

# COMPARISON Testing Platforms

PROGRAM: STATE | PRODUCT: WORKKEYS | AUDIENCE: TESTING STAFF

**Testing platforms:** The following table provides a breakdown of how processes are conducted in the various platforms used for ACT® WorkKeys®. Depending on the model of State testing your program used, you may have used the following systems:

- College and Career Readiness Information System (CCRIS) (paper testing only)
- Validus/TAO (online testing only)

This document compares them to the new systems you'll be using—ACT® Now and ACT® Test Center Manager™ (TCM™), along with TestNav.

TestNav is the application used by students to take the test

online. The TestNav application must be installed and checked on student devices prior to test day.

ACT Now is the application used by districts and schools to manage organizations, users, and students for the lifecycle of your program's testing contract (see <https://now.act.org/login>).

ACT® Test Center Manager™ (TCM™) is the application used by test center staff to manage site details, administer all paper and online tests (including verbal instructions), review policies, and report all required test event details. TCM is accessed via the **Switch to TCM** button available on most screens in ACT Now, or by launching TCM through the Test Events page.

ACT Now, ACT TCM, and TestNav	CCRIS	Validus and TAO
<p><b>Accommodation requests</b> are a local decision and applied by indicating the type of materials and student's mode of testing. Materials are derived and shipped for the test event each student is associated with.</p> <p>Accommodations are visible on the student registration.</p> <p>All accommodations and supports documents are posted on the ACT Now State webpage for your program.</p>	<p><b>Accommodations requests</b> are a local decision and paper test materials are ordered in bulk. Materials are derived and shipped based on the order placed and the date requested for delivery.</p> <p>All accommodations and supports documents are posted on the ACT-hosted webpage.</p>	<p><b>Accommodations</b> are a local decision. They are applied by selecting either text-to-speech or extended time when registering the student for the online assessment.</p> <p>Accommodations are visible on the student registration or using data reports.</p> <p>All accommodations and supports documents are posted on the ACT-hosted webpage.</p>

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Additional orders are derived by assigning a new test event to students who were absent or enrolled late. Students must be assigned a new test event before the deadline in the <i>Schedule of Events</i> .	Additional orders are submitted by test coordinator requesting the quantity of paper materials needed for newly enrolled students.	No additional orders are placed. Simply create an examinee account and assign the student to an online test.
Student registration is submitted by uploading a Student Registration File or by using the <b>Add New Student</b> button in ACT Now. The Schedule of Events outlines who is responsible and what the due date is.	No enrollment request is submitted. Place an additional order for paper materials or schedule the student for online testing.	No enrollment request is submitted. Simply create an examinee account and assign the student to an online test.
Non-test activities are managed by the test coordinator. Instructions are available in ACT Now.	No non-test activities are required.	No non-test activities are required.
Online students who didn't start testing can be moved to a new room on a different day to retest.  Online students who started the test but experienced an irregularity and couldn't finish should have an irregularity submitted. Then create a new registration.	Online student retests are not documented in this platform.	Online student retests require a new test registration be assigned.
Online test delivery uses digital TCM task cards and integration of the TestNav application.	Online test delivery is not documented in this platform.	Online test delivery uses the online administration manual and integration of the TAO system.
Orders are derived from the test event assignments which systematically places orders on behalf of the school.	Orders are determined based on the quantity of materials requested by the test coordinator.	No orders are determined in this system.
Organization load is completed with a master file upload. ACT provides access for the contract coordinator to complete this upload.	Organization load is completed by ACT and is based on the contract and organization file submitted by the program administrator. Site administrators create their own account and attach themselves to their organization.	Organization load is completed by ACT and is based on the contract and organization file submitted by the program administrator.

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Digital training modules, checklists, and task cards in TCM replace the printed administration manuals for both paper and online testing.	Paper administration manuals are sent to administer paper assessments.	The online administration manual is not printed or shipped. It is found on the ACT-hosted webpage.
Digital compliance is completed in TCM. Roster downloads are based upon student assignments to test events. Drag and drop students to create seating chart. Enter irregularities digitally using radio buttons and drop-down lists. Assign test booklet serial numbers to rooms and assign students digitally.	Paper forms are completed and returned to ACT: <ul style="list-style-type: none"> <li>• Test administration forms (e.g., test room report, seating diagram, timing report, roster)</li> <li>• <i>Irregularity Report</i></li> <li>• Staff list</li> </ul>	Paper forms are completed and securely stored at the test site. No forms are returned to ACT. <ul style="list-style-type: none"> <li>• Test administration forms (e.g., test room report, seating diagram, timing report, roster)</li> <li>• <i>Irregularity Report</i></li> <li>• Staff list</li> </ul>
Restart interrupted test by resuming.	Restart interrupted test is not managed in this system.	Restart interrupted test by resuming within 60 minutes.
Rosters are available in TCM after examinees are assigned to a room. Roster options include Names-only, Full (includes a place for a photo which will be blank) and Accommodations (lists the accommodation details).	Rosters are not available.	Rosters are not available. Data reports are available to identify test registrations.
Seal codes (online testing only) are accessed in TCM for each test room.	Seal codes are not available.	Seal codes are not available.
Shipment tracking is available in the Test Events tile under the Reports tab. The report includes tracking numbers and basic order details.	Shipment tracking is not available from this system.	Shipment tracking is not available from this system.
Student upload is performed by the role identified in the <i>Schedule of Events</i> .	Student upload is not available from this system.	Student upload is performed by the role identified in <i>Schedule of Events</i> .
Test Date and Materials Receipt Selection options are displayed for each school invited to participate. Only one test event window option is required. The material receipt week options displayed are derived based upon the test date selected. For organizations choosing to test all students on the second test date option, the materials will arrive the week chosen.	Test Date Selection is not available from this system. However, you can select a date to receive materials. All materials (both non-secure and secure) will arrive in one shipment.	Test Date and Materials Receipt Selection is not available from this system.

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<p>Test room monitoring is available for paper and online test rooms. The Rooms dashboard provides visibility to the room timer, completed task cards, and the number of irregularities filed. You may select an online room to view the status of each student test.</p>	<p>Test session monitoring is not available from this system.</p>	<p>Test session monitoring is available using the Connect to TAO feature within Validus.</p>
<p><b>Transfer student</b> in ACT Now allows the user to make a transfer request to the school where a student is currently enrolled. The requested school needs to accept the transfer request to complete the transfer.</p>	<p>There is no <b>transfer student</b> process in this system.</p>	<p>There is no <b>transfer student</b> process in this system</p>
<p><b>Unenroll request</b> is completed by the test coordinator in ACT Now by changing a test event assignment to <i>unassign</i>. ACT will not ship materials for students whose test status is <i>unassign</i> at the time of deadline.</p>	<p>There is no <b>unenroll request</b> from this system.</p>	<p>There is no <b>unenroll request</b> from this system. If the student has not yet completed a test, the test registration and student's account can be deleted. However, if student has completed testing, no deletion can occur.</p>
<p><b>User accounts</b> are created via an upload performed by the contract coordinator, district coordinator, or test coordinator.</p>	<p><b>User accounts</b> are created individually by staff themselves and then associate themselves to their organization.</p>	<p><b>User accounts</b> are created by the district test coordinator or test coordinator.</p>