

PSAE Day 2 Audio DVD Usage Guidelines

Overview

In this Document

This document contains technical information and procedures used to prepare Test Accommodations Coordinators for the administration of tests with the PSAE Day 2 audio DVDs. For additional policies regarding the use of these DVDs, refer to the PSAE Day 2 supervisor's manual.

What is a PSAE Day 2 Audio DVD?

The PSAE Day 2 audio DVD format is a recorded version of the reader script. It includes audio—but not video—of the test directions, test questions, and response choices. The only video is a fixed screen that identifies the test being worked on. Audio DVDs do not include the Verbal Instructions from the manual.

Before Administering Tests with Audio DVDs

Before administering tests with audio DVDs, you must:

- read these guidelines to understand the use of audio DVDs
- ensure that you have the right hardware and software to play the DVDs
- spot-check the DVDs for the actual administration to ensure that they play properly

You may also choose to order practice DVDs and conduct a practice test session with students. More information about practice DVDs is on page 2.

Preparing for the Test Administration

Hardware Guidelines

Hardware guidelines are as follows:

- We recommend using computers for administering tests with audio DVDs. They *must* have a drive with “DVD” in the title. If feasible, all computers should be the same make and model.
- If you use portable DVD players instead of computers, you must make sure before the day of the actual administration that the audio DVDs work in them. Not all such devices play audio DVDs.
- We recommend against laptops. Some schools have experienced problems with them.

Recommended Software

To play the audio DVDs on a computer, you will need the correct software program. We recommend using one of the following programs.

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 on Mac laptops	Consult your technical support staff	No
PowerDVD	PC	Often pre-installed on Dell PCs; controls “disappear” from the screen during playback	Consult your technical support staff	No
VLC Media Player	Both	Versions after 0.8.6i may not work on your computer; if not, 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

Note: We recommend www.filehippo.com as a resource for media software. However, ACT does not make purchase recommendations or reimburse schools for purchases. ACT cannot review every software program due to the frequency of program and version changes. The recommendations in this document do not replace the expertise of your technical support staff nor are they ACT requirements. They are intended to assist you in finding a program that will work for you.

Software to Avoid

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

Practice DVDs

If you desire, you may order practice DVDs to use to:

- administer a practice test session to students who will be testing with audio DVDs
- help you determine if you have the right hardware and software setup to play the DVDs

Note: The practice DVDs contain PSAE Day 1 content only. If you have already ordered practice DVDs for Day 1 and/or conducted a practice test session for the ACT, you do not need to order them again. There are not separate practice DVDs for PSAE Day 2.

Practice Test Session

To prepare for a practice test session:

1. Order practice DVDs by completing the form at www.act.org/aap/pdf/Alt-Format-Practice-Tests-Order.pdf. You may **not** use the DVDs for the actual administration during the practice test session.
2. Schedule a practice test session, during which students and technical support staff will be available.

On the day of the practice test session:

3. Give each student one practice DVD at a time (each test is on a separate DVD). Help students become familiar with your particular software program and the navigation of the DVDs.
4. Ensure that each DVD functions as expected. If you encounter any problems that your technical support staff cannot resolve, call ACT.
5. After the practice test session, ask technical support staff to confirm that you will use the same equipment and that settings will not be changed prior to the first test day.

Preparing for Test Day

To prepare for test day:

1. Working with your technical support staff, make sure that test rooms and all playback devices are set up properly.
2. Without students present, confirm that the DVDs to be used for the actual administration play properly—even if practice DVDs worked. If they do not, contact your technical support staff and use a copy of the form at the end of this document to note the issues. Should you need further assistance, call ACT as soon as possible. If you do not check the “live” DVDs, ACT staff may have limited ability to assist you on test day.
3. Review how the software works and study the track listings so you are prepared to assist students.
4. Return all DVDs to the individual cases—be sure to return them in the correct order—and return them to secure storage until test day.

Administering the Tests

Verbal Instructions

The Verbal Instructions in the manual are not on the DVDs. You must read them to students verbatim from the manual. The Verbal Instructions will tell you when to have students begin playing the DVDs.

Access to Other Programs and the Internet

During testing, no programs other than the DVD software may be open on the computer, and students may not have access to the Internet. Pay close attention during testing to prevent and detect these prohibited behaviors.

Starting the DVDs

Students should begin playing the DVDs when you instruct them to (via the manual’s Verbal Instructions). If a DVD does not play automatically when inserted, instruct students to click the word “PLAY” on-screen (it will turn red when the cursor scrolls over it) to begin playback.

The directions that apply to *all* tests are at the beginning of the first DVD (*ISBE-Developed Science*), followed by the directions for the *Science* test. Directions for the other two tests are found at the beginning of the other two DVDs.

DVD Tracking

Each DVD contains navigable tracks or “chapters” so students can repeat a question or set of response choices without listening to more audio than necessary. Tracks are grouped into titles, with up to 99 tracks per title.

- Most passages are broken into tracks by paragraph, while each question is on one track with the response choices on a separate track.
- The DVDs go from one track to the next automatically. When a DVD reaches the end of a “title,” it normally proceeds to the first track in the next title.
- Students may use the “Previous Track” and “Next Track” buttons to locate tracks they want to hear again. You can use the track listings to direct them to specific parts of the test.

Technical Problems

If you have a technical problem on test day:

1. Stop testing and contact your technical support staff immediately. If they are not accessible, check the DVDs for damage, close and reopen the software program, and reinsert the DVDs to see if the problem reoccurs.
2. Verify all hardware and software settings and/or try another software program from the list on page 1.
3. If you cannot resolve the problem, then with the help of your technical support staff, use the form on page 4 to document the problem. Call ACT Special Testing and provide the information you entered. When you are calling ACT, it is best for you to be at the device that is not working so you can be specific in describing the problem.

If the problem still cannot be resolved, ACT may offer you one of the following options:

- shipping replacement DVDs
 - switching to a different testing format
 - having students read the tests to themselves (requires student consent)
 - rescheduling affected students within the testing window
4. If it is determined that a DVD is defective:
 - Complete an Irregularity Report with all instructions given to you by ACT and your technical support.
 - Attach the completed form from page 4 of this document to the Irregularity Report.
 - Return the affected DVD with the Irregularity Report and form.

ACT Contact Information

You can contact ACT Special Testing at 800.553.6244, ext. 1788.

ACT Hours

ACT’s normal office hours are 8:30 a.m. – 5:00 p.m., central time, Monday through Friday. Refer to your supervisor’s manual for hours on test day.

Test Day Action Steps Form

Information

Please answer the following questions about your setup and issues with playing the DVDs. Attach additional pages if necessary.

Which DVDs were affected?	<i>E.g., Reading for Information.</i>
What playback devices were you using?	<i>List make, model, and type—e.g., Dell Inspiron Laptop.</i>
Which software were you using?	<i>List the exact title and version—e.g., VLC Media Player 0.8.6i.</i>
Was the software program/playback device able to open the DVDs?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <i>no</i> , note the issues and/or error messages:
Did you hear narration and see text?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <i>no</i> , note the issues and/or error messages:
Did playback stop during testing and/or begin to skip?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <i>yes</i> , note the time elapsed or the question the DVD was on:
Was there any obvious physical damage to the DVD(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <i>yes</i> , describe:
Was your technical support notified of the issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <i>yes</i> , describe any problems they found, any adjustments they made, and whether they fixed the issues:
Did you call ACT?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <i>yes</i> , what did ACT staff instruct you to do?
Were you able to get the DVDs to play?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <i>no</i> , how did you resume testing the affected students? <input type="checkbox"/> requested DVDs be reshipped <input type="checkbox"/> switched to readers <input type="checkbox"/> students read tests to themselves <input type="checkbox"/> used another set of DVDs
Had you conducted a practice test session with students prior to test day?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <i>yes</i> , describe any issues you encountered during the session:

Reminder

If you have technical problems on test day, complete an Irregularity Report summarizing the issues. Return this form and the affected DVDs with the Irregularity Report.

