Day Setup are performed by the test coordinator.*

## Prepare Test Sessions

**Task:** Prepare test sessions on the training instance of PearsonAccess<sup>next</sup>, [training.testadmin.act.org](http://training.testadmin.act.org).

**Details:** Prepare the test sessions that will be unlocked and started by the room supervisor.

**More Information:** Refer to the Prepare a Test Session section in *The ACT Administration Manual – Online Testing*.

## Print Student Authorization Tickets

**Task:** Print student authorization tickets from the training instance, [training.testadmin.act.org](http://training.testadmin.act.org).

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

**More Information:** Refer to the Print Student Authorization Tickets section in *The ACT Administration Manual – Online Testing*.

## Retrieve Seal Codes

**Task:** Retrieve and (optionally) print the list of seal codes that examinees must enter at the beginning of each test section from the training instance, [training.testadmin.act.org](http://training.testadmin.act.org).

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

**More Information:** Refer to the Retrieve Seal Codes section in *The ACT Administration Manual – Online Testing*.

## Launch Test Applications

**Task:** Launch the test applications in each test room.

**Details:** Perform these steps on one administrative computer and all testing computers in testing rooms.

1. On the administrative computer, open an approved browser and launch the training instance of PearsonAccess<sup>next</sup> at [training.testadmin.act.org](http://training.testadmin.act.org).
2. 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 starts and unlocks the room's test session
2. At every test computer, testing staff (acting as the examinees):
  - 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 stops and locks the room's test session
4. The room supervisor documents any issues that occur

*Note: All activities related to Performing the Mock Administration are performed by all testing staff (i.e., test coordinator, technical coordinator, room supervisors, and other available testing staff).*

## □ Gather Required Materials

**Task:** Gather the following resources and make them available to each testing room:

- *Mock Administration Guide* (this document)
- *PearsonAccess<sup>next</sup> User Guide*, which is located at [www.act.org/content/dam/act/unsecured/documents/PANUserGuide-ACT.pdf](http://www.act.org/content/dam/act/unsecured/documents/PANUserGuide-ACT.pdf)
- *The ACT Administration Manual – Online Testing*, which is located at [www.act.org/content/dam/act/secured/documents/pdfs/Admin-Manual-ACT-S&D-Online-Secured.pdf](http://www.act.org/content/dam/act/secured/documents/pdfs/Admin-Manual-ACT-S&D-Online-Secured.pdf)
- 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 testing rooms)

*Note: Student authorization tickets and seal codes are retrieved from the training instance, [training.testadmin.act.org](http://training.testadmin.act.org). Instructions are provided in *The ACT Administration Manual – Online Testing*.*

## □ Start and Unlock the Test Session

**Task:** Start and unlock test sessions in each testing room.

**Details:** Test sessions need to be started and unlocked in the training instance, [training.testadmin.act.org](http://training.testadmin.act.org), before examinees can log in to TestNav.

**More Information:** Refer to the Start a Test Session and Unlock/Lock a Test Session section in *The ACT Administration Manual – Online Testing*.

## □ Complete the Tests

**Task:** Each mock examinee signs in to **TestNav** and completes the sections of the mock test, one section at a time, and submits responses.

**Details:** Each testing staff acting as an 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

---

**Task:** Testing staff in each testing room sign in to TestNav using mock student authorization information provided on the student authorization ticket.

**Details: 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 an examinee’s username and password from the student authorization ticket. The Welcome screen appears and the browser is locked down; that is, examinees are prevented from clicking outside the testing application.

Usernames and passwords on the student authorization ticket are composed of both letters and numbers. Be sure to distinguish between zero and capital “O” and between the number 1 and capital “I”.

*Note:* Seal codes are numeric only.

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 screen appears.
9. Select the **Submit** button. A Section Exit Warning appears.
10. Select the **Yes** button. The English screen appears.

**Before proceeding, all testing computers should be on the English screen.**

## □ Complete the English test

---

**Task:** Enter the seal code, select the **Start** button, enter responses for 5 items, and submit your responses.

**Details:** The instructions and test items appear in “Lorum Ipsum” (random, placeholder text). You can 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 next to **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 5 mock test items.
5. Select the **Review** button. The Test Overview screen appears. Scroll down to **End of Section**.
6. 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.

**Before proceeding, all testing computers should be on the Mathematics screen.**

### ☐ Complete the mathematics test

---

**Task:** Enter the seal code, select the **Start** button, enter responses to up to 5 items, and submit your responses.

**Details:** You can 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 next to **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 5 mock test items.
5. Select the **Review** button. The Test Overview screen appears. Scroll down to **End of Section**.
6. 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.

**Before proceeding, all testing computers should be on the Reading screen.**

### ☐ Complete the reading test

---

**Task:** Enter the seal code, select the **Start** button, enter responses to up to 5 items, and submit your responses.

**Details:** You can 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 next to **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 5 mock test items.
5. Select the **Review** button. The Test Overview screen appears. Scroll down to **End of Section**.
6. 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.

**Before proceeding, all testing computers should be on the Science screen.**

### ☐ Complete the science test

---

**Task:** Enter the seal code, select the **Start** button, enter responses to up to 5 items, and submit your responses.

**Details:** You can 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 next to **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 5 mock test items.
5. Select the **Review** button. The Test Overview screen appears. Scroll down to **End of Section**.

6. 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 institution 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 “examinee” is completed.

**If your institution 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.

**Before proceeding, all testing computers should be on the Writing screen.**

#### Complete the writing test (if applicable)

---

**Task:** Enter the seal code, select the **Start** button, enter anything for the prompt, and submit your response.

**Details:** 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 some text or leave it blank. 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 Test Submit Warning appears.
5. Select the **Yes, Submit Final Answers** button. The user is automatically signed out of TestNav.

Testing for this “examinee” is completed.

#### Stop and Lock Test Sessions

**Action:** Stop and lock all open sessions.

**Details:** Once all testing has been completed, the room supervisor or test coordinator stops and locks the test session in the training instance of PearsonAccess<sup>next</sup>, [training.testadmin.act.org](http://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.

**More Information:** Refer to the following sections in *The ACT Administration Manual – Online Testing*:

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

## □ Document Any Issues

**Action:** Detail any issues encountered during the mock administration and work with your technical coordinator to resolve them. Use the results of the mock administration to make any necessary adjustments to your plans and systems for test day.

**Details:** Document issues that could affect student testing, especially any issues with:

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

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
- The location of the proctor-caching computer
- 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

## Closing Out the Mock Administration

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

1. Submit all tests in TestNav.
2. Log all testing computers out of TestNav.
3. Close all sessions in the training instance of PearsonAccess<sup>next</sup>, [training.testadmin.act.org](https://training.testadmin.act.org).
4. Log all administrative computers out of the training instance, [training.testadmin.act.org](https://training.testadmin.act.org).
5. Remove proctor caching data from the proctor-caching computer.

**ACT<sup>®</sup>**