



ASPIRE Proctor Training

WELCOME!



Act Aspire Resources

- Staff and Students can access the ACT Aspire resources on the District website under Staff Resources or at the bottom of HS page.

[ACT Aspire Resources](#)

Test Times

Math	75 minutes
Reading	65 minutes
English	45 minutes
Science	60 minutes
Writing	40 minutes

Morning Testing Schedule

Wednesday, April 18, 2018

- Grade 9
 - Instructions: 15 minutes
 - Math: 75 minutes
 - Snack Break: 15 minutes (calculator switching)
 - Reading: 65 minutes
- Grade 10
 - Instructions: 15 minutes
 - Reading: 65 minutes
 - Snack Break: 15 minutes (calculator switching)
 - Math: 75 minutes

Afternoon Testing Schedule

Wednesday, April 18, 2018

- Instructions: 15 minutes
- English: 45 minutes
- Break: 10 minutes
- Science: 60 minutes

Test Format

- The **English** test is composed of multiple-choice questions.
- The **Writing** test includes one constructed-response item only.
- The **other three subject tests** include a combination of multiple-choice and constructed-response items, also including technology-enhanced items involving student interaction with the testing platform.
- All constructed responses must be given **in English**.

Test Security

- **Aspire Room Supervisor Manual (pg 2-3).**

To ensure a secure and valid testing experience, you must understand that, among other things, the following actions by you or any other individual violate ACT Aspire policies and procedures:

- accessing or obtaining a test booklet or test questions prior to the test for any reason (An exception is provided for American Sign Language interpreters assisting ASL students. See the “Preparation for Signing Test Items” section in appendix C of the ACT Aspire *Accessibility User’s Guide*.)
- photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items (An exception is provided for students who need to utilize digital scanning magnification for test items. See the ACT Aspire *Accessibility User’s Guide*.)
- taking notes about test questions or any paraphrase of test questions to aid in preparing students for testing
- aiding or assisting a student with a response or answer to a secure test item, including providing formulas
- rephrasing test questions for students

Test Security

- creating an answer key or “crib sheet” of answers to test questions
- editing or changing student answers after completion of the test, with or without the student’s permission
- allowing students to test in an unsupervised setting
- leaving test materials in an unsecured place or unattended
- failing to properly report and document incidents of prohibited behavior involving students, staff, or others
- allowing students to test longer than the permitted time
- failing to return and account for all testing materials after the testing session has ended

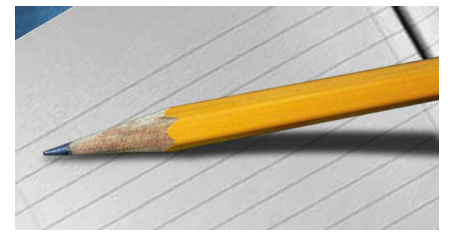
Calculators



Calculators Allowed. Students are allowed, but not required, to use the calculator provided by the school district. Do not allow them to bring in their own calculator.

Calculator Tool Included. The TestNav 8 testing platform includes a calculator tool for the mathematics test.

Scratch Paper



- Students will use their Authorization Ticket as scratch paper during each testing session. The Authorization Ticket will have their name on it and login information.
- Additional sheets may be given to individual students during testing if they request them but make sure they put their name on the additional sheet.
- All scratch paper must be collected at the end of each session and put in folder with test tickets to be shredded.

Unauthorized Testing Aids



- The use of notes or any English dictionary is not permitted.
- Exception: If a foreign language (word-word) dictionary is approved for a student.

(see the *ACT Aspire Accessibility User's Guide* located at actaspire.avocet.pearson.com).

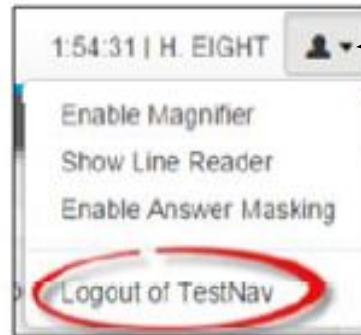
Bathroom Breaks

- Students may be allowed to go to the bathroom during the timed portion of the tests. Clock stops.
- Only one student may leave the testing room at a time without being accompanied by testing staff.
- Collect any scratch paper before the student leaves the room and return the scratch paper when the student returns.
- Allow the student to use the bathroom. You will need to resume student in the portal. Must enter comment why resuming test. Not considered an irregularity. (suggest doing this while they are out of the room).
- **Do not leave students unsupervised in a testing room at any time.**

Process to Exit and Finish Later

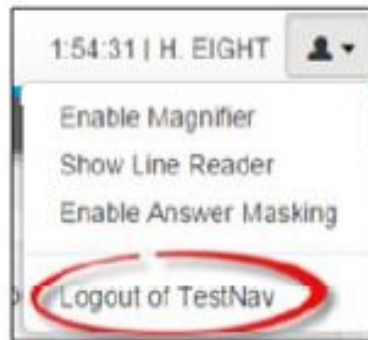
Students will choose Logout of Test Nav found in the upper right corner (person icon drop down menu).

- New screen for exit and finish later from the person icon drop-down menu



Confirm Log out and Finish Later

Exit test confirmation prompt – I want to exit this test and finish later.
Students will click the button – Save and Return Later



Resume Test

TestNav – Resuming a Student in the Portal

- Locate the exited student in the *Test Session Details* screen. A quick way to do this would be to look for the text “Exited” in the *Status* column.
- Click the word *Exited*, and select **Resume Test**.



- The student’s status will change to *Resumed* and he or she will be able to log into TestNav using the same credentials initially used to enter the test for this test session.

Electronic Devices



- Students are not allowed to have cell phones or any electronic communication devices on their person.
- Preferably they should not bring them into the testing room; if they do, these devices should be turned off and placed under their desks.
- A warning to students to NOT set watch or cell phone alarms is included in the verbal instructions.
- Please do not set beeper alarms on your own watch or cell phone, as this can also distract students.

Student Questions During Testing

- Specific instructions about guessing are included in the verbal directions for each test. If students ask you about guessing, refer them to these instructions.
- Do not comment on or add to the printed directions in any way. You can answer questions about the general test instructions before testing starts.
- (See the step in the “Verbal Instructions” section that asks students if they have any questions.)



Questions About Items



- Do not answer questions regarding individual test items. You may respond to questions with, “Do the best you can.”
- If students note typographical errors or ambiguities in particular test items, instruct them to do the best that they can and then include an explanation of the questions or comments using the irregularity reporting tool in the ACT Aspire Portal.

Voiding Tests



- If a student engages in observed prohibited behavior after having been warned, you must dismiss them from the test room and void their test by ending their session in the testing platform.
- The student should be informed that their test is voided, and a note should be made using the irregularity reporting tool in the ACT Aspire Portal.

Prohibited Behavior



The following behaviors are prohibited during administration of the ACT Aspire tests:

- looking at someone else's computer screen or scratch paper
- giving or receiving assistance
- disturbing other students
- using notes or unauthorized testing aids
- sharing a calculator with another student

Prohibited Behavior, continued

- using any device to share or exchange information at any time during the tests, during break, or after testing (All electronic communication devices, including cell phones, must be turned off from the time the student is admitted to test until dismissal after testing concludes)
- attempting to remove or send test questions or answers from the test room by any means
- exhibiting confrontational, threatening, or unruly behavior
- creating a disturbance or allowing an alarm or phone to sound in the test room



Prohibited Behavior, continued

- If you SUSPECT a student is engaged in any of the prohibited activities, discreetly warn the student that these actions are prohibited, direct the student to resume testing, and continue to observe the student closely.
- Document your suspicions and actions using the irregularity reporting tool in the ACT Aspire Portal.
- If you OBSERVE any of these behaviors, close the student's session. Advise the student that their responses will not be scored. Enter a note using the irregularity reporting tool in the ACT Aspire Portal.



Reporting Irregularities in Test Administration

Testing
Irregularities

- The irregularity reporting tool in the ACT Aspire Portal is intended for use primarily by school personnel to record any test administration irregularities that may affect student scores or the analysis of ACT Aspire results.
- Recording an irregularity for a student is not the same as voiding their test and dismissing them for prohibited behavior. Instructions for using this tool can be found in the related section of the *ACT Aspire Portal User Guide* (available at actaspire.avocet.pearson.com).
- Testing personnel should use the tool to report any of the irregularities occurring within the room. Please ask for assistance from Randy or Mary if you need to record irregularities.

Reporting Irregularities, continued

Testing
Irregularities

Room supervisors should document any of the following occurrences during administration of the tests:

- A student engages in any instance of prohibited behavior as outlined above.
- A student becomes ill or leaves the room during testing.
- A student fails to follow instructions (responds to questions randomly, obviously does not read questions prior to responding, or refuses to respond to questions).
- A general disturbance or distraction occurs which could affect one or more students' results.
- A student questions the accuracy or validity of an item.
- A student has a technical issue that interrupts testing.

Irregularities, continued

Testing
Irregularities

- **Environmental/Materials Irregularities:** outside noises or hot/cold room temperatures, damaged, missing or stolen test materials, and occurrences like power outages, severe weather, or emergency evacuations.
- **Examinee Irregularities:** student behaviors that may affect their performance or the performance of other students. These include the exhibition of prohibited behaviors described previously, student complaints about testing conditions or challenges of test items, and arriving late for testing or not showing up.

Irregularities, continued

Testing
Irregularities

- **Staff Irregularities:** actions testing staff may engage in that affect testing. These include failure to follow testing procedures like mistiming a test or not reading the verbal instructions from the *Room Supervisor Manual*, arriving late for testing or not showing up, or other inappropriate behavior like engaging in personal communication via other staff, telephone, or text during testing.

Irregularities

Testing
Irregularities

- **Technical Irregularities:** the performance of computer-based testing and includes system failure, slowness, or freezing, difficulties launching the test or with students using the testing platform, and other system issues like problems with using a keyboard, mouse, monitor or other related hardware.

Accessibility and Accommodations

Accessibility

Accommodations:

- high-level supports that are needed by relatively few students and require special expertise, experience, and security protocols to select and use effectively. The system requires accommodation-level tools to be requested in advance by educational personnel on behalf of the student through the online ACT Aspire Personal Needs Profile (PNP) process. This will allow any needed resources to be made active for the student.



TEST ADMINISTRATION PROCEDURES

During Testing, Room Supervisors Should:

- ✓ Distribute student authorization tickets
- ✓ Read the appropriate Verbal Instructions from your manual, EXACTLY as stated
- ✓ Log start and stop times for each session
- ✓ Move about the room observing students as they test & noting irregularities (e.g. student becomes ill)
- ✓ Resume students, if needed
- ✓ Assist students in ending and submitting test if necessary



Before Testing: Computer Readiness

- All computers to be used for testing should be turned on and the **TestNav 8** should be launched so that the student login screen is visible. (bottom left corner under apps).



Before Testing: Starting the Test Session

- Once students have been admitted to the room and seated, **securely distribute the student authorization tickets/scratch paper** for the subject test to be administered.
- The test session in the Portal will be started by Data Specialist the morning of testing. The session must be started before students are able to log in to TestNav to start testing. It is the responsibility of the DAC to start and end each testing session.

Seating Arrangement

- Make sure you create an environment that spreads the students out.
- I suggest reducing the number of rows in classroom but make rows longer to give more distance to the side of each other (3 feet)

Before Testing: Accommodations

- Students that are testing with accommodations will be administered in the smaller rooms with one proctor.
- Those proctors will be aware of the accommodations and make sure they are functioning properly (ie. Text to speech)

Before Testing: Math Test

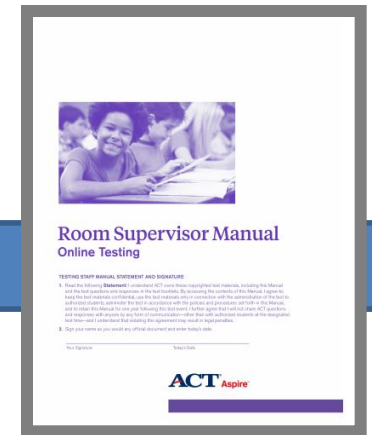
Hand out the district provided student calculators before testing. Have extra scratch paper on hand.



One Subject at a Time

- The time allowed to complete different subject tests varies by grade and subject. To minimize distractions during testing, all students in a room must take the same subject and grade tests.

Verbal Instructions



Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appear, pause to let students follow the instructions.

Study these instructions in the proctor manual before test day.

Copies of the instructions for each of the day's testing will be with your test tickets.

End-of-Test Instructions for All Tests

- Each student's test will be individually timed by TestNav 8.
 - The timer will begin as soon as the student clicks the **“Start Test Now”** button beside the test name displayed on the screen.
 - When **five minutes** are remaining on the test, an orange message will briefly be displayed in the upper right-hand corner, next to the timer.
- It is important that you also **monitor the time** and begin to watch toward the end of the allowed time. As you begin the testing session use instruction sheet to log both the start and stop time, and five minute remaining time.



End-of-Test Instructions for All Tests



- When time expires on each student's test, you may need to help them end and submit the test.
- To do this, click the right arrow button past the last question and then click the Submit Final Answers button.

I (we) will now collect your authorization tickets and scratch paper. Please remain quietly in your seats until I dismiss you.

Students finishing early

Students who finish early should not be allowed to do work, read, or play on computer after test. Just ask them to put their heads down and wait until all are finished.

When all students are completed in your room call 2807. Keep in room until we release for break via announcement.

End-of-Test Instructions for All Tests

- Never close the Test Session in the ACT Aspire Portal.

End-of-Test Instructions for All Tests

- **Collect** the authorization tickets and scratch paper from each student.
- Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Treat test tickets like you do a test booklet.
- **Do not dismiss** the students before you have again accounted for the tickets and scratch paper.
- If you are going to administer another test, make sure that every computer has been navigated **back to the student login page.**

ACT Aspire Portal

- Login to Portal by going to district website under Staff Resources/ ACT Aspire Portal
- Username: email address
- You should have been invited via email. Click on the link to activate your account and establish your password.

ACT Aspire Portal

- All five test sessions should be listed on your Dashboard.
- Click on the test session to show the test session details.
- Test Session Details – roster, status, session In Progress

TestNav Training

- [TestNav Overview](#)
(Recommend slides 8-19)

Can find link on Staff Resources page.



Questions?

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