

ACAT *Online*

NOTE: In order to have technical support available during your testing sessions, you must notify us of the date and start time of administration at least 48 hours in advance. You can do this by sending an email message to technotification@acatonline.net, calling 866-680-2228 (option 4 or extension 412), or faxing an administration schedule to 931-552-9167. Listing the administration date on your order form is used for scheduling production and shipping only and does not schedule support.

ACAT® *Online* testing works just like the pencil and paper version. Instead of test booklets, students are given Authentication Codes. These are sent to the institution in an email message along with printable files containing instructions and forms. ACAT® *Online* must be administered using the same security precautions as for a pencil and paper administration. This includes verifying the identity of examinees using a photo ID, maintaining a proctored environment appropriate for this purpose, and insuring students do not engage in behaviors damaging to the integrity of the process.

Before The ACAT® *Online* software can be used for the first time it should be verified on the local computers. Verification typically takes less than a minute. Instructions are available on our website, www.collegeoutcomes.com.

Requests for accommodation of students requiring additional time to complete the test must be received by ACAT® *Online* technical support a minimum of 24 hours prior to administration. Additional time requests must include the amount of time required (i.e., time and a half, extra 30 minutes) and the authentication code to be used by the student. Additional time allowances will be triggered by the use of the authentication code received with the request.

In the event of an interrupted session, the proctor or testing center supervisor can restart an interrupted test session in coordination with ACAT® *Online* technical support or by using the instructions which will be provided on the monitor.acatonline.net link provided with the codes. A restart will restore the student's answers and reset the clock to the last save point, typically within 4 minutes or less of the interruption. If a session is interrupted and these steps cannot be taken, contact ACAT® *Online* technical support 866-680-2228 (option 5 or extension 219) as soon as possible for assistance. Sessions ended voluntarily by the student or because the time limit has been exceeded cannot be restarted unless the student is eligible for additional time but did not receive it.

The ACAT® *Online* software should be started using a browser to navigate to <https://testme.acatonline.net> and following the instructions on the screen. Once the ACAT® *Online* software starts, the following will happen.

- The software will close the web browser and begin running.
- The student is not permitted to use a web browser except to start the software. Instant messaging programs, screen capture programs, word processors, AI software, and email clients must not be running while taking the test. If any of these programs are detected as active, a message will instruct the student to close the programs and restart ACAT® *Online*.
- The first screen displayed asks the student to enter an authentication code. The code is not case-sensitive. Once the code student begins taking the actual test, the authentication code will be deactivated and cannot be reused.
- The program will run some basic tests to make sure it can properly communicate with the PACAT servers and will indicate whether it has been successful. If it is not successful, we

recommend moving the student to a different computer or waiting 1 or 2 minutes and trying again.

- The student will be asked to provide demographic information. The student must provide his/her name and student ID number. These will not be released to the institution unless the institution requests them but we require students be identifiable when they take the ACAT®. The screens state specifically which information is required and which is optional.
- After completion of the demographic screens, the student will be given instructions on taking the online test. The test will be loaded and the number of items and time limit will be displayed on the screen. The test will not begin until the student clicks a button on the screen to start.
- The student will be presented one question at a time. The questions can be answered by typing the letter of the alternative (A, B, C, D, E), a number corresponding to the order of the alternative (1, 2, 3, 4, 5), by using the arrow keys and spacebar, or by mouse clicking on a box next to the alternative.
- A display on the left side of the screen will show which questions have been answered and which have not. The student can click on any number to navigate directly to the question. A button is available to allow a student to skip the question and leave the answer blank. This also erases a previous answer if one has been entered.
- A clock at the top of the screen shows the amount of time remaining to take the test.
- When students indicate they are finished, ACAT® *Online* transmits their data to PACAT and closes the program. The program will automatically transmit the data and close if the time limit has been reached.
- If the institution has requested the option, students will see their scores appear on the screen within 20 seconds after the data are transmitted to PACAT. As an option, scores can be sent by e-mail within 15 minutes after the last student in a group completes the test.

If problems are encountered with setting up the software or using authentication codes contact PACAT Incorporated technical support (toll-free 866-680-2228 extension 219).