

PreACT™ Audio DVD Usage Guidelines

What is a PreACT DVD?

The DVD format is a version of the tests based on the reader's script. It includes audio of the directions, test questions, and response choices. It does not include video test content or the verbal instructions from the administration manual. The video is static text identifying the test form and subject area test.

Hardware/Playback Device Guidelines

- ACT recommends using computers—they must have a drive with “DVD” in the title. If feasible, all computers should be the same make and model.
- You may use portable DVD players or stand-alone plug-in devices. Please be aware that not all such devices play PreACT DVDs.
- If you use laptops, please note that some schools have experienced problems playing PreACT DVDs on them.

Selecting Your Software

PreACT DVDs can be played only if used with a computer that has compatible software. The chart below has information on programs for which ACT has tested, reviewed, or received feedback. ACT cannot review every software program. Our information does not replace the expertise of your technical support staff, nor are they requirements. They are intended to assist you in finding a program that will work for you. ACT does not reimburse schools for purchases.

ACT recommends www.filehippo.com as a resource for media software.

Program	Mac/PC?	Notes/Considerations	How do I get it?	Free?
Apple DVD Player	Mac	Often pre-installed as hardware on Mac laptops.	Consult your technical support staff.	No
VLC Media Player	Both	Use Version 2.1.3 or higher. For PC, use only if you have Windows 10.	www.videolan.org/vlc	Yes
5KPlayer	Both	Compatible with Windows 10; also works with Windows 7 and 8. Macs need to be running OS 10.7 or higher.	www.5kplayer.com	Yes
Windows® Media Player	PC	Works with Windows 7 or 8, but not Windows 10. For Windows 8, install a DVD player add-on.	Consult your technical support staff.	Yes

Do not use AVS or QuickTime (often default-installed on Macs). They will not play PreACT DVDs.

Preparing for Test Day

When the DVDs arrive:

1. Without examinees present, confirm that they play properly.
2. If they do not work, contact your technical support staff. Call ACT if you need further assistance. *If you do not check the discs, ACT staff may have limited ability to assist you on test day.*
3. Review how the software navigation works and study the Audio DVD Track/Chapter Index so you can assist examinees.
4. Return all discs to their original packaging.
5. Make sure the test room(s) and all playback devices are set up properly. Examinees may not have internet access during testing.

How PreACT DVDs Work

Playback

1. Read the Verbal Instructions from the test administration manual; they are not included on the DVDs.
2. Hand each examinee one disc at a time just before you begin timing that test.
3. When the disc opens, instruct examinees to click “PLAY” onscreen.
4. The discs go from one track to the next automatically. When a disc reaches the end of a “Title,” it normally proceeds to the first Track/Chapter in the next title.

5. Instruct examinees to use the “Previous Track” and “Next Track” buttons to locate tracks they want to hear again. The location of these buttons will vary by software program.
6. Use the Audio DVD Track/Chapter Index to direct examinees to specific parts of the test.
7. The test directions examinees hear are specific to the oral presentation mode and will not match the test directions in the printed test booklet.
8. Instruct the examinees to exit out of the player software before ejecting the disc.

Tracking

Each disc is divided into tracks, or chapters, so examinees can repeat a question or set of response choices without listening to more text than necessary.

- Chapters are grouped into Titles (up to 99 chapters per title).
- Each question is on one track and the response choices are on a separate track.
- Most passages are broken into tracks by paragraph.
- Directions for each test are on the first track of each disc. Information that applies to ALL tests is at the beginning of Disc 1 (English).

If There Are Technical Problems on Test Day

1. **Stop testing** and contact your technical support staff immediately. If they are not accessible, check the discs for physical damage, reopen the program, and reinsert the discs. If you are using a computer or laptop, you may wish to restart it.
2. Verify all playback device/software settings.
3. Try another software program from the list on page 1.
4. If the discs still do not play, call ACT Customer Care.
5. When calling ACT, it is best for you to be at the device that is not working so you can describe any error messages you receive when you attempt to play the discs.

Interrupted or Delayed Testing

If ACT is unable to resolve your problem, we may offer you one of the following options:

1. Shipping replacement discs
2. Switching to readers
3. Having examinees read the tests to themselves

ACT may additionally advise you to reschedule testing for all affected examinees. All tests must be completed within the designated testing window.

Submit an Irregularity Report with all instructions given to you by ACT and your technical support staff. Wrap the Irregularity Report around the defective discs and be sure to include your High School Code on the report.

ACT Contact Information

ACT normal office hours are 8:30 a.m.–5:00 p.m. central time, Monday–Friday.

ACT Customer Care: 877.789.2925.

