2024 | 2025

Preparing for the PREACT® SECURE™ Test Taken Online

State | District

Introduction

A Message to Students

This guide is meant to help you do your best on the PreACT® Secure™ test taken online. You will find instructions for taking online, multiple-choice practice tests. You will also find highlighted features and navigation of TestNav, the secure web application in which you will take the practice and actual tests.

Access free practice resources in *Preparing for the PreACT Secure,* which includes test-taking strategies and tips for each content area on the test.

CODE OF FAIR TESTING PRACTICES

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement,* which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each *Code*. You may locate copies of these *Codes* through the following organizations:

- *Code of Fair Testing Practices in Education:* American Psychological Association (www.apa.org)
- *Code of Professional Responsibilities in Educational Measurement:* National Council on Measurement in Education (www.ncme.org)

Contents

Overview of the Test

The PreACT Secure test, like the ACT test, consists of four multiple-choice sections—English, math, reading, and science. The test provides valuable insights into predicted performance on the ACT (which you may take as a junior or senior in high school) and helps inform important high school course decisions.

Test questions and minutes per test:

- **English:** 48 questions, 35 minutes
- **Math:** 38 questions, 45 minutes
- **Reading:** 33 questions, 40 minutes
- **Science:** 36 questions, 35 minutes

JA10091.CJ16613

Practice Tests

When taking the PreACT Secure practice test online, you will be using the same testing application and navigation that is used on test day: TestNav (see below). The practice questions help you prepare for the types of questions you can expect from the PreACT Secure test. Familiarizing yourself with the testing application will also better prepare you for navigating through the test on test day.

TestNav

TestNav is the secure web application used for PreACT Secure taken online. Download the TestNav application for your operating system from download.testnav.com or access the link at www.act.org/info-for-examinees. ***Note:*** *PreACT online tests are only supported on Windows, macOS, and Chrome OS operating systems.*

Learning About TestNav

After you have downloaded TestNav, prepare for online testing by viewing the Examinee Tutorial available under the Practice Tests link in TestNav.

The tutorial shows you how to move through the screens for the online tests. It helps you understand how to use the arrows to move between questions, recognize when you need to scroll to see the entire question, bookmark questions for review, and review your answers. You may review the tutorial as often as you wish.

Later in this document, features of TestNav are highlighted (see TestNav Highlights). These features can be used as a general guide while taking your practice tests, making navigation easier in real time. ***Note:*** *The text-to-speech tools shown in the tutorial may look different than those you see on test day.*

TestNav Practice Tests

Your scores are only estimates of the scores you will receive during an actual test. You can choose to take any subject test as often as you wish, to become comfortable with online testing. If you're having trouble moving through the computer screens, review the tutorial or the highlights in this document (see TestNav Highlights).

Follow the steps below to begin your online practice test:

1. Open the TestNav application you downloaded and click on the **Practice Tests** link. Choose a subject area to practice. Then, decide whether you want to try out the timed or untimed version of that test:
   - **Timed:** Using the timed version gives you practice with pacing yourself and seeing the time count down on screen just as it will on test day. You also experience the five-minute warning message and the message that pops up when time expires. When time is up, you won't be able to go back and see your answers. Once you submit the test, you receive a *Summary Report* indicating your raw score (see Summary Report).

       JA10091.CJ16613

- **Untimed:** The untimed version lets you set your own stopwatch or watch to track the time allowed. When you have finished answering all questions, submit your answers, but do not log out. Then, you can go back through the questions and compare your answers to the answer key in the *PreACT Secure Practice Test Scoring Guide.*

Note: An alternate version of the practice test is available for examinees who are approved for the text-to-speech accommodation. See Text-to-Speech Functionality for more information.

2. Read the test overview instructions you see on the screen, enter your name, and select **Start**.
   Note: Expand the TestNav window to full screen. For the practice test, you will see your computer's taskbar on the screen, but the taskbar will not be visible on test day.

3. When you're done with each practice test, an arrow will navigate to the End of [name of practice test] Practice Test. Select **Submit Final Answers** and move to the next practice test, if you choose to do so.

Summary Report

Upon submitting final answers for any of the multiple-choice tests, you will receive a *Summary Report* indicating your raw score for that test. Your raw score is the number of questions you answered correctly. The total raw score will be displayed at the top of your *Summary Report*.

The *Summary Report* provides a table with the question number, the score you received for that question, and the maximum score that could have been achieved for that question (for PreACT, the maximum will always be 1). The *Summary Report* also distinguishes between questions that were answered incorrectly (displaying a score of "0") and questions that were skipped or not answered (displaying "Not Answered" in the Student's Score column). ***Note:*** *You should begin reading your* Summary Report *at "Congratulations! You completed the test." The introductory language and any language regarding actions by a test administrator may be disregarded, as it is not applicable to this testing instance.*

You may then convert the raw scores from your *Summary Report* to scale scores. If you take all four subject tests, you can also determine a Composite score. The *PreACT Secure Practice Test Scoring Guide* will show you how to do this and help you review your practice test results.

TestNav Highlights

This section provides highlights about the features available to you in TestNav. The highlights are aimed at helping you prepare for test day, but can be helpful as you practice.

Getting Started

Follow these steps to sign in and test:

1. Open the TestNav application you downloaded. Make sure PreACT /PreACT Secure is displayed directly under TestNav on the screen. If you do not see PreACT /PreACT Secure, click on the person drop-down menu in the upper right of the screen, select **Choose a different customer**, then click on the PreACT icon from the list of test options.

2. Click on the **Practice Tests** link (under the Sign In button). Select the test, then choose the **Timed**, **Untimed**, **Timed (Text-to-Speech)** or **Untimed (Text-to-Speech)** version.

3. Read the test overview instructions you see on the screen, enter your name, and select **Start**. For a practice test, the screen for the test subject you're taking will appear. On test day, the Pretest Information screen will appear, followed by the Examinee Statement screen.

4. On test day, again make sure PreACT /PreACT Secure is displayed directly under TestNav on the screen. If you do not see PreACT /PreACT Secure, click on the person drop-down menu in the upper right of the screen, select **Choose a different customer**, then click on the PreACT icon from the list of test options.

a. Select **Start**.

b. Enter your examinee information and complete the State Use Questions (if applicable). Select the forward arrow to continue.

c. Select **Submit**. A section exit warning box appears.

d. Select **Yes** to proceed.

e. In the Examinee Statement section, read the examinee statement. You must agree to the Examinee Statement to proceed to the test. If you agree with the Examinee Statement, choose **I agree**. Select the forward arrow to continue.

f. Select **Submit**. A section exit warning box appears.

g. Select **Yes** to proceed. The screen for the first test section appears.

5. At the beginning of each subject test, read the test instructions. On test day, the room supervisor will announce a seal code that you must enter in the space provided.
   Note: The practice tests do NOT require a seal code.

6. Take your test. When you select **Start**, the timer for the test starts counting down, if you chose a timed practice test. The first item is subject directions. TestNav presents test items to you one by one. Answer each item appropriately. You may need to scroll down to see all of a passage or test item.

 JA10091.CJ16613

Tips for Testing

You may find the following tips useful.

Navigation

To navigate between items, use the arrows at the top of the screen on the left. You may go forward and backward between items as you take the test.
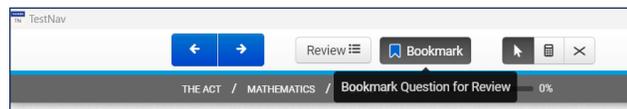
Timer/Clock

The timer at the top of the screen tells you how much time you have left to complete your test. ***Note:*** *A timer will not appear if you're taking an untimed practice test.*

When you have 5 minutes left, a warning message appears at the top of the screen. When time expires, another warning popup appears, and you will not be able to answer any more questions. Select **Continue** to submit your answers and move on to the next test. After completing the last subject test, select **Submit Final Answers.**

Bookmark

Select **Bookmark** in the center of the top of the screen to mark an item so that you can find it easily and return to it later. When you mark an item, you can use the same button to remove the bookmark.

Answer Eliminator

Select **Answer Eliminator** to eliminate answer choices. After clicking on the *X* icon at the top right of the screen, a large red *X* will display when you hover over answer choices. Click on the answer choice(s) you want to eliminate, and a red *X* will appear over the answer(s). If you change your mind about the elimination, click the red *X* again to remove it for that answer. You must remove the red *X* before trying to select that choice as your answer. To turn the feature off, click the *X* icon at the top of the screen or select the pointer icon.

Review

Select **Review** in the center of the top of the screen to see an overview of your current status within the test. This will include information such as which items you've bookmarked, answered, or not answered. Select a specific question to go to that question, select **Instructions** to view the section instructions, or select **End of Section** to navigate to the section end screen. The Not Answered and Bookmarks tabs at the bottom can show you the questions in those categories.
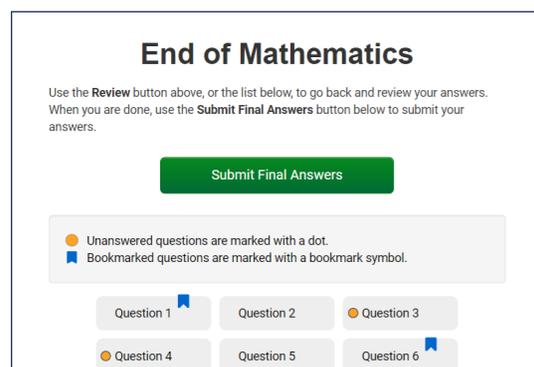
Calculator

A graphing calculator is available within the testing application (in the math test only).

To open the calculator, select the **calculator** button in the center of the top of the math section screen, to the left of the *X* icon. Select and drag the **calculator** if you want to move it to another area on the screen. To use the calculator itself, select its buttons or use your keyboard. Select the **calculator** button again to close the calculator.
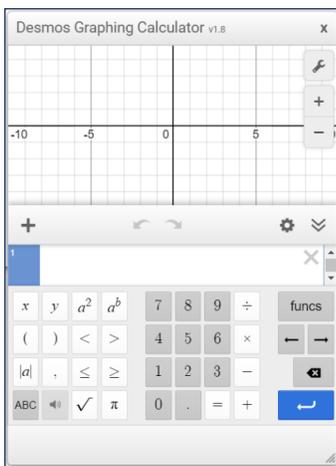
Scrollbars

Some items require that you scroll down to view them completely. Any time you see a scroll bar next to a passage, make sure you scroll down to read the entire passage. Any time you see a scroll bar next to answer choices, make sure you scroll down to read the entire item.

Zooming In or Out

Adjust the size of the text on your screen by using **CTRL** and the **+** key to zoom in or **CTRL** and the **-** key to zoom out. Use **CTRL** and the **0** (zero) key to quickly return to standard size. ***Note:*** *If you enlarge the size of the text you may need to scroll to see all information in the questions.*

Highlighter

Use the **Highlighter** tool to highlight text. Left-click to select the text you want to highlight. Then, choose a highlight color to apply to the selected text. Remove highlighting by selecting the words again and choosing **Unhighlight.**

User Menu

The menu icon at the top-right of the screen reveals several options in the user drop-down menu.
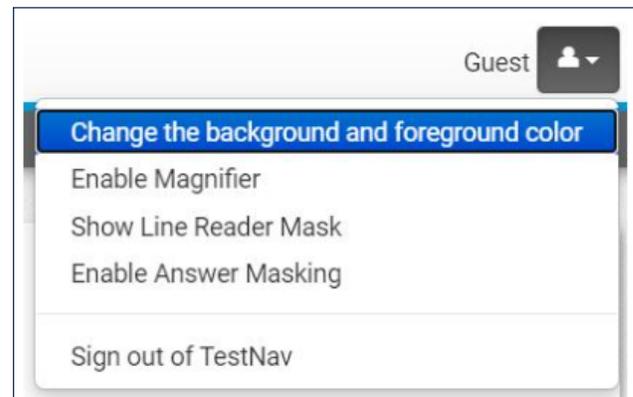
Color Contrast

Choose the color of the words and screen using the Color Contrast tool from the user drop-down menu. Select **Change the background and foreground color** from the user drop-down menu. Select your color choice from the options in the Contrast Settings popup. Then select **Continue.**

Note: The color setting you select will show until you make another choice.
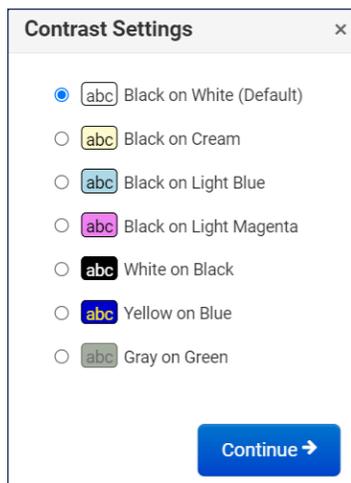
Magnifier

To magnify a portion of the screen, select **Enable Magnifier** from the user drop-down menu. Move the magnifier around the screen using your mouse and holding down the left-hand mouse button. To turn the magnifier off, select **Disable Magnifier** in the user drop-down menu.

Line Reader Mask

To read one line at a time, select **Show Line Reader Mask** from the user drop-down menu. To resize the line reader mask box, click, hold, and drag the corner with three diagonal lines. Drag the line reader over the screen to cover more or less text. To turn this tool off, select **Hide Line Reader Mask** from the user drop-down menu.

Answer Masking

To cover answer choices until you're ready to read them, select **Enable Answer Masking.** This will completely cover the answer choices. To cover or uncover answer choices, select the "eye" icon to the right. Select **Disable Answer Masking** to turn off this tool.

Section Navigation

The following explains how to move through sections of the test.

Submit Section

After you answer the final question of each subject test, click the right (forward) arrow. You will see a section-end screen. From this screen you have the option to select **Not Answered** or **Bookmarks** to review questions before submitting the section.

Submit Final Answers

At the end of the last subject test, you will see a Submit Final Answers button. On test day, selecting **Submit Final Answers** brings a test-submit warning popup, asking you to confirm your submission. ***Note: The test-submit warning message does not appear in the practice tests.*** Selecting **Yes, Submit Final Answers** will submit all of your tests and you will be logged out. You will not be able to return to the test.

Text-to-Speech Functionality

Examinees who are approved for the text-to-speech accommodation, can take the PreACT Secure using an embedded text-to-speech software that reads text aloud.

Button Functions

Down the right-hand side of the screen are five buttons: You can access the text-to-speech tool by selecting either of the top two buttons. Depending on the button that you select, the text-to-speech functions differently.
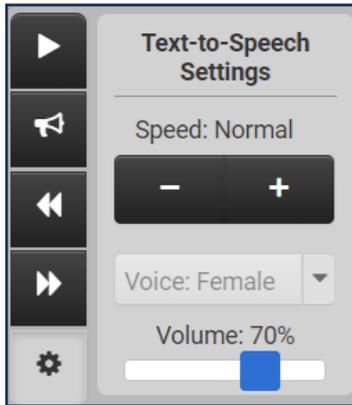
Play Text-to-Speech Button

The top button (a common play button, which is a triangle pointing right) is the play text-to-speech button. When you select the **play text-to-speech** button, the text is highlighted in yellow as it is read, and you do not choose where the read-aloud begins. Once the **play text-to-speech** button is selected, it becomes a stop button (a square). When you choose to stop hearing the text being read aloud, you may select the **stop** button.

Toggle Click-to-Hear Button

The middle button on the right-hand side of the screen is the toggle click-to-hear button (a megaphone). You can use this tool to select the text or graphic where the read-aloud begins. Select the **toggle click-to-hear** button, then select the text you want to hear read aloud. Once the **toggle click-to-hear** button is selected, the play text-to-speech button becomes a stop button. When you want to stop hearing the text being read aloud, select the **stop** button.

Text-to-Speech Settings Button

The fifth button on the right hand side of the screen (a gear or wheel cog) is the text-to-speech settings button. Selecting the **text-to-speech settings** button lets you choose how fast the text is read, the gendered voice, and the volume: The speed is set to Normal by default, but can be changed to Slow or Fast by using the minus or plus buttons. The default voice is female. The slider bar allows you to adjust the volume. Select the **text-to-speech settings** button again to close. *Note: The text being read will start at the beginning of the sentence currently playing if the settings are changed during playback.*

Video-Based American Sign Language

ACT offers video-based American Sign Language (Video ASL) of test items as an available accommodation for PreACT Secure and the ACT® State and District testing. This accommodation helps to ensure that deaf students who have reading disabilities are able to access these assessments.

The following information describes how Video ASL works during the PreACT Secure test for examinees who are approved for the Video ASL accommodation.

Video is shown by means of the embedded video player. On the right-hand side of the screen is a black button called the Film Strip.

Open the ASL video player by selecting the **Film Strip** button on the right side of the screen. Select the **play** button to start the video player, and the **pause** button to stop it. Select the **gear** button to adjust the signing speed. Select and drag the top of the video player to move the player around the screen to view all parts of the question.

     JA10091.CJ16613