



## Test Coordinator Frequently Asked Questions For The ACT® Online Order Study

### What is The ACT® Online Order Study?

ACT designed this study in response to requests from examinees to take the ACT subject tests in an order other than English, mathematics, reading, and science. It will help ACT determine whether different test orders impact overall performance on the ACT. An examinee's participation in this study may help support additional options for future ACT test takers. This study is being given in the online format **only**.

Additional resources about the online order study can be found at [www.act.org/content/act/en/products-and-services/state-and-district-solutions/theactonlineorderstudy.html](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/theactonlineorderstudy.html).

### Which test date is the study?

This study is on **Saturday, April 9, 2016**, at select test centers.

### What do I need to know when setting up my test center?

Because there are *four* separate orders in which examinees will test, each test center will need to have *at least* four standard time test rooms, with relatively equal capacity. Additional standard time rooms must be in multiples of four (4, 8, 12, etc.).

Extended time examinees will have a separate room and test in the regular order.

Most rooms will be assigned as combination rooms, with both writing and no writing examinees.

### Are there special requirements for testing online?

Yes. All computers and browsers must pass the system check covered in *The ACT Test Technical Guide for Online Testing* (hereafter *Technical Guide*), which can be found on the online order study web page.

### What is the difference between PearsonAccess<sup>next</sup>™ and TestNav™?

**PearsonAccess<sup>next</sup>** is the web application used by testing staff (i.e., test coordinators, technical coordinators, and room supervisors) to start and monitor tests. It is located at <https://actonline.act.org>.

**TestNav** is the test delivery engine used by examinees to take the tests. It is accessed via browser at <https://tn.actonline.act.org> or installed as an application on the examinee's computer.

### What is proctor caching?

Proctor caching is the process of storing encrypted test content on a local computer, using software called ProctorCache. This stored or cached test content is distributed to the examinee computers during a testing session. It accelerates the delivery of test content to examinees and reduces the amount of bandwidth required for online testing. See the *Technical Guide* for more details on proctor caching.



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### **How do I precache test content?**

Instructions on how to precache test content are covered in the *Technical Guide*, which can be found on the online order study web page.

### **Do I create user accounts in PearsonAccess<sup>next</sup>?**

ACT created a test coordinator account in PearsonAccess<sup>next</sup> for your test center. The test coordinator must create user accounts for other staff (e.g., technical coordinator, room supervisors). When user accounts are created, a “new account” email is sent to those staff directing them to finish setting up their accounts. See *The ACT Test Administration Manual Online Order Study* (hereafter *Administration Manual*) for creating accounts.

### **What is a test session and do I create them?**

For this study, a test session in PearsonAccess<sup>next</sup> and TestNav is a single event for specific examinees in one test room. There are two types of test sessions:

- multiple-choice session – consists of all four multiple-choice tests
- writing session – consists of only the writing test

For this study, ACT creates the test sessions for you in PearsonAccess<sup>next</sup>. You will need to decide which test session(s) to assign to each test room.

### **How will examinees be assigned to sessions?**

For this study, ACT assigns examinees to the test sessions for you in PearsonAccess<sup>next</sup> and provides you with a list of the examinees assigned to each session (the Room Roster) on or after the Wednesday before test day.

### **What is the Supplier Registration and Payment System (SRPS)?**

ACT uses our Supplier Registration and Payment System (SRPS) to pay all test center staff. A supplier is any individual, organization, or business that provides services for ACT. The test coordinator, room supervisors, proctors, sign language interpreters, and facility staff (e.g., security and custodial) are classified as “suppliers.”

All suppliers must create an account in SRPS and agree to the terms and conditions in order to work for ACT. All test date staff should be registered in SRPS *before* the test coordinator submits the payment request. See the *Administration Manual* for more information.

### **How do I create an account in SRPS?**

If you already have an account in SRPS, you don’t need to create another. To create an account in SRPS, following the steps in the *Administration Manual*.



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### **Is there anything special about admitting examinees?**

Yes. You will receive two rosters:

1. The Test Center Roster (which you download from SRPS). This roster will list all examinees assigned to your test center and will include photos.
2. The Room Roster (an order study specific roster). This color coded roster will contain specific “order” assignments for the examinees and test session(s) assigned to each room. This roster is emailed to you.

The Test Center Roster must be used on test day for the identification process at check-in and to document each examinee’s attendance, test room, and accepted ID.

Room supervisors need the Room Roster on test day to be sure the correct examinees are admitted to their rooms and that they administer the correct test session(s).

### **How do I access the Test Center Roster in SRPS?**

To access your rosters online, log into your SRPS account and select the “Access Rosters on the Web” icon.

### **Are there unique testing materials being used for the study?**

Yes. For this study you will receive copies of *Administration Manual* plus separate Verbal Instructions specific to each of the four test orders. If you have extended time examinees, you will also receive *Extended Time Instructions*.

Each room supervisor will need a copy of the following items for their room:

- *Administration Manual*
- the specific test order Verbal Instructions or *Extended Time Instructions*, as appropriate

The Verbal Instructions booklets are color coded to help quickly identify them, as follows:

- English Test First – a green cover
- Mathematics Test First – a yellow cover
- Reading Test First – a blue cover
- Science Test First – a pink cover

*Note: The Room Rosters will have corresponding color coding. We recommend that you use similar color coding on your room signage.*



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### **What is a student authorization ticket?**

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

Print one ticket for ACT (no writing) examinees. Print two tickets—one for the multiple-choice session and one for the writing session—for ACT with writing examinees.

The test coordinator prints the student authorization tickets prior to test day from PearsonAccess<sup>next</sup>. They must be handled as secure and kept in a secure location until test day.

### **What special instructions should I give my room supervisors?**

You should make sure that they understand the specific nature of the study being conducted at your test center, and the importance of following the correct test order-specific Verbal Instructions exactly.

The room supervisors are also responsible for setting up the computers in each test room before admitting examinees on test day, as well as starting the test session in PearsonAccess<sup>next</sup>.

### **How do examinees navigate the online test?**

An *Examinee Tutorial* video about TestNav can be found on the online order study web page under the Technical Requirements and Technical Guide for the ACT in an Online Format link. You should encourage examinees to watch this before test day, to become familiar with using the testing system.

*Note: The test coordinator is expected to train room supervisors and proctors in the general functionality of TestNav so they can assist examinees. It is recommended that staff watch the Examinee Tutorial themselves.*

### **What is a seal code and where do I find it?**

Seal codes are a combination of letters and numbers examinees must enter at the beginning of each test to begin that particular section. Seal codes are unique to each test session and ensure standardized progress through the tests by all examinees in the room. The room supervisor provides each seal code as part of reading the Verbal Instructions. Each must be announced verbally and cannot be written on the board.

See the *Administration Manual* for how to retrieve seal codes.

### **Will all test rooms be on the same schedule?**

All rooms will start testing at approximately the same time. However, since the different subject tests have different timings, breaks will occur at different times throughout your center depending on the order in a specific room.



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### **Is there anything different about the writing test on this test date?**

No. The writing test will be the same length and will still be administered after all four multiple-choice subject tests.

### **Is there anything different about returning materials?**

No. Materials are picked up by FedEx as usual. It is critical that you have all of your materials ready for pickup at your test center first thing Monday morning.

### **What if I have other questions?**

Contact ACT Test Administration at 800.553.6244, ext. 2800 or via email at [TestACT@act.org](mailto:TestACT@act.org).