ACT DVD Usage Guidelines

What is an ACT DVD?

The DVD format is a version of the tests based on the reader's script. It includes audio of the directions, test questions, and response choices. It does not include video test content or the Verbal Instructions from the *Supervisor's Manual*. The video is static text identifying the test form and subject area test.

Before Ordering Test Materials

1. The test administrator AND technical support staff MUST read these guidelines.
2. Order practice DVDs using the order form at **www.actstudent.org/regist/disab/opt3.html**.
3. Work with your technical support staff to make sure the discs play correctly on the playback devices and/or software you plan to use and conduct a simulated test session with students.
4. If you have a problem your technical support staff cannot resolve, call ACT (see page 3) BEFORE scheduling the actual administration.
5. Confirm with your technical support staff that you will use the same equipment and that no settings will be changed prior to the first test day.

Hardware/Playback Device Guidelines

- ACT recommends using computers—they MUST have a drive with "DVD" in the title. If feasible, all computers should be the same make and model.
- You may use portable DVD players or stand-alone plug-in devices if the practice DVDs work in them—not all such devices play ACT DVDs.
- If you use laptops, please note that some schools have experienced problems with them.

Selecting Your Software

The chart below has information on programs for which ACT has tested, reviewed, or received feedback. ACT cannot review every software program. Our information does not replace the expertise of your technical support staff, nor are they requirements. They are intended to assist you in finding a program that will work for you. ACT does not reimburse schools for purchases.

ACT recommends **www.filehippo.com** as a resource for media software.

Program	Mac/PC?	Notes/Considerations	How do I get it?	Free?
ALShow	Both	Macs must have Parallels software installed	www.altools.com/ALTools/ALshow.aspx	Yes
Apple DVD Player	Mac	Often pre-installed as hardware on Mac laptops	Consult your technical support staff	No
PowerDVD	PC	Often pre-installed on Dell PCs, controls "disappear" from the screen	Consult your technical support staff	No
VLC Media Player	Both	Versions after 0.8.6i may not work on your computer, if so, use Version 0.8.6i	www.videolan.org/vlc	Yes
WinDVD	PC	May not work on all laptops	Consult your technical support staff	No
Windows® Media Player	PC	Normally needs a "plug-in" to play DVDs	Consult your technical support staff	Yes

Do not use AVS or QuickTime (often default-installed on Macs). They will not play ACT DVDs.

Preparing for Test Day

When the DVDs for the actual administration arrive:

1. Without students present, confirm they play properly—even if the practice discs worked.
2. If they do not, contact your technical support staff and use the form on page 3 to note any issues. Call ACT if you need further assistance. *If you do not check the "live" discs, ACT staff may have limited ability to assist you on test day.*
3. Review how the software navigation works and study the track listings so you can assist students.
4. Return all discs to their original packaging.
5. Make sure the test room(s) and all playback devices are set up properly. Students may not have access to the internet during testing.

How ACT DVDs Work

Playback

1. Read the Verbal Instructions from the manual; they are not included on the DVDs.
2. Hand each student one disc at a time just before you begin timing that test.
3. When the disc opens, instruct students to click "PLAY" onscreen (will normally turn red when the mouse scrolls over it).
4. The discs go from one track to the next automatically. When a disc reaches the end of a "Title," it normally proceeds to the first chapter/track in the next title.
5. Instruct students to use the "Previous Track" and "Next Track" buttons to locate tracks they want to hear again. The location of these buttons will vary by software program.
6. Use the track listings to direct students to specific parts of the test.
7. The test directions students hear are specific to the oral presentation mode and will not match the test directions on the printed booklet.

Tracking

Each disc is divided into tracks, or "chapters," so students can repeat a question or set of response choices without listening to more text than necessary.

- Chapters are grouped into Titles (up to 99 chapters per title).
- Each question is on one track and the response choices are on a separate track.
- Most passages are broken into tracks by paragraph.
- Directions for each test are on the first track of each disc. Information that applies to ALL tests is at the beginning of Disc 1 (English).

If There Are Technical Problems On Test Day

1. **Stop testing** and contact your technical support staff immediately. If they are not accessible, check the discs for physical damage, reopen the program, and reinsert the discs.
2. Verify all playback device/software settings.
3. Try another software program from the list on page 1.
4. If the discs still do not play, with the help of technical support staff, document the problem using the form on page 3, then call ACT Special Testing and provide the information you entered.
5. When calling ACT, it is best for you to be at the device that is not working so you can describe any error messages you receive when you attempt to play the discs.

Interrupted or Delayed Testing

If ACT is unable to resolve your problem, we may offer you one of the following options:

1. Shipping replacement discs
2. Switching to readers
3. Having students read the tests to themselves (requires student consent)

ACT may additionally advise you to reschedule testing for all affected students separately. All tests must be completed within the designated testing window.

Submit an Irregularity Report with all instructions given to you by ACT and your technical support staff. Mark the "Defective Material" column. Wrap the Irregularity Report around the defective discs and be sure to include your High School Code on the report.

ACT Contact Information

ACT normal office hours are 8:30 a.m.–5:00 p.m. central time, Monday–Friday. Refer to your *Supervisor's Manual* for hours on test day. **ACT Special Testing: 800/553-6244, X 1332.**

Test Day Action Steps Form—if you had a test day problem, note the following:

Playback Devices Used: _____
(List make, model, and type—e.g., Dell Inspiron Laptop)

Software Used: _____
(List the exact title and version—e.g., VLC Media Player 0.8.6i)

How many students were you testing with DVDs? _____

Did you order practice sets? Yes _____ No _____

Did technical support find any issues? Yes _____ No _____

    If Yes, what adjustments were made? _____

If you conducted a simulated session with students, record any feedback here: _____

_____

Was the software program/playback device able to open the discs? Yes _____ No _____

    If No, note any error messages: _____

Did you see the static video text? Yes _____ No _____

Did you hear the audio content? Yes _____ No _____

    If No to either question, note any error messages: _____

_____

Did playback stop during testing or begin to skip? Yes _____ No _____

    If Yes, note the time elapsed or on which question/test the disc was here: _____

_____

Which tests/discs were affected? (e.g., English, serial # 9876) _____

How many students were affected? _____

Was there obvious physical damage to the discs? _____

If technical support was notified, what steps did they take to resolve the issue? _____

When you called ACT, what did staff instruct you to do? _____

Were you able to get the discs to play? Yes _____ No _____

    If No, how did you resume testing affected students?

    Used another student's discs _____ Switched to readers _____

    Requested discs be reshipped _____ Students read tests to themselves _____

Complete an Irregularity Report summarizing the above information and return it with the defective discs.

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