

Dear Achievement District Test Coordinator,

Please find the Errata pages for the ACT Aspire Test Coordinator Manual (TCM) for Summative Testing Early High School (Grade 9) and the ACT Aspire Room Supervisor Manual for your reference.

There are several updates to these documents ADE would like to share:

1. The file names of the ACT Aspire Test Coordinator Manual and the ACT Aspire Room Supervisor Manual for Summative Testing Early High School (Grade 9) for Spring 2024 have incorrect file names when downloaded from the ACT Aspire Support Page. The file names are ACT Aspire - Test Coordinator Manual - EHS - Spring 2023 and ACT Aspire - Room Supervisor Manual - Online Testing - EHS - Spring 2023. Please be aware that these are the correct documents for Spring 2024.
2. In Spring 2024, Pearson will be using UPS in place of FedEx for returning test materials for scoring and secure storage. The return materials process has not changed other than using UPS labels and calling UPS rather than FedEx to arrange for pick up. The following errata sheet details the page numbers where instructions have been updated to reflect the use of UPS.
3. Pearson will be providing Customer Support for Arizona's ACT Aspire Testing Program. The manuals have been updated to reflect the new customer support contact information; however, the manuals still make reference to contacting ACT. Please note that going forward, a telephone line has been established for contacting Pearson with your ACT Aspire questions. The new support telephone number is 1-888-705-9421 (option 4).

If you have questions, contact Customer Support at 1-888-705-9421 (option 4), Monday through Friday, 7:00 a.m. to 7:00 p.m. CST, except holidays. For e-mail support, please visit <https://aspire.pearsonaccessnext.com> and click on the "Contact Arizona Support" link.

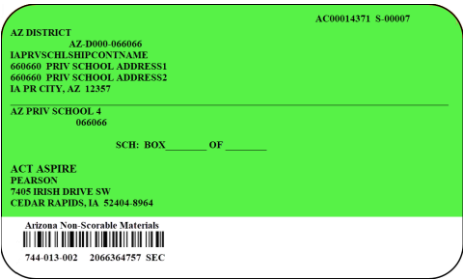

Thank you.

Best Regards,

The Pearson Arizona Team

Reference or Page Number	Update
File Name	The ACT Aspire Test Coordinator Manual for Summative Testing Early High School (Grade 9) for Spring 2024 has an incorrect file name when downloaded from the ACT Aspire support site. The file name states 2023, but the manual downloaded is correct for use in Spring 2024.
Page 22	<p><b>Receiving Materials before Testing</b></p> <p><b>Receipt of Test Materials</b></p> <p>Test materials will be shipped to the organization designated in PearsonAccess<sup>next</sup>.</p> <p><b>Check In Test Materials</b></p> <p>Important! Materials must be checked in by the test coordinator within 24 hours of receiving them from ACT.</p> <ol style="list-style-type: none"> <li>1. Examine the boxes for signs of tampering.</li> <li>2. Open the boxes and check the contents to be sure you have all items on the packing list. <i>Note: If the contents don't match the packing list, contact Pearson.</i></li> <li>3. Check the serial numbers of the test booklets against the numbers shown on the packing list.</li> <li>4. Count each booklet; do not assume that the groups of booklets are complete.</li> <li>5. Check the rest of the shipment to be sure it is complete.</li> <li>6. Save all shipping boxes for use in returning your ACT Aspire material for scoring when testing is complete.</li> </ol>
Pages 24-25	<p><b>Collect, Pack and Return Materials after Testing</b></p> <p>Follow these instructions to ensure accurate return and scoring of test materials.</p> <p><i>Note: Important! Return materials to ACT within 48 hours after all testing is complete. ACT does not preschedule pickups. You must call UPS at 1-800-823-7459 at least 24 hours in advance of the pickup time to schedule a pickup.</i></p> <ol style="list-style-type: none"> <li>1. Collect the test materials from the room supervisor(s) after testing.</li> <li>2. Store materials in a locked, secure place until they are shipped.</li> <li>3. Record all irregularities in PearsonAccess<sup>next</sup>. <ol style="list-style-type: none"> <li>a. Review the Irregularity Reports received from the room supervisor(s).</li> <li>b. Enter each irregularity into PearsonAccess<sup>next</sup>.</li> </ol> </li> <li>4. Securely retain for one year or securely destroy the following items per your local guidelines: scratch paper; administration manuals; transcribed materials; paper Irregularity Reports (after entering each irregularity into PearsonAccess<sup>next</sup>).</li> </ol> <p><b>Note:</b> Summative Braille test booklets must be returned to ACT along with other test materials.</p>

<p>Page 26</p>	<p>5. Identify and prepare return shipping labels for scorable materials.</p> <ol style="list-style-type: none"> <li>Locate the pumpkin-colored labels.</li> <li>Count the number of boxes required for shipping scorable materials.</li> <li>On the pumpkin labels, complete the section that reads “Box __ of __,” on each box.</li> <li>Locate the UPS shipping labels with the return address: 9200 Earhart Lane SW, Cedar Rapids, IA 52404.</li> </ol> <div data-bbox="435 1087 896 1365" data-label="Image"> </div> <p>Sample return shipping label for scorable materials</p> <div data-bbox="938 688 1318 1365" data-label="Image"> </div> <p>UPS Label for scorable materials</p>
<p>Page 27</p>	<p>6. Identify and prepare return shipping labels for non-scorable materials.</p> <ol style="list-style-type: none"> <li>Locate the lime-colored labels.</li> <li>Count the number of boxes required for shipping non-scorable materials.</li> <li>On the lime labels, complete the section that reads “Box __ of __,” on each box.</li> <li>Locate the UPS shipping labels with the return address: 7405 Irish Drive SW, Cedar Rapids, IA 52404.</li> </ol>

	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Sample return shipping label for non-scorable materials</p> </div> <div style="text-align: center;">  <p>UPS Label for non-scorable materials</p> </div> </div>
<p>Page 28</p>	<p>7. Locate, pack, and label the shipping boxes.</p> <ol style="list-style-type: none"> <li>a. Use corrugated boxes for shipping. If you no longer have the box in which your test materials were shipped, use a new or gently-used ECT 44 (275 lb)-rated box. Do not use any of the following for shipping your test materials: Xerox paper boxes; shoe boxes; gift boxes; refrigerator boxes.</li> <li>b. Pack the scorable materials: stack the used answer documents in the box.</li> <li>c. Pack the non-scorable materials: stack the test booklets (used and unused), Do Not Report answer documents (Write “Do Not Report” on page 1 of each answer document), and unused answer documents in the box.</li> <li>d. Use packing materials to protect test materials during shipping. Packing materials include: bubble wrap; cardboard pieces; foam packing; paper (recycled paper or kraft paper). Do not use newspaper to protect test documents.</li> <li>e. Tape the boxes. Use pressure-sensitive plastic or nylon-reinforced tape, at least 2” wide, to secure the top and bottom of the box. Do not use the following material to seal the boxes: cellophane tape; duct tape; masking tape; string or rope.</li> <li>f. Label the shipping boxes containing scorable materials: Use the pumpkin-colored labels and UPS labels with the return address 9200 Earhart Lane SW, Cedar Rapids, IA 52404 for boxes containing scorable materials.</li> <li>g. Label the shipping boxes containing non-scorable materials: Use the lime-colored labels and UPS labels with the return address 7405 Irish Drive SW, Cedar Rapids, IA 52404 for non-scorable materials.</li> </ol>

<p>Page 28 continued</p>	<p>8. Ship the materials.</p> <ol style="list-style-type: none"> <li>Call UPS at 1-800-823-7459 at least 24 hours in advance of the pickup time to schedule a pickup.</li> <li>Provide the following information: <ul style="list-style-type: none"> <li>Tracking ID(s) from the label(s)</li> <li>Location address and phone number of the contact person</li> <li>Number of boxes being returned</li> <li>The average box weight (you may use an estimate in pounds per box)</li> <li>The average box dimension (boxes are L x W x H)</li> </ul> </li> <li>Record the confirmation number and date of the pickup from the UPS agent.</li> </ol>
<p>Page 43</p>	<p><i>Note: Existing user accounts that have no activity for approximately 200 days automatically become disabled. Upon login attempts, such accounts receive an error message indicating "invalid username or password." If a user knows their username, they can attempt to reactivate the account by selecting the Forgot Password option from the sign-in screen. This action should permit new credentials and account reactivation. If the username is not known, first select Forgot Username and set the credential, then select Forgot Password. If this action fails, contact Pearson.</i></p>

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File Name	The ACT Aspire Room Supervisor Manual for Summative Testing Early High School (Grade 9) for Spring 2024 has an incorrect file name when downloaded from the ACT Aspire support site. The file name states 2023, but the manual downloaded is correct for use in Spring 2024.