

Instructions for Running Readiness Tests in ACT Unity

Updated September, 2022

ACT requires test centers to perform the ACT International Subject Test (AIST) readiness tests before test day. The readiness tests verify that ACT unity is correctly installed on testing devices. ACT will offer four-day readiness windows now through test day. The specific readiness windows will be listed in the registration system (see the registration instructions below).

Important Reminders

- ACT has changed from two-day to four-day readiness testing windows. This change affects only the readiness tests.
- If you have not yet submitted a test for a registration then you can use that registration to test many testing devices.
- Make sure the time on each of your testing devices is within five minutes of the actual time. If the device clock is different from the actual time by more than five minutes then communication problems with the ACT Unity platform can happen.. The easiest way to do this is turn on automated clock syncing. You can also visit <https://time.is/> to see the correct time in your area.
- You can access your readiness rosters anytime at <https://qa-aist-admin.act-et.org/signin?returnUrl=%2F>. You will need to login to the platform with the username and password you use to access your test day rosters. ACT will not email your readiness roster to you.

Prerequisites

- The most current version of ACT Unity is installed and configured on all your testing devices. The readiness email you receive from ACT three to four weeks before test day will list the most current version number
- All system issues identified by the in-app device check have been resolved.

Register for the Readiness Test

1. Go to the examinee login screen in the AIST registration system.
<https://qa-aist.act-et.org/>
2. Follow the on-screen prompts to create a MyACT “examinee” account.
3. Log in to your account and register for a test session.
 - Register to test at your own test center.
 - The system will list the actual test titles (e.g., Biology, Math 1). The readiness test is made of practice test questions that will not be administered to examinees on the actual test. Use the following fake credit card information to pay for the registration.
 - Credit Card Number: 4242.
 - Expiration Date: 01/24
 - CVS Code: 123

4. The system will email a copy of your admission ticket. Save this email. You will need the Registration Code printed on the ticket to access the test.
5. Log out of the registration system.

Obtain Roster and Launch Codes

1. Navigate to the AIST Administration Dashboard. Note, this is a different version of the dashboard for readiness tests only.
<https://qa-aist-admin.act-et.org/signin?returnUrl=%2F>
2. From the Choose Administration Window dropdown list, select the readiness test window you registered for.
3. Click Download Roster to download a CSV version of the roster with the Launch Code needed to log into the test.

Take the Readiness Test (the day after registering to test).

1. Launch the ACT Unity application on the test device.
2. Enter the test center code created for the readiness test.
 - From the list of options on the left-hand side of the screen, select the option to change the test center code.
 - Enter test center code **90999** and click **Register Device**.
 - Verify the new test center code is listed in the upper right corner of the Launch page

Note: Test center code 90999 is set up specifically for the readiness test. It will not work on test day. Before test day, you must change the test center code back to the code ACT previously provided via email.

3. Click the Launch button.
 - The in-app device check will run automatically. If any system issues are identified, fix them.
 - If the device check finds no issue, it will take you to the examinee login screen.
4. Enter the Registration Code printed on the admission ticket the system emailed to your account.
5. Enter the 8-digit Launch Code from the roster.
6. Confirm launch of the test and close the Unity application.
 - You can reuse the same registration to run the readiness check if you have not submitted the test for that registration.
 - Users who wish to become familiar with the testing interface may take and submit the test. After the test is submitted, the registration is deactivated and cannot be used to test any devices.

Contact Us with Questions or Feedback

If you have any questions or feedback throughout this process, contact ACT at +1 319-337-1993 or osus@act.org.