

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 prior to starting. You do so by sending an email message to technotification@acatonline.net, calling 866-680-2228 (option 4), 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 meet this requirement.

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 must be verified on the local computers by a technician registered with PACAT[®] Incorporated. Once registered, instructions for verification will be sent to the registered individual. The online registration form can be completed at <https://register.acatonline.net/>.

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 registered technical contact can restart an interrupted test session in coordination with ACAT[®] *Online* technical support. 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 necessary, a session can be restarted on a machine other than the one in use at the time of the interruption. If a session is interrupted, contact ACAT[®] *Online* technical support 866-680-2228 (option 5) as soon as possible for instructions. Sessions ended voluntarily by the student or because the time limit has been reached cannot be restarted unless the student is eligible for additional time but did not receive it.

The ACAT[®] *Online* software is started using either Internet Explorer (version 6 or higher) or Mozilla Firefox with the Microsoft .NET Framework Assistant (1.1 or newer) installed as an add-on extension. The ACAT[®] *Online* software cannot be used on computers with multiple monitors. Navigate to <http://testme.acatonline.net> and click "Start the ACAT Online". Once the student starts the ACAT[®] *Online* software the following will happen.

- The software will download itself, close the web browser, and begin running. This process typically takes less than a minute. This process is repeated each time a session is started from the website.
- The software will check for other programs running on the computer. The student is not permitted to use a web browser except to start the software. Instant messaging programs, screen capture programs, word processors, 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. If, for some reason, the student must restart the software prior to receiving the questions, the code can be reused.
- The program will run some basic tests to make sure it can properly communicate with the PACAT servers and will indicate whether or not 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 on the same computer. The authentication code will still be valid.
- 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 or let the program automatically increment to the next 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.
- Unlike the pencil and paper version in which students are required to wait until time is up to leave, the online version allows students to indicate they are finished and will then transmit their data to the PACAT servers and exit the program. The program automatically exits once 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.

Problems with the software or authentication codes should be addressed to PACAT Incorporated technical support either by email (technotification@acatonline.net) or telephone (toll-free 866-680-2228, option 5).